

Minutes of Dean's Administrative Council Meeting – January 28, 2019

available in Dana's office. Dr. Kent asked the council to remind faculty to help get the word out regarding the Educator Excellence Scholarship. Faculty should be encouraged to share on social media.

c. **Cyber Security (AK):**

Dr. Kent recently sent an email to chairs from Academic Affairs with a list of faculty and staff who have not taken the mandatory cyber security online training. This training must be completed by February 28.

d. **Zoom and Panopto (AK):**

Dr. Kent distributed an ILC flyer titled "New Video Applications for Active Learning". Please share with faculty.

2. **Recruitment and Retention Efforts (AK):**

Dr. Vitulli shared that the Office of Adult Learning recently held a very successful open house. The website is generating 30+ leads a month.

Dr. Santoli suggested having a noon "brown bag" meeting for elementary education people who might be interested. She suggested developing future teacher groups or clubs.

Dr. Binion is currently analyzing student data of those who did not make it into candidacy. He noted that the number of credit hours transferring in from other colleges are high. Discussion ensued regarding possible issues that may be occurring as to why this is happening and possible resolutions. Need to encourage students to use the Praxis study site.

3. **USA Online Certification (AK):**

Dr. Kent provided a handout titled "USAonline Certification Status Report...". This is a list of FT and PT faculty who have not completed the USAonline certification. All faculty must be certified if you teach online courses. Faculty can contact the ILC to complete the certification or go to the website for more information and instructions. Dr. Kent noted that this is part of the University emergency plan.

4. **Publications (AK):**

Dr. Kent noted that 10 (a)4 (nd pos)-11 (1 (R)-v (r)3 (-1y)20 (ou (e)4 (e)4 (-0.004 6c 0 Tw -196 (e)i -2

