

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 11:00 AM, January 10, 2011**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; 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. Andrea Kent, Director, Field Services; Dr. Peggy Delmas, Director, Student Advising; Dr. Agnes Smith, Leadership and Teacher Education. **Absent Members:** Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education.

Thomas L. Chilton, Associate Dean, and Dr. Tres Stefurak, COE Faculty Council Representative were absent.

Dean Hayes called the meeting to order at 10:00 a.m.

**1. Information Update**

- a. **COE Basketball Nights** - Dean Hayes asked that the Dean's Council members begin identifying those they wish to invite to the COE Basketball night in the President's Suite on Sunday, February 27<sup>th</sup> @ 4:05 PM..
- b. **New Faculty Searches** – The search committee for the Assistant Professor in Counseling which provides services to students in secondary education. Financial Aid has a hard time placing these students because they either do not want to work or do not have transportation.
4. **TRAC-DAT** – Dr. Van Haneghan will be distributing an update to the faculty this week.
5. **Collaborative Research Retreat** - Dr. Feldman again encouraged attendance at a free collaborative research retreat to be held at Five Rivers Delta Resource Center on January 28, 2011. This will be a short course on how to prepare grants and contracts. Those who plan to attend should register this week.
6. **Living/Learning Communities** –

- a. Dean Hayes' New Year's resolution is to try to articulate deadlines and what actions are necessary more clearly in future memos to administrators in the COE. In return he has asked for more timely feedback from each administrator.
- b. Dr. Dodge brought up a problem with registration site (PAWS) where COE was filed incorrectly alphabetically under "U". That problem seems to have been rectified as of this morning.
- c. Dr. Scaffidi asked for help in turning a scanned document into an editable document and was instructed to send his materials to Marian who will acquire the appropriate program needed to accomplish this task.

Respectfully submitted,

Marian Zambrano  
Recorder