



## Dean's Administrative Council

Minutes of Meeting

January 25, 2016 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present Dr. Andrea Kent, Dean; Dr. Andre Green, Chair of Leadership and Teacher Education and Director of Grants and Contracts; Dr. John Kovalski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Stefurak, Chair of Professional Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Area Advising; Dr. John Dagley, President of the College Faculty Council; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aime Meyers, Development Liaison

Guest Present: Mr. Jeff Davidson, Manager, USA Online and Ms. Shelitha McKissack, Graduate Assistant/ILC Liaison Representative.

Dean Kent called the meeting to order at 9:30 a.m.

Dean Kent began the meeting by welcoming Mr. Jeff Davidson and Ms. Shelitha McKissack from the Innovation in Learning Center (ILC).

b) USAonline Accessibility Audit

There are three main requirements for online courses

- 1) Videos must be captioned
- 2) Still images must have alternate text (brief description).
- 3) All PDFs need to be read by the reader (equipment)

The ILC can provide a brief Accessibility Workshop for the COE if needed. They also offer free video captioning. The USA Accessibility Initiative goal is to be completed by spring 2017.

Shelitha's contact information is as follows: [smm903@jagmail.southalabama.edu](mailto:smm903@jagmail.southalabama.edu)  
ILC 251-461-1888; Campus Address: ILC 102

c) Conference on Teaching and Learning (handout provided)

Dr. Kent urged the chair to encourage the faculty to participate in the conference. The Abstract deadline is February 1, 2016.

d) New Faculty Development

Dr. Kent inquired if there were any faculty interested in presenting to new faculty (e.g. teaching strategies, ideas, how to be successful) for training/orientation purposes

3. Assessment Update (SS) – Dr. Stewart provided three handouts. 1) 2016 EPP Annual Report; 2) UAB School of Education Standards Master Alignment; and 3) CAEP Evidence Phase Schedule.

a) Trac Dat – Dr. Stewart provided an update on Trac Dat and indicated a significant amount of progress has been made in terms of cleanup, alignment, etc. She noted a completely new user interface for Trac Dat will be available next month. Demo to be presented to the deans first and then will be accessible by the users. He is producing a new tutorial video and will be available soon as a resource.

b) Assessment System & Timeline - Dr. Stewart is working with Ms. Jennifer Simpson to incorporate the TPA initiative into the key assessments programs. For LTE, the TPA pilot will serve as a model.



12. COE Alumni Advisory Board Liaison Needed– Dr. Kent asked for recommendations for an alumni advisory board liaison. She encouraged the council to help get more alumni involved with the COE(Society) Plans to start this in the fall and will need names by the summer.
13. Calendar - Student Awards is scheduled for April 2<sup>nd</sup> The goal is to recognize the new scholarships during the awards program
14. Other – Ms. Jennifer Simpson noted edTPA training is scheduled for March 11

The meeting adjourned at 1:10 am.

The next scheduled meeting is Monday, February 29, 2016 at 9:30 a.m.