

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 – Spring 2020

Order form opens: March 6

Deadline to order online: April 10

Distribution: April 28 and 29, 9:00 A.M. to 6:00 P.M., USA Bookstore

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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 Marketing and Communications: ads are running on television, magazines, billboards, social media, podcasts, airports in Mobile and Chicago, and Hulu.
- Main campus Marketing and Communications is looking at starting a contract with a SEO (search engine optimization) company. Because the College of Business, College of Arts and Sciences, and College of Education and Professional Studies have a person dedicated to marketing and communications, they will be the first to test and implement the program. The company will help to identify keywords that should be used in copywriting and web page implementation. Amber will couple this project with overall renovations to the College of Education and Professional Studies website.
- The monthly college email newsletter is successful. More than 4,500 opens for the February newsletter. Will continue to rotate departments and programs with

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feature articles each month. Amber has established a relationship with MCPSS IT for them to release CEPS emails each month as needed.

6. Office of Assessment Update (MB):

Dr. Matt Binion provided the following update:

- CAEP onsite visit begins this coming weekend. Currently working on the final stages of getting ready for their visit and coordinating schedules. First meeting will be Sunday morning and will arrive on campus at noon for their first sessions. Visitors will be here all day Monday and will leave by noon on Tuesday.
- Dr. Binion will send out an updated schedule tomorrow.

7. Advising and Certification Update (JW):

Josh Wooden provided the following update:

- Bulletin information coming out to everyone this week for review
- USA Day – 17 potential students
- CIEP – 11 decision received back; 7 without any conditions

8. Development Update (AM):

Aimee Meyers provided the following update:

- 150 Million goal reached. Still have 10 million dollars matching money available.
- Employee campaign – still ongoing
- College has reached \$104,192 of the \$200,000 goal
- Give Day is February 14
- Take over Tuesday at Voo Doo Wings

9. Graduate Studies Update (JK):

Dr. Kovaleski will meet with the chairs in the next few months to share information on the Gray Associates, a consulting firm, hired by USA to review and evaluate our programs, and provide a strategic plan once more information is known.

10. Faculty Council Update (RS):

Dr. Styron indicated there is no new update from the faculty council.

11. Other:

- OALS Open House Tuesday, February 11 from 4-7pm
- 3 candidates have interviewed for the Interim VP of Enrollment Services position. Once someone has been selected a search for a full-time person for the position will begin.

The next scheduled meeting is **Monday, March 23, 2020 at 9:30am.**