

**Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619**

9:00 a.m. – 11:30 a.m., September 17, 2007

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. David Gray, Chair, Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; and Dr. Peggy Delmas, Director, Advising Center. Dr. Burke Johnson, COE Faculty Senate representative joined the meeting late.

Dean Hayes called the meeting to order at 9:05 a.m.

1. Information Update

Salaries have been approved by Dr. Covey and letters will be forwarded to Academic Affairs today for review and signature.

Faculty Searches

Dean Hayes distributed a list of College of Education current faculty searches, tentatively approved by Dr. Covey. Questions were raised about the best way to make the status of files and information on candidates available to Search Chairs. It was noted that the content of candidate files should remain centrally located with the Search Secretary for consistency and documentation of incoming candidate materials. It was suggested that, at a minimum, the Search Chair(s) receive a copy of the Vita and letter on candidates via scan as they are received. The possibility of developing a web based system, viewable by Search Chairs, to check the status of files was mentioned. Also discussed was a necessary distinction of roles for information given to candidates, i.e., when candidates call to inquire about the status of their file and when candidates call with position specific inquiries. The latter would be directed to the Search Chair(s) and the file status questions would be answered by the Faculty Search Secretary.

Dr. Chilton and Dr. Scaffadi asked to meet with Dean Hayes for further input to the HPELS positions prior to final distribution.

There was lengthy discussion about the appropriate verbiage and statement of candidate requirements for ads, i.e., college level verses university level. It was also suggested that Technology statements be added to the requirements. The topic was tabled for later discussion.

Staff Searches

Dr. Gray reported that the current Secretary IV vacancy in LTE remains posted but has been told by HR that the applicant pool at present is low and no referrals are immediately forthcoming. Dr. Kent stated that the Placement Coordinator position was posted last week.

Signage

5. **Finance Meeting for Departments**

Dr. Feldman asked department chairs to email him available dates/times for Scott Weldon from the Business Office to conduct Finance Seminars for faculty. Mr Weldon will review