



Dean's Administrative Council
Minutes of Meeting
November 18, 2019 at 9:30 a.m.
Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate 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

Members Absent: Ms. Jennifer Simpson, Director of Field Services; Ms. Aimee Meyers, Development Liaison

Dean Kent called the meeting to order at 9:30 a.m. and welcomed Ms. Amber Day the new assistant marketing director.

1. Information Update:

a. Faculty/Staff Searches:

Dr. Stefurak (CINS): CINS has one open full-time, tenure track position for an Assistant Professor of Clinical Mental Health Counseling. The search committee has identified 3 candidates to proceed further with interviews. Dr. Stefurak will review and submit a recommendation to the Dean by tomorrow.

b. Raises (AK):

- Bi-weekly employees will be notified today, November 18.
- Faculty will be notified on November 25th with an official letter.
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from Fall 2016 – Fall 2019. CEPS was down 1,557 credit hours during that time period which totaled one million, sixty-one thousand dollars (\$1,061,000).

3. Marketing and Communication Update (AD):

Ms. Day distributed a hand out titled “CEPS Marketing and Communications Update”.

- Streamlining communication and utilizing other marketing strategies by tapping into potential students and reaching out to alumni is very important.
- Monthly eNewsletter to be sent to CEPS alumni, current students, faculty/staff, USA Admin, CEPS Board, and prospective student op-in from USA website.
- Email content for December newsletter by this Thursday, November 21.
- Events Calendar to populate on CEPS Homepage.
- Create your event as an official event on Facebook through your page and CEPS can share.
- Utilizing USA brand standards in flyers, brochures, promotional materials.
- Build social media presence (Facebook and Twitter).
- Stall News – small version of monthly eNewsletter to be printed and put in stalls of CEPS bathrooms.

4. Grants and Contracts Update (AG):

The internal grant competition deadline is today or tomorrow. CEPS is currently #1 within the University in the area of grants and contracts at \$11,713.509.13.

5. Graduate Studies Update (JK):

Dr. Kovaleski provided the following admissions update and handout titled “Graduate Admissions Update”:

As of 11/15/19	2019	2018 (11/15/18)
Total All Applicants for Spring	116	126* this may include IP applicants after this date
In Progress	77	81* this may include applicants after this date
Received	39	44
Accepted	34	31

Graduation Attendee Update

College Ceremony Candidates

11/15/2019	Doctoral	Master's	Bachelor's	Total
CINS				

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- Contract has been signed to have all the flooring in the red carpet classrooms replaced during the holidays.
- Working on a new design for our classroom podiums.

11. Other (AK):

- Alumni Center will open in January 2020.
- The USA men's basketball team is slated to be the SunBelt Champions. Go support them whenever you have a free night. The team has received a lot of national