



Dean's Administrative Council

Minutes of Meeting

February 10, 2020 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Ron Styron, College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising, and Amber Day, Assistant Marketing Director; Ms. Aimee Meyers, Development Liaison

Members Absent: Ms. Jennifer Simpson, Director of Field Services

Dean Kent called the meeting to order at 9:30 a.m.

1. Information Update:

- **Searches (AK):**

- **Dr. Stefurak (CINS):** CINS has one open full-time, tenure track position for an Assistant Professor of Clinical Mental Health Counseling. An offer was made to one candidate from the University of Syracuse; waiting to hear back from the candidate. Interviewed a third candidate and another potential candidate waiting to come in.

- **Class Climate** – REMINDER Class Climate will be gone in May. Make sure faculty evaluations, surveys, etc. are retrieved.

2. Graduation (AK/JK):

- **Ceremony (JK)** – Dr. Kovaleski distributed a hand out with ceremony information to the council that will be added to the website.
- First invitation announcement went out to our students last week and we had 75 registered. At this time, 300 CEPS students are projected to graduate.

Regalia Order Date

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Regalia may also be picked up on May 8 prior to the University Commencement and May 9 prior to the College Ceremony in the HKS building – Room 1125.

Two changes/additions this semester's ceremony will be the Presentation of Student Awards and Awarding Passage Students Certificates.

- **Student Awards (AK)** – The Student Awards Reception is being moved to be a part of the CEPS Ceremony. The presentation of student awards will be at the beginning of the ceremony.
- **Reception (AK)** - Dr. Kent inquired about having a Graduation/Awards Reception prior to the ceremony from 12:30-1:30p.m. Students will need to report to the Jag Gym between 1:45-2:00pm. Dr. Kent will make a decision on the reception.

3. Faculty and Staff Awards (JK):

Dr. Kovaleski distributed two handouts titled “2020 Faculty of Excellence Awards and Dean’s Award of Excellence” and “The Gerry Jean Clark Exemplary Staff Award”.

There will be 3 Faculty of Excellence Awards and a Dean’s Award of Excellence awarded this year (see handout for more detail information). The event this year will be held on Thursday, April 9 at The Spiffy Fox Pizza & Pub which will start at 5:30pm. An email will be sent out to all faculty and staff today.

4. Technology Check Out (JK):

Dr. Kovaleski is currently working on developing a policy for a checkout procedure. He is investigating how we can levy a fine for late returns, damages, and replacement cost. Will share with the chairs once the policy draft has been developed for your feedback.

5. Marketing and Communication Update (AD):

- Amber Day will be scheduling meetings with Department Chairs soon to discuss plans for the Pillars Magazine and editorial content.
- The University is advertising more than ever. Notes from main campus

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