

**Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 a.m. – 11:45 a.m., March 31, 2008**

Members Present: Dr. Ri

8. Honors and Awards

Dr. Peggy Delmas reported on the Student Honors and Awards Reception to be held April 18, 2008 in the John Counts room of the Mitchell Center. She requested that Department Chairs encourage faculty to attend in honor and recognition of these students' achievements. Parents and friends of honored students are also welcome to participate.

Dr. Phil Feldman reported on the Faculty Honors and Awards Banquet to be held April 25, 2008 in the John Counts room of the Mitchell Center. The deadline for the department committee's report to Dr. Feldman is April 4th. Faculty are encouraged to attend in support of their colleagues who will receive awards.

9. Staff Positions

Staff from the Administration Offices, HPELS, LTE, and Professional Studies Department joined the meeting at 11:30 for the purpose of distributing and discussing current job descriptions relative to current work assignments. Staff were asked to review the material, make changes, discuss with their supervisors, and report any changes to the information within two weeks.

10. Miscellaneous

- a. Dr. Chilton played a brief instructional video on the use of the defibrillator recently installed in the lobby. Keys to the alarm are located in Student Services and the Media Check Out Room (across from the computer lab.)
- b. Dr. Chilton asked Department Chairs to emphasize to their secretaries the importance of communicating with each faculty member about how they want things set up in Foliotek prior to entering the information into the schedule.
- c. Dr. Chilton stated that data from faculty necessary to setup the Foliotek evaluations have not been received. He reminded that we need one week prior to the evaluation deadline to setup the evaluations.
- d. Dean Hayes distributed the handout *Personalized 21st Century Graduate-Worker Pathway Planner for Grades 6-14*. He stated that among a group of constituents (e.g., The Workforce Commission, Education Commission (RAMP), MCPSS, BCBOE, Mobile Area Education Foundation, and the Commission on Higher Education) there is a high level of consistency and agreement as to what knowledge and skills are needed in the 21st century workforce. These groups will work together to move this agenda forward in a collaborative effort.
- e. Dr. Delmas distributed information on the next two scheduled fingerprinting sessions.

With there being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Kathy Beck
Recorder