

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 a.m. – 12:00 p.m., August 25, 2008**

**Leadership and Teacher Education;**

**Dr. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Abigail Bate, Director, Graduate Studies and Research; Dr. Andrea Kat, Director, Field Services; Dr. Peggy Delmas, Director, Student Advising and Dr. Mhy Westbrook, COE Faculty Senate representative.**

**Dean Hayes called the meeting to order at 10:05 a.m.**

**1. Information Update**

- a. The Conflict of Interest and Commitment Policy was distributed and discussed briefly. Although the University encourages faculty to engage in mutually beneficial relationships with external entities in the public and private sectors, there must be safeguards against conflicts that might compromise the integrity of the University's mission. Workshops will be held to communicate the policy standards and faculty and administrators at or above the director level are encouraged to attend. Dean Hayes also suggested that as chairs meet with faculty to discuss annual evaluations that this policy be communicated and tied into performance and goals.
- b. Community Economic Development Initiative - Meeting to be held in UCOM 3901, August 28, 2008.
- c.

## **5. Faculty Evaluations**

Faculty evaluations will be conducted, although the budget will not allow for salary increases. Dean Hayes indicated that he will propose to the SVPAA that the average of the overall evaluation period since the last raise be taken into consideration, when raises are re-instated.

## **6. Staff Evaluations**

The completion of the annual staff evaluation process was discussed briefly. Overall, deans, chairs and directors expressed no major concerns or issues.

## **7. Cut-Off for Requisitions, POs and Bid Requests**

A memo was distributed from Scott Weldon, University Controller, as a reminder of the September 30, 2008 closing date for the State of Alabama's fiscal year, and as such the accounting records of the University will be closed for the period. This memo outlined the absolute deadlines for requisitions, purchase orders and bid requests.

## **8. Filling Vacant Faculty and Staff Positions**

In light of the current budget situation, a limited number of faculty searches have been approved by the Office of Academic Affairs. The University Freeze Committee must approve the search for the current LTE staff vacancy.

## **9. International Initiatives**

Currently, proposals are being formulated by Dr. Jean Clark and Dr. Monica Hunter to participate in the International Cooperative Agreement with the University of Costa Rica. In August, while traveling in South Korea, Dean Hayes formalized an International Cooperative Agreement between USA and Dongguk University.

A revised Transient Approval form was distributed, which encompasses the approval process for Study Abroad Participants. Dean Hayes asked Dr. Delmas to obtain further clarification of the process for International Exchange Agreement course work.

## **10. Teacher Preparation Programs Field Services Manual**

Meetings have been scheduled to work on this manual, which will include LTE Program Coordinators and Dr. Pugh from HPELS.

## **11. Vacation Days**

In light of upcoming holidays, staff vacation requests were discussed to ensure that offices are fully covered during days of operation.

## **12. New Phone System**

Dr. Chilton asked department chairs and directors to decide and let him know what extension they would like displayed on outgoing calls on the recipient's caller id.

## **13. Handling Harassment/Gender Discrimination**

Handouts were distributed and discussed. Dean Hayes identified behaviors that constitute harassment and/or discriminatory as fundamentally "unwanted, persistent, or anything a reasonable person would find inappropriate or offensive." He also reminded the DAC of the liability to an individual and to the University when this type of behavior is observed with no effort to encourage modification and/or no effort to report it to a higher authority. Jean Tucker, University Attorney, will attend the September 12, 2008 COE Faculty Meeting to further discuss this topic.

