

**Minutes  
Dean's Administrative Council  
And Staff  
College of Education  
University of South Alabama  
UCOM 3619/3901  
10:00 AM – 2:00 PM, June 1, 2015**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Andrea Kent, Associate Dean; Dr. Andre Green, Chair of Leadership and Teacher Education and Director of Grants and Contracts; Dr. John Kovalski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Academic Advising; and Dr. John Dagley, President of the College Faculty Council

**Member(s) Absent:** Ms. Aimee Meyers, Development liaison. Ms. Jennifer Simpson, Director of Field Services.

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

Dean Hayes began the meeting by welcoming Dr. Stephanie Stewart, Director of Academic Assessment.

**1. Information Update:**

- a. Faculty Searches - Dr. Kovalski reported that Dr. Mitchell Woltring accepted the position of Assistant Professor of Leisure Studies. In LTE searches for Reading, Special Ed., and Math have closed with the positions unfilled. A plan to reopen the searches and advertise all 3 positions as part of a larger search for 6 positions has been proposed to the Provost.
- b. Staff Searches - We have 3 openings for staff positions: Administrative Assistant (*Darlene Eaton*), Accounting Clerk IV (*Terri Moberg*), and Academic Records Specialist (*Arnedra Wilson*). We have been approved to hire replacements for the Administrative Assistant and Accounting Clerk IV positions. Dean Hayes will write a letter to Dr. Johnson requesting permission to replace the Academic Records position. Mr. Josh Wooden and the Student Services staff rvice seethbinerk Ie. JSpec (s)-1 (t)-2 (e)6

2. **Office of Academic Assessment:** As the new Director of Academic Assessment, Dr. Stephanie Stewart gave an overview of her key operating themes and initial plans for academic assessment in the COE. (*handout attached*)
3. **Short-Term Courses:** Drs. Hayes and Kent have explored the possibility of the COE offering short-term courses during Fall and Spring semesters on schedules similar to those in the College of Nursing and other units on campus. Students could register for 4 courses a semester, 3 of which could be short term, for example, so the student would only have to focus on 2 classes at a time, which could allow them to complete a master's program in 12 months. Chairs were asked to identify a few graduate programs (3 or fewer) to test the feasibility of this format, possibility during fall semester. (*handout attached*)
4. **Active Learning**

Supervisors were directed to ensure student workers were aware of and met the conditions of the policy.

10. **Meeting with COE Staff:** The DAC meeting adjourned to UCOM 3901 where administrators were joined by COE staff. Attendees discussed several critical issues related to strategic planning, including staffing of vacant positions, security issues in the COE and across campus, the status of the search for a new dean, and planning for academic assessment.