

Minutes

May 28, 2013 at 10:00 a.m. in I-122

	Present	Absent
Dr. Denis G. Wright	X	
Dr. Marie Collins	X	
Dr. Eileen DeLuca		X
Jeff Gibbs	X	
Dr. Erin Harrel	X	
Dr. John Meyer	X	
Mary Myers	X	
Dr. Edith Pendleton	X	
Dr. Thomas Rath	X	
Michelle Fanslau	X	

- I. Fall “duty days” discussion – ideas for theme?
 - a. Include theme for convocation
 - b. Friday open, Monday is the big day (BB Mann may not be available).
 - c. Themes
 - i. Logical to launch next 50 years
 1. New time capsule ordered, assembled, letters from SGA Presidents
 2. Destination 20/20 18 months overdue
 3. Strategic vision, with people involved in the process
 - ii. In-house recognition for current staff, make it humorous, and bring together new administrators with faculty.
 - iii. Schools update and the roles of department chairs
 - iv. Update on legislation issues

- II. Textbook adoption practices
 - a. How does it work? There are some differences in practice from department to department.
 - b. Dr. Wright met with Follett bookstore representatives. They are unhappy with the speed of textbook adoptions and its impact on used book sales for students.
 - c. Starting in January electronic submission may be available.
 - d. Edison has some of the lowest resale value for textbooks.
 - e. How can we talk with the faculty about the costs and practices?
 - f. It is the change in texts every year that is the most problematic.
 - g. Late adoptions are problematic for dual enrollment.
 - h. There is an exception to policy for Dean and VPAA to approve variance in adopted text.
 - i. Some chairs have not submitted the textbook adoptions for this year.
 - j. The textbook adoption policy needs to be more descriptive.
 - k. Mary attended a conference and there will be a committee to address the use of e-books.
 - l. Many students want obtaining texts to be easy process.
 - m. At some institutions, students purchase textbooks at the time of registration. The fees include the costs of texts. Some data indicates that 2/3 of students do not purchase the required text.
 - n. Follett is changing with the times and will allow e-books.

- III. Phillip Benjamin money
- a. Academic Trust Improvement Fund (ATIF) at Edison.
 - b. Deans receive an email request from the Foundation in March, and they respond with their plans for the year.
 - c. Money can be designated to specific programs, but funding is distributed to the Deans.
 - d. Plans have already been submitted for this year.
 - e. Some funding is very prescriptive and some more open. Expenditure plans can be revised each year.
 - f. How open-ended is the money? Some funds are very specific. School of Health Professions used it for pinning ceremonies, testing, clinical lab support, etc.
 - g. ATIF funds are designated funds and the interest generated is used for expenditures.
 - h. There may be some transition issues with the loss of campus deans.
 - i. Dr. Wright is listed as the contact person for everything but the Rauschenberg fund.
 - j. Which ones are open-ended? Which still need to be completed?
 - k. Dr. Wright will send a copy of the funding list to all of the Deans. Deans can follow-up with Deb Kibel.
- IV. Adaptive Services discussion
- a. Reports that some faculty are not as sensitive to adaptive services. Dr. Wright is not sure how often problems may occur.
 - b. It needs to be clear to faculty that accommodations are required.
 - c. Can adaptive services include Deans when faculty in their school or division will need to work with students for accommodations?
 - d. What are we doing institutionally about staffing Adaptive Services?
 - e. Maybe we should have an organizational structure email to all college staff.
 - f. There should be a faculty awareness campaign.
 - g. There is inconsistency by location with level of service. Inventory may be needed for both service and equipment.
 - h. Adaptive Services falls under Student Affairs.
 - i. Someone should be leading the college-wide effort with campus support.
 - j. Angela Hartsell is the Lee Campus designee.
 - k. Maybe there could be a 20-minute presentation during professional development days.
- V. Hurricane Preparedness – how do we handle with faculty
- a. Do faculty know what to do?
 - b. Faculty should have a plan for what happens with their classes when the College is closed.
 - c. Can Canvas be used for hurricane preparedness? Some on-campus classes have a set-up for Canvas. Should there be a shell for every course?
 - d. What should the expectation be for those impacted?
 - e. Planning
 - i. Alternative locations
 - ii. Set up a sight in Canvas for information, assistance, and a connection for both faculty and students.
 - iii. Communication in advance
 - iv. The Hurricane Preparedness guide should be distributed to all faculty and staff
 - f. Need recovery plan for students and staff
- VI. Meeting with Dr. Land and Dr. Jones
- a. Responsibilities for campus presidents will now include economic development activities
 - b. They would like to meet with Academic Affairs for focus.
 - c. Dr. Wright will invite them to a future meeting.

- VII. Dean's Rotational Schedule (subgroup task force)
 - a. Subgroup met and created a plan
 - i. Dr. Meyer will share the plan with Dr. Wright

- VIII. University of Phoenix?
 - a. Dr. Wright met with a representative from the University of Phoenix.
 - b. Should we promote this university? Is there interest in a partnership?
 - c. Jeff Gibbs attended a meeting that focused on re-establishing partnerships. There was emphasis on agreements through the Articulation Committee.
 - d. Should we partner with for-profit institutions? It may be better to partner with not-for-profit institutions. Should we limit partnerships to graduate degrees only?
 - e. Mary attended an FLVC conference last week, and it was mentioned that tuition will be limited to \$147.00 per credit hour for the online initiative.

- IX. Transitional Admissions
 - a. Transitional admissions to baccalaureate programs.
 - b. Issues
 - i. Students who still need prerequisites, how are they classified?
 - ii. They cannot be put into an AS degree
 - iii. Can they be accepted into a program on a transitional basis?
 - iv. What about the process for AS to BS programs?
 - v. Set aside some A term courses for students to complete requirements
 - c. FLDOE feels that there are transitional opportunities.
 - d. Tabled for discussion with Dr. Harrel

- X. Department Meeting Schedule
 - a. Technology issues and most departments want meetings at 1:00 pm
 - b. Can there be alternate start times?
 - c. Are there other technology platforms?
 - d. Dr. Wright will send out an alternative schedule option.

- XI. Learning Segments (first Tuesday of every month)
 - a. Dr. Harrel's presentation is scheduled for the next meeting.
 - b. Michelle will remind Dr. Harrel.

- XII. Other issues
 - a. Deans are only required to attend Board meetings when something on the agenda applies to their area.

The next meeting will be Tuesday, June 11, 2013 at 10:00 a.m. in I-122