

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, March 9, 2009**

**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. 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; Kathy Westbrook, COE Faculty Senate Representative; and Dr. Peggy Delmas, Director, Student Advising

Dean Hayes called the meeting to order at 10:05 AM

**1. Information Update**

For information and review, Dean Hayes distributed the following reports:

**a. Spring Enrollment Data**

**b. Advisor Assignment Report – Spring Semester 2009**

Dr. Hayes distributed an Advisor Assignment Report and addressed the recurring complaint of students that they are not being properly advised. Questions were raised regarding the distribution of faculty to advising assignments. Erroneous or outdated information from faculty and the UF3(o750i B)-22SF00.15 Tm{trst}uTTns OfSF00fic4 (ug)11.50 (ra)7 (re)7 ( )-5 (g)TJ-ltraltdised compiled by the USA Institutional Research and Planning Office.

**e. Academic Calendar**

The academic calendar for 2009

-2010 has been approved. The academic calendar for 2010-2011 is under review by University administrators in an effort to respond to student requests for a fall semester break, and to ensure sufficient class meeting following the Thanksgiving Break and timely reporting of graduates

**f.**

online course in Elementary Education or Reading that we could open if we needed.

indicated that they could have a section ready to open if needed.

Reading folks have

**2. Budget Analysis**

towards teacher recruitment.

New  
grant opportunities geared

- a. Department Faculty Meetings  
Dr. Hayes will attend department faculty meetings to answer any questions on the budget.
- b. Travel  
Dr. Hayes announced the re-authorization of travel to support the professional development activities of untenured, tenure-track Assistant Professors in the College of Education.

#### **4. TracDat/SACS Review**

Dean Hayes distributed the College of Education Mission, Vision, and Goals (2008-2013) specifically related to research and to service to aid departments in formulating research and service goals for entry into TracDat.

- a. Research Outcomes  
Dr. Hayes distributed the Research Outcomes for Academic Units: 2007-08 report with information in terms of the number of research outcomes for the TracDat/SACS Review
- b. Assessments are to be completed by 3/31

#### **5. Grantsmanship Workshops**

Dr. Phillip Feldman will conduct a series of four workshops starting March 13, 2009 to provide hands-on assistance to the faculty in the development of a research proposal. The workshops are: (1) Organizing for Grant Writing (2) Sources for Funding (3) Tips and Strategies (4) Following Agency Guidelines. Dean Hayes announced an incentive program introduced by Dr. Russ Lea, Vice-President of Research Administration. The incentive program