Dean's Administrative Council

Minutes of Meeting
January 23, 2017 at 9:30 a.m.
Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Chair, Health, Kinesiology and Sports; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Ms. Jennifer Simpson, Director of Field Services; Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, President of the College Faculty Council; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:32 a.m.

1. **Information Update:**

   a. **Faculty Searches –**
   Dr. Kovaleski, Chair of HKS reported one new "open rank" faculty position in Exercise Science available for next fall 2017. This position will replace Dr. Phil Norrell who is retiring in May 2017. The position has been approved and currently posted.

   Dr. Stefurak, Chair of PS reported three positions available in Professional Studies. Recommendations have been made to the dean to hire two applicants: one to fill Assistant Professor of Library Media; and one to fill the Assistant Professor of Instructional Design/Technology. Offers have been made with acceptance by both candidates to start August 15, 2017. Currently have one "open rank", tenure-track faculty position in Counselor Education still open.

   Dr. Susan Santoli, Interim Chair of LTE reported having an Assistant Professor of Education Leadership tenure track position open. Dr. Peggy Delmas has resigned her non-tenure position. The position has been approved and posted as a full-time tenure track academic appointment (9 months) in Educational Leadership at the rank of Assistant Professor.

   Dr. Kent provided an update on the new Director of Assessment which will be replaced with an Associate or Full Professor of Educational Research position. Responsibilities will include teaching in the Edu Leadership program, specifically research methodology courses and serving as the College of Education's Director of Assessment. It will be a 75% Director of Assessment and 25% teaching for Education Leadership. The position has been submitted to Academic Affairs for approval and will post once approved.

Dr. Kent also provided an update on the Department Chair position for LTE. She met with the LTE faculty and discussed recruiting options (internal/external). She will make a decision today based on feedback from faculty and move forward with the paperwork. LTE has also been approved for another full-time Education Leadership position which we are currently moving forward with the paperwork.

b. **Medical Withdrawal Policy** – Academic Affairs sent out a link to the new Medical Withdrawal Policy. The process has changed and will now go through the Dean of Student office instead of Academic Affairs.

c. **Incomplete Foliotek Evaluations** – Dr. Kent asked the chair to remind faculty to finish any incomplete Foliotek evaluations. If a student withdrew to send Alla an email and she will take care of it. Dr. Kent has the list of incomplete Foliotek evaluations.

2. **Fall 2016 Grade Distribution (AK):**
Dr. Kent provided a handout for the Fall 2016 Grade Distribution by faculty for review. She will also email the chairs a copy for their records.

3. **Spring 2017 Enrollment (AK):**
Dr. Kent provided a handout for the Spring 2017 Enrollment. She pointed out that our graduate numbers were up by 11% and our undergraduate numbers are down only by a half of a percent. In the Fall 2017 plans are to move to the new system for the graduate side.

4. **February 2nd Anniversary Celebration (AK):**
February 2nd is our 50th Year Anniversary Celebration. Mrs. Aimee Meyers provided a handout of the Master Itinerary. The events start on Wednesday, February 1st with special out of town guests for lunch and dinner. Thursday starts off with a Brunch with the Dean for out of town guests from the Top 50. There will be a campus bus tour beginning at 4:15pm with Dr. Andre Green which will include touring the HKS and UCOM buildings. Reception starts at 5:30 pm and the program will begin at 6:15pm. An email will be sent out to all faculty and staff next Monday providing everyone with instructions on parking and JagTran. Development will be using this event as a tool for fundraising.

5. **The Year of 50 – Thoughts? Ideas? (AK):**
Dr. Kent is seeking ideas to highlight every month for the year 2017 which will be put on the website and in The Pillars. Send information to Dr. Kent any events that can be put on the COE website that will connect to the 50th Anniversary. A development campaign will be built around these events.

6. **Graduate Studies Update (SS):**
Dr. Santoli reported working with EDS faculty to make the transformation from "P" grades to letter grades. She is also working with Dr. Green and Dr. Stefurak to include LTE into the IDD doctoral program. Dr. Styron to add some concentration to the existing Education Leadership program.

7. **Grants and Contracts (AG):**
   Dr. Green provided the committee a handout titled "Sponsored Activity Overview – October 1, 2015 – September 30, 2016. We submitted 21 proposals for 2015-2016 and were awarded 19. The COE is down in grant dollars due to the # of proposals submitted. Dr. Green noted that as we are recruiting new faculty, we need to communicate to them that external funding is part of their assignment. He is also planning to put together a workshop for new faculty.

8. **Academic Misconduct (AK):**
   Dr. Kent provided a handout of the updated Academic Misconduct Form which will be available online in the Student LowDown. We are now required to notify the students in writing about the penalty that is imposed by the instructor at the beginning of the process.

9. **Forms: Completion and Signatures (AK)**
   All forms that need Dr. Kent's signature must be complete and signed by the chair or the appropriate person before being sent to Dr. Kent for signature.

10. **Faculty Council Update (PV)**
    The next faculty council meeting will be in February.

11. **Other:** The Conference on Teach and Learning (COTL) will be held May 8-9th, 2017. Encourage your faculty to participate.

    Dr. Green noted that the COE plan to purchase new printers for the student computer labs and upgrade the technology.

The meeting adjourned at 10:41 a.m.

The next scheduled meeting is **Monday, February 20, 2017 at 9:30 a.m.**