

## **Minutes**

**College of Education  
University of South Alabama  
UCOM 3619  
10:00 AM 12:00 PM, September 19, 2011**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, 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. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Christopher Keshock, COE Faculty Council Representative.

There were no members absent.

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

1. Information Update

a. Headcount Enrollment Fall 2011 - Enrollment is down, especially among minorities, who are most likely to be affected by the economy. We are working toward a balance between finding adequate resources and maintaining the current level of faculty. In order to get the resources, we must grow the programs and /or secure external grants and contracts. Resources are closely tied to the retention of students. Rising ACT scores for admission over the next few years will make admissions even more selective. Faculty must become more responsible for and involved in recruitment and retention. Unless we grow, programs and the use of adjunct faculty will have to be reduced or suspended. Recruitment

8. Faculty Handbook Revision - Reporting Grades The Faculty Handbook has been updated to state that faculty or the department chair are the only persons authorized to submit grades. Staff and/or graduate assistants are not allowed to submit grades.
9. FERPA Release Form A FERPA release form has been approved for use by faculty when provided with a medical excuse from a student. Once signed, the form gives university officials permission to verify medical excuses with the relevant professional. A statement informing students of this requirement will be prepared for inclusion in the syllabus.
10. United Way Campaign Dean Hayes is co-chair of this All  
faculty and staff are encouraged to give what they can to support the 52 charities that draw upon these contributions.
11. Graduating Seniors Survey Our responses this year went from 85% to 92% and indicates we are doing good to excellent across a range of categories. Fifty percent of our graduating seniors indicate that they plan to go to graduate school, and very few consider this their terminal degree.
12. Travel Authority and Course Formats Faculty and Chairs are asked to provide clear statements when requesting to be absent from campus as to how, when, and by whom their instructional responsibilities will be met. Faculty are reminded that blended courses require more than 15% and less than 85% of instructional time on campus. All blended courses must match their syllabus, indicating the date/s when the web-enhanced portions of the course will occur and describing the method of instruction. Online courses can be logged into from anywhere.
13. Other Homecoming will be October 15<sup>th</sup> this year. In conjunction with other colleges university-wide, we plan to have a homecoming reception for all our students in the COE from 2:30 - 3:30 on Friday, October 14<sup>th</sup>. This will be followed by a pep rally at the Moulton Tower from 4:30 - 5:00 and a parade on campus at 5:30. A hospitality tent will be available for the COE at the football game on Saturday.