



**2. EMS System – Ms. Melva Jones (Office of Special Events):**

Ms. Jones provided a brief overview and presentation of the Office of Special Events website, which can be found online at southalabama.edu/specialevents. The Office of Special Events is located in the Administration Building on the third floor (AD 325). She specifically mentioned the new USA Master Calendar and the new Events Management System which includes the spaces reservation system. The website maintains several virtual resources on the website including the Events 101 Guidelines which is available to download. She encouraged everyone to visit the website and note the services available. The website was officially launched on August 1, 2016.

**3. Start-up Fund (AK):**

When hiring new faculty, start-up funds must be spent within 1 year. Once a faculty decides how they would like to spend the money they must write a memo to the chair requesting approval. Once approved by the chair, the memo, with appropriate backup documentation, will need to go to Dr. Kent for final approval.

**4. Development (AM):**

Ms. Meyers announced the Office of Development is working on a publication brochure for the College of Education. The piece will highlight the mission of the college as well as the Upward and Onward Campaign. There will be an electronic version available. The Office of Development has agreed to pay the cost.

Ms. Meyers provided an update on the 150 Million Campaign. Currently, they have raised 90.1 million.

**5. Graduate Studies Update (SS):**

Dr. Susan Santoli provided an update of the Graduate Studies Program. The overall graduate admission numbers are slightly up. Admissions is still struggling with slow processing of applications. Jamie will continue to send Dr. Santoli a list of students who are in application mode of some sort and she will forward the information to the Chairs. Dr. Santoli will continue to send the list of students that have been put on probation to the Chairs. Dr. Ron Styron has created 2 Sakai sites for Ed Leadership; one for students and one for faculty. Dr. Santoli and Dr. Susan Martin are working on a Sakai site for Secondary Education.

**6. COE Faculty Meeting – September 1 (AK):**

Dr. Kent announced that the COE faculty meeting will be Thursday, September 1. She reminded the Chairs to turn in their new faculty and staff photos, names and assignments to Alla by August 25.

**7. Extra Yard for Teachers – September 24<sup>th</sup> (AK):**

On Saturday, September 24 there will be a USA Jaguar football game. The College of Education has been invited by Athletics to participate in Extra Yards for Teachers. The game will be held at the USA Jaguar stadium. The College of Education will be responsible for providing transportation for the teachers. The game will start at 7:00 PM. The College of Education will be responsible for providing transportation for the teachers. The game will start at 7:00 PM. The College of Education will be responsible for providing transportation for the teachers.

## Minutes