

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – February 2, 2015**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Andrea Kent, Associate Dean; Dr. John Kovalski, Chair, Health, Physical Education, and Leisure Studies; Dr. Shelley Holden, President of the College Faculty Council; Dr. James Stefurak, Chair of Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andre Green, Director of Grants and Contracts

**Member(s) Absent:** Josh Wooden, Director of Academic Advising and Ms. Aimee Meyers, Development liaison.

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

**1. Information Update:**

- a. Faculty Searches – Per Dr. Andre' Green, Chair of LTE - there are currently six Faculty positions open in the Department of Leadership and Teacher Education and they are: Assistant Professor of Special Education; K-6 Instructor of Special Education; Assistant Professor of Science Education; Assistant Professor of Reading Education (2) positions and Director of CISSTEM.

Dr. Kovalski, Chair of HPELS reports one Faculty position open – Sports Management - Assistant Professor of Leisure Studies.

Dr. James Stefurak, Chair of Professional Studies – reports no vacancies.

Dean Hayes – Director of Academic Assessment – Review begins March 2, 2015

- b. Staff Searches – Deans Hayes – reports one position open in the Administrative Office – Director of Graduate Studies Review begins (duc)-2tanID 26 te(ha)4 (i)-2 (

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4. **Diversity Initiatives** – The Community Tour on Tuesday, January 13th hosted by Dr. Joe'l Lewis received very positive and humbling feedback from the Diversity Council and other College of Education Faculty. The committee will be meeting very soon on the next step, possibly a second tour.
5. **Webpage Development** – Ongoing with a couple of items needed to complete before the College of Education goes live.
6. **Maymester Incentive Program** – Chairs were encouraged to ask their faculty to begin thinking about developing courses for MayMester for May 2016. University policy limits faculty to one course per MayMester, but Dean Hayes said, consideration may be given for 7 week courses – MayMester through the first summer term, thereby allowing for two courses.
7. **Commencement** – Update: there will be two sessions one in the morning, 9:30am and one in the afternoon, 2:00 pm. Faculty will now march in and be seated on the floor level with graduates. Parking is recommended in the COE parking lot, with Jag Tran running between the Mitchell Center and College of Education Dean Hayes is requesting that all COE graduates park in the COE parking lot. There will be a reception immediately following the morning session.

8. **Summer Contracts** – Preliminary Summer Contracts are due in Academic Affairs on

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12. **EPP Annual Report in AIMS** – The 2015 EPP Annual report is now LIVE in AIMS! These reports are due by April 17, 2015 at 11:59:59 pm Eastern.
13. **Appointment of Lead Marshall** – Dr. Andrea Kent is currently giving up this position and Dr. John Kovaleski will assume the duty of leading the students in at commencement.
14. **Professional Development Grants Program** – Hand out given – The Research Elaboration Grants (RAG) program is intended to support faculty members with a record of external funding to engage in activities that promise to advance their research and scholarly activities and securing additional external funding. Dean Hayes has revised the present COE grant program, encouraging faculty to explore and submit more grants.
15. **eForms** – All current College of Education eForms need to be accessible on the University Website – A-Z eForm Index database.
16. **Graduate Student Teaching Skill Certification** – The ILL now offers a course for GTAs to improve their teaching at USA. Although optional, all graduate assistants and adjuncts are encouraged to participate at no cost.
17. **Payment Process Limits (\$2,500)** – Effective immediately, only Direct Pays, Requisitions, Payments to Individual for Services, or Transfer Requests in excess of \$2,500 will require approval by the Office of Academic Affairs. Pre-approved travel does not require approval by the Office of Academic Affairs. However, all PAF's, Job Descriptions; APS forms etc. – will still require Provost/SRVPAA approval.

Meeting adjourned at 12:10 pm.