

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, November 7, 2011

Members Present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, Associate Dean; Dr. Harold Dodge, Chair, Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; and Dr. Abigail Baxter, Director, Graduate Studies and Research.

Dr. Christopher Keshock, COE Faculty Council Representative, and Dr. Wanda Maulding, Leadership and Teacher Education were absent.

Dean Hayes called the meeting to order at 10:00 a.m.

1. Information Update

a. Peggy Delmas reported that the Alternative A information session attendance has steadily declined from a high of 22 to just 5 this semester. Of the two or three inquiries made each week expressing interest in this coursework, half ask for transcripts to be ordered, while the rest are daunted by prerequisites, student teaching hours required or the minimum requirement of an undergraduate GPA of 2.5. We continue to work hard to meet the needs of the students who are applying.

b. The Alabama State Department of Education has approved program overlap for individuals recommended for Class A certification August 1, 2012, or thereafter. No more than nine semester hours of graduate credit earned prior to conferral of the bachelor's degree may be applied toward the requirements of a master's degree. The nine semester hours must not have been used to meet requirements for the bachelor's degree or a Class B Professional Educator Certificate in any teaching field and must have been earned during the semester the bachelor's degree was conferred.

2. NCATE – Good progress is being made on all subcommittees and the process seems to be developing on a timely basis.

3. LMS Migration Update – There are 74 online courses in the COE. Faculty will have the option of being paid between \$250 and \$550 (depending on level of difficulty) to migrate each course from e-College to Sakai or the course could be migrated by the ILC or other third party. The funds will be distributed after the course is taught. The expectation is that those faculty who will be transitioning their own courses to Sakai will complete most of the transition before the first class. It is highly recommended that faculty migrate their own courses by building a course in a project site to be moved into the course shell when they are ready to go live. All faculty will be required to complete instruction in Sakai 101: Parts 1-4 (each part 2 hours for a total of 8 hours).

Dean Hayes requested a list from each Chair of who will be responsible for migrating each course under their purview.

The last course for eCollege in the COE will be taught in the Spring semester, 2012. Once the transition is complete, eCollege will still be accessible until the end of 2013.

4. Student evaluations of teaching are transitioning to the new Scantron Class Climate system for Sakai courses this fall. The nine colleges have been divided into two groups. The COE has been instructed to use already created eCollege course shells to administer their evaluations as they have traditionally done

using the newly designed student evaluations of teaching. These evaluations will be deployed according to the timetable each college has followed in the past.

5. TracDat – We are awaiting requests and/or instructions on what, if any, information is needed for the annual report.
6. The COE Deans are reviewing the Faculty Handbook for revisions or updates. They welcome input from the members of the Dean’s Administrative Council.
7. As a complement to last month’s new FERPA release form for student medical excuses, there is now a FERPA release form for non-medical excuses. The coursework syllabus should state that one of these forms may be required for approval of a class excuse.
8. Marian Zambrano reported that the 2011 University of South Alabama United Way Campaign has concluded. The final analysis of participation by our college has not yet been completed by the development staff. Suggestions were solicited for how best to divide the teams next year.
9. Graduate Admissions – Dr. Baxter asked that an announcement be made in the next faculty meeting in each department strongly recommending faculty let Dr. Baxter and Katrina Thompson act as the sole liaisons between our college and the graduate admissions office. There have been occasions where faculty have bypassed the COE Graduate admissions office. Most faculty are unaware of the most recent and/or constantly changing rules from the State Department of Education and they are more likely to create more problems than they solve unless all information is filtered through one central location. This process will ensure that all requirements are met beforehand and provide the best possible service to the student.
10. The Alabama Commission on Higher Education (ACHE) provided us guidelines for financial aid in Certificate Programs offered for academic credit. An undergraduate certificate has to be at least 36 hours in length for a student to get federal financial aid support. At the graduate level, only 18 hours are required. These certificates are different from a second type of certificate we might offer that would attest to a student’s study in a particular area or expertise, not leading to a degree, but be consistent with a degree and requiring not less than 10 hours. The third kind of certificate is one we might give for continuing education, coaching certificates, etc. and can be less than 10 hours.
11. Deans Hayes and Chilton are going through each section of the COE website and requested members of the DAC submit suggestions, corrections and/or updates. Any forms you may want added to the website should be sent to Dr. Chilton.
12. Socio-cultural competency requirement – The LTE department is working with faculty to explore alternatives for preparing our candidates in the use of various linguistic forms in the classroom. It has been suggested that we change some of the requirements and look at competencies.
13. Other:
 - a. On Sunday afternoon, Dr. Guest observed the phonathon work being conducted by trained students. He was impressed with their professionalism, presentation and results. Dr. Guest encouraged other faculty to observe and suggested our college might sponsor a pizza lunch for the student workers. The University matches all pledges of \$50 or above.
 - b. Dr. Scaffidi asked if he needed approval in order to take care of overloaded classes by assigning overloads to current faculty, adding classes or justifying additional faculty. Dean Chilton stated we need to distinguish between overloads and what each faculty member is assigned to do. Faculty overtime would require prior additional approval. The Vice President’s office wants to know in advance when overloads occur and be kept informed on how they are being addressed.
 - c. Corrections to the Bulletin are due in to Dr. Chilton prior to the week before Thanksgiving.