

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**9:00 a.m. – 10:45 a.m., July 16, 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, Coordinator, Advising Center.

**Member(s) Absent**

the areas of the college. The Library Media and Instructional Technology position will broaden library media and the management of information, and will have implications college-wide. There is a critical need for the Gifted/Special Education position. We anticipate at least seven more vacancies a year from now. Once we are clear on the standards, we will be able to go forward. Dean Hayes stated that this information may be shared with departmental faculty, but it is preferred that the list not be distributed until final approval of all positions.

Dean Hayes added that advisement procedures are being streamlined. There is a recurring statement regarding the absence of faculty. However, we appear to be doing better than our peers across campus. Dr. Baxter added that as problems appear, they are being handled at the departmental level. Dean Hayes stated that this information will be fed back into TracDat.

### **3. Faculty Council**

There was no report. The report on faculty council activities will be held as an agenda item for the next meeting.

### **4. Grants.gov Workshops**

These University workshops will provide sufficient training regarding the submission process, and general grant sources. Dr. Guest suggested that general workshops be offered in the College to provide our faculty with this information. Dean Hayes said that he will opt for one workshop for COE faculty. Dr. Feldman advised that the IRB Workshop are coming up and, if we can drum up enough interest, administration would be asking that they do another. It was noted that Dr. Litchfield was willing to provide training for College of Education faculty.

### **5. Graduate Student Feedback Survey**

Copies of the summary results of the Graduate Student Feedback Survey were distributed to the members of the Council. The Council discussed the survey results. It was noted that of the 512 respondents, 49 were from the College of Education.

### **5. TracDat**

Dr. Van Haneghan provided an update on TracDat. Dr. Guest advised that members should retain their old results for now



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## CALENDAR OF UPCOMING EVENTS

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|------------|---|
| JULY 16    | Administrative Council  |
| JULY 23    | Last Day of Classes   |
| JULY 24-27 | Final Exams   |
| JULY 31    | TracDat Reports due   |
| AUGUST 10  | COE Annual Review due   |
| AUGUST 17  | Administrative Council 10-12 Aug 17 p.m. Admin Event  |
| AUGUST 18  | Jagfest 9-1 check-in 4 campus fair, Mitchell center booths for ea college 5-7 p.m. Gym – student organizations. |
| AUGUST 20  | Fall Classes Begin  |