

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**8:30 a.m. – 10:00 a.m., November 3, 2008**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Harold Dodge, Interim 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; Dr. Peggy Delmas, Director, Student Advising and Dr. Kathy Westbrook, COE Faculty Senate representative. Members absent: Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies.

Dean Hayes called the meeting to order at 8:30 a.m.

**1. Information Update**

- a. Dean Hayes provided a copy of the Sponsored Activity Overview for Fiscal Year 2008. Consistent with reports throughout the previous year, only the College of Medicine out-ranked the College of Education in grant activity university-wide. continued benefit to the College of pursuing research grants.

**2. Retention Factors**

- a. The 2007-2008 **Freshman Seminar Report** was distributed for review. Results indicated that 69% of those taking Freshman seminar returned the following fall semester, and in short, positively impacted retention. Other factors that affect retention, such as student work hours, student age, number of hours taken, school transferred from, etc. were discussed in the report.

The FS Faculty Focus Group Findings was also provided, which indicated that students and instructors who participated in the seminar had mixed reviews on its effectiveness. However, there is evidence nationally that Freshman Seminars that are run well are beneficial.

- b. The **Modeling Retention Factors** report was also distributed. Dean Hayes indicated when making decisions regarding programs in the College, Institutional Research is a good resource to provide relative data, as evidenced by the type information included in this report. Those seeking further information and/or data analysis should contact Dr. Van Haneghan.

**3. Comprehensive Exams**

There was general discussion about comprehensive exams and reoccurring problems both in administration and evaluation. Program faculty are strongly encouraged to review the process, assist students to be better prepared for their comprehensive examination, and consider multiple formats (e.g., oral, essay, portfolio, multiple choice exams) as part of a comprehensive system for examining student achievement.

**4. Strategic Planning Retreat**

The Strategic Planning Retreat was held October 31, 2008 for the purpose of revising the College mission and vision statements and related goals to more closely align plan (2008-2013). Participants included faculty, staff, students, public school system and community

partners. There will be additional collaboration with the faculty/staff at large later this month to review the draft plan.

**5. TracDat/SACS Review**

Department Chairs reported on their progress on TracDat/SACS Review. The College wide report is now complete. New College and Departmental goals will be developed in alignment with the new strategic plan (see item 4 above).

**6. Budget Reduction Measures**

Directives related to budget reduction measures were reviewed. It was agreed that department chairs  
50% of 2007-2008 levels.  
Other budget restrictions were discussed and overall cost saving measures will be implemented, such as a reduction in equipment, materials, etc.

With there being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Kathy Beck  
Recorder