*Minutes*

October 29, 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. **Meeting minutes from Oct. 15th meeting**
   1. Michelle will send out the meeting minutes to all deans from now on. If there are changes, please send them to Michelle.
2. **Scheduling of classes, faculty involvement**
   1. The Faculty Senate asked Dr. Wright to bring up this topic
   2. Basic scheduling includes assigning the rooms and entering the data into Banner..
   3. Faculty should be intimately involved after the basic scheduling activities are complete.
   4. Faculty Senate has indicated that some faculty feel that they are not involved in the scheduling process
   5. Are the deans including faculty in the scheduling of classes?
   6. Who teaches what and when should have faculty input
3. **Final decisions on faculty hiring for 2013-2014**
   1. Positions approved:
      1. EMT (Charlotte)
      2. Elementary Education (Lee)
      3. History (Lee) – emphasis American History and/or African American History
      4. Art (Charlotte/Hendry-Glades)
         * 1. Two days at Charlotte and two days at Hendry/Glades
           2. Person will be housed at Charlotte
           3. Maybe Art and Humanities
      5. Biology (Collier – Rookery Bay grant coordinator)
         * 1. Rookery Bay contract would be extra pay
           2. Job position should indicate Rookery Bay grant coordinator
           3. Could be also structured as 3 credits of assigned time
   2. As we move forward, Dr. Wright would like the wording in faculty job postings to indicate that the faculty member may be assigned to more than one location
   3. If a faculty member comes in knowing they may be assigned to more than one location, then it mitigates problems later
   4. It is not a problem for full time faculty to take courses at another location to make load
   5. Adjunct faculty can be assigned before full-time faculty are assigned overload
   6. Deans should forward the screening committee chairs and committee members to Dr. Wright
   7. Make sure there are faculty from other campus included on screening committees when possible
   8. These positions can be filled for this year or the fall
   9. There will still be requests for new faculty in the next budget cycle
4. **Requests for midyear budget adjustments**
   1. Dr. Wright has heard from several deans about budget adjustments
   2. Several have been for upgrading positions.
      1. Among these requests, there have been no mention of financial resources
      2. If the deans have the money, they can re-allocate from one budget to another. This is Dr. Wright’s understanding of budget adjustments.
      3. Dr. Wright will take the five requests and put them in order
   3. Emily Moretta and Patti Edwards will report to the Deans of Student Affairs and Academic Services
      1. They will still assist the Deans when they are on campus
      2. Michelle will still be the main supervisor for the Academic Services Specialists
   4. Dr. Wright will be back in touch with the deans about requests
5. **Use of FT faculty as adjunct faculty mentors/classroom evaluators (draft)**
   1. This is for new adjuncts only
   2. With regard to SACS, they only require that we have a process and follow it for review of adjunct faculty
   3. Can the review process be staggered? Yes, the deans can put them on a review schedule.
      1. A list from HR would be helpful
   4. Deans should be signing off on portfolios
   5. Kristen has almost completed all the DE observations for this fall
   6. For all continuing adjuncts who have done a portfolio before will not have to do one this year.
   7. All new faculty (never worked at Edison before or have never done a portfolio) will complete the portfolio process
      1. Started previous summer or spring
   8. It is not a required role of the department chair to be an Adjunct Faculty Mentor, but an AFM can be a department chair
      1. Department chairs can be paid retro for completing observations
   9. For DE, they will have an AFM each year because their classes have to be observed every year
   10. Deans should send any corrections to the draft to Michelle
6. **Curriculum Items – Dean’s Council procedure**
   1. In the future, deans will present their curriculum items
7. **Antranette Forbes – Grants (11 a.m.)**
   1. Her role is anything and all things grants
      1. Notifying, tracking, coordinating
      2. Deans helping Antranette find grants would be helpful
   2. Antranette will reach out to deans when she finds a grant that may apply to their area
      1. Deans must notify Antranette whether or not they are interested in the grant
      2. Deans will supply a point person for the grant to Antranette
      3. Grants require several approvals so please be mindful of timelines
      4. Once the grant is submitted, we wait for a response
      5. Antranette has 17 grants she is currently monitoring
      6. We try to do a lot of consortium projects because it is a current focus. Creative and innovative projects are especially useful
      7. How do we decide who is the main contact for the grant?
         1. If it is academic-related, then Antranette will include the deans in the process
         2. Dr. Wright wants to be included in the grant process for Academic Affairs
         3. Please be sure that everyone is on board and wants to work on the grant before applying
      8. Questions
         1. When will the Edison community be notified of the receipt of grants?
            1. The department is currently working on the notification process
         2. Who is responsible for directing the grant?
            1. Much is dependent on the confines of the grant
            2. Many grants Antranette looks for comes from conversations with others
            3. If a dean wants to expand opportunities, it is their responsibility to guide activities
         3. Typically the same person does not write the grants and manage the grant activities
         4. Some faculty will want grants for research. Who makes the decisions?
            1. This should go through the deans or program director
            2. Dr. Wright will need to be part of this process
            3. Maybe a check list will be helpful to make sure everything is covered to include the tails
         5. Antranette does stay in contact with the Foundation to make sure everyone knows what grants are being worked on at a given time
         6. In the future, we can prioritize grant needs for the academic unit
8. **Other issues**
   1. Dr. Collins is hoping for more open conversations about general education requirements
      1. Dr. Wright will include this issue on the next agenda
   2. Dr. Wright did meet with the Curriculum Committee to talk about the new general education issues to be put in place by Fall 2015
   3. For an internal transfer for faculty, it cannot include temporary full-time, but the full-time faculty do not have to be on continuing contract.
   4. There is a request for a future agenda item to discuss the direction of Continuing Education

Next meeting is Tuesday, November 12, 2013 at 10 AM in I-122