*Minutes*

December 3, 2013 at 9:00 a.m. in Building Z

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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 November 19 meeting**
	1. Already reviewed, amended, and posted
2. **Toby Discenza presentation – Proposed Course Fee Budget Process**
	1. Tabled
3. **SB 1720 Update (January Presentation)**
	1. Dr. Wright and Dr. DeLuca spoke with the Board members about the College’s response to SB 1720
		1. Received positive feedback from the Board members
	2. Student Services participation will be more in-depth from the first moment a student contacts the College
		1. Redefining what is being done in Student Affairs from the front end
		2. Recruiting and admissions with retention in mind
		3. It will encourage us to tell students that there are hoops that they will need to jump through
	3. The legislation has encouraged us to do things that will be positive
4. **Dean’s Council – Curriculum Items**
	1. HIM 2222 course discontinuation proposal to be updated by Dr. Collins
5. **Coordinator of Departmental Assessment**
	1. Professionalize assessment in a department
	2. Some liberal arts chairs asked for coordinators
	3. 50-100 hours of work a year
	4. Does not change teaching load
	5. Will work well for the Learning Assessment committee
	6. The Learning Assessment COP is currently being revised
	7. Restructure of the Learning Assessment Committee
	8. Include someone in the committee from Edison Online that collects assessment data
	9. This process may be implemented in a future term
	10. Amend wording in the description to include recommendation by a program coordinator
	11. Amend Health Sciences to Health Professions
	12. The library will have a seat on the Learning Assessment Committee
6. **Faculty job description**
	1. Is everyone confortable with the standard faculty job description?
	2. Deans can give input about specific duties
	3. The job advertisement is different from the job description
		1. Bonnie Etheridge said that the Deans cannot change the advertisement
		2. There should be a link to the College’s job description
		3. Ron Dente did not want to see multiple faculty job descriptions
		4. Dr. Wright will have another conversation with Ron Dente
		5. Much of the information in the job description is irrelevant and not specific to the person needed
		6. Issue with the salary being listed on the advertisement
		7. Should we be building recruitment profiles?
	4. What is the policy of the institution? Are we hiring the best person for the position?
7. **Six month check-up (survey monkey)**
	1. Survey will be coming out next week
8. **Other items**
	1. FQF process
		1. Should long-term faculty review their own credentialing?

Next meeting is Tuesday, January 7, 2014 at 10 AM in I-122