*Minutes*

September 17, 2013 at 10:00 a.m. in I-122

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

1. **Faculty Load Sheets**
	1. How many use the load sheet and for what?
	2. Dr. Collins is not using them. Dr. Harrel uses them. Dr. Meyer uses them. Dr. Rath uses them. Dr. DeLuca not using them this term. Dr. Koupelis uses them because he has to use them.
	3. The load sheets are useful in determining faculty overload pay
	4. Came into existence before we had load reports. Now that we have load reports, are they needed?
	5. Faculty load reports are not perfect. It does not show release times. Incorrect input issues. Dr. Stewart is working on a plan.
	6. The load sheet was being used before the schedule was created. Used as part of the scheduling process.
	7. Faculty are paid overload by contract
	8. Dr. Wright wants to make it clear that the Deans and the VPAA plans and controls the schedule. Faculty request what slots they want in the schedule. We need to develop a practice for how overloads are assigned.
		1. Dr. Wright’s past experience is that the schedule is sent out. Faculty can request what they want up to base load. Then the schedule is sent out again for overload. It needs to be a practice that overloads are optional.
		2. The dean has the right to assign faculty to the schedule. The deans control overloads.
		3. It is different with library faculty and online courses. Dean Myers needs to be notifying the deans when faculty are assigned to online courses.
		4. Can the faculty load be sorted by school or division?
	9. Conclusion: faculty load sheets are no longer required. Deans can use what they want for scheduling.
2. **Course Deletions from master course list/catalog (deadline September 13th)**
	1. All responses have been received and many courses will be presented at the Curriculum Committee this year.
3. **Faculty Credentialing COP**
	1. Dr. Wright has rewritten the COP
	2. Amendment to A, “or a master’s degree and a minimum of 18 graduate semester credit hours in the teaching discipline”
	3. Amendment to B, get rid of “ly” at the end of alternatively. Change B to include transfer courses when applicable?
	4. Can we use alternative qualification for transfer courses?
		1. Do we use the same qualifications that universities use? Review policies from other universities.
	5. SACS requires that we have a policy and follow it
	6. Under policy section, question about “graduate credit”. Dr. Wright has removed “graduate”
	7. Change 2nd bullet under number two in procedure
	8. HR will not be part of credentialing. They will track the receipt of official transcripts
	9. Deans will not be able to assign a faculty member to a course without a completed FQF
4. **Spring schedule issues**
	1. Rooms are a big issue. The loss of rooms makes it difficult to schedule.
	2. Courses that are cancelled should be removed from the schedule to free up rooms
	3. Most issues with finding space is that schedulers do not know how to find rooms. Course start times should be adjusted to maximize room availability
	4. Lack of computer classrooms
5. **Summer project in H Building**
	1. In Summer 2014 the H building will be closed for renovations
6. **General Education Task Force**
	1. Input is welcome from the State’s General Education Task Force, but it does not necessarily mean there will be a change. The chance that anyone will come up with a scenario that has not already been considered is unlikely. Input is due by November 1.
	2. The Curriculum Committee is the venue for discussion about the changes in General Education
	3. How specific we get is up to the institution
7. **Meeting with Department Chairs ad-hoc committee**
	1. Dr. Wright had a meeting with the chairs on Monday, September 16
	2. New job description for Department Chairs is almost done.
	3. Any changes will be implemented in August 2014
8. **Other issues**
	1. Faculty assigning titles for themselves
	2. COP for the Department Chairs is currently being finalized.
	3. Contracts only for program coordinators. What is the effective date for program coordinators—likely earliest January, 2014. The dean will recommend to Dr. Wright the job duties. It will likely be a stipend and not release time.
	4. Fix FQF form to remove discipline chair (Michelle)
	5. What about the foreign language issue with 8 credits and those students who have only 6? Possible development of 2 credit courses. Maybe online. We cannot waive the two hour requirements. The foreign language requirements are for AA students only
	6. There is a gap in supervision of dual enrollment and adjunct faculty and classroom observations.
		1. Maybe a stipend for content experts to visit classrooms assigned by the deans
		2. First year DE instructors are evaluated and then a rotation schedule
		3. There is no reason that a department chair or senior faculty member cannot observe classes
		4. The new COP does indicate that it is the responsibility of the chairs to observe classes

Next meeting is Tuesday, October 1, 2013 at 10 AM in I-122