

Minutes

College of Education University of South Alabama UCOM 3619

10:00 AM 12:15 PM, June 15, 2009

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; , 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. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; Dr. Peggy Delmas, Director, Student Advising and Dr. Tres Stefurak, COE Faculty Council representative. Dr. Agnes Smith attended for Dr. Harold Dodge, Interim Chair who was absent. Kimberly Culbreth, COE Development Officer was also in attendance.

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

1. Information Update

- a. **Summer Enrollment Data** – information provided.
- b. **Graduating Seniors 2008-2009: Perceptions of Experiences at USA** – information provided.
- c. **Graduate Student Feedback Survey** – information provided.
- d. **USA Calendar 2010** – the University is contemplating changes to the current calendar structure. More information to follow as changes are approved.
- e. **PETAL Update/New Faculty Orientation** – a copy of the New Faculty Development Plan 2009-2010 was distributed. New faculty are required to design a New Faculty Development Plan in consultation with their department chair and submit to the PETAL office no later than September 15th. They are also required to attend one New Faculty Roundtable Discussion, one New Faculty Panel Discussion and at least five additional PETAL sessions. The PETAL office will report completion of the above referenced activities to the Academic Vice President's Office.
- f. **COE Minority Enrollment Summer 2009** – information provided.
- g. **Endowed Scholarship Fund Status** – Kim Culbreth, COE Development Officer, distributed a portfolio of information she had compiled to present to potential COE Endowed Scholarship donors. In addition to Key Facts about the COE, the packet included a list of endowment opportunities, which included a breakdown of dollar amounts needed to fund scholarship levels. In the most recent campaign, the College of Education increased endowed scholarships from two to eighteen. A \$500,000 contribution level was also achieved. Kim encouraged faculty input and suggestions on new ideas to increase donor contributions.
- h. **Sponsored Activity Summary (October – May)** – information provided.
- i. **Title II Institutional Report** – information provided.

2. Student Complaint Log

A sample format of tracking student inquiries and issues was provided. There was general consensus that the College already has a system in place by requesting that student(s) with an issue or concern first begin a dialogue at the instructor/staff level, and move higher through the administration (department chair, associate dean, dean, etc) as warranted with appropriate documentation of actions taken at each step. The University also has published Grievance Policies available in print and on-line. It was suggested that a flow chart be developed for students informing them of the appropriate channels to resolve questions/issues and that it be published on the College of Education website, along with a link to University Policies on the matter.

3. Master Plan for Space and Facilities

The College of Education will be inheriting over 22,000 square feet of space in the UCOM as Allied Health and Speech and Hearing offices are vacated. A master plan is being developed for utilization of the space, which should include multiple use instructional spaces. Dr. Scaffidi stated that a recent review of space in the HPELS Building reflected that Athletics utilizes 50% more space in the HPELS Building than the HPELS Department.

4. Budget Projections

A copy of the College Faculty Planning and Discussion Guide was distributed. As outlined, discussion focused around current academic programs and enrollment, new program ideas and college space utilization with regards to the most efficient use of available resources in light of on-

7. Praxis for Alt -A Admissions

State Code now has a provision that