*Minutes*

January 7, 2014 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. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Meeting minutes from December meeting sent out**
	1. Already reviewed, amended, and posted
2. **MSDS Sheets (Susan Marcy and Mark Lupe)**
	1. Chemical sheets with descriptions, precautions, and accident procedures
	2. Required for a number of years
	3. MSDS sheets at Edison have resided at different locations and then were sent to Public Safety
	4. General Counsel began to review other college procedures to determine our procedures
	5. Palm Beach College has an online process
	6. What we are hoping to do is get an inventory of chemicals on hand and get the MSDS sheets in an online format where everyone can access them
	7. Some accreditation agencies require that the sheets are on hand in the labs. Does it have to be a paper sheet? For some programs the sheets have to be in the lab.
	8. Maybe the online format is a secondary storage area because the binders are needed in the labs
	9. The electronic format puts everything in the same place
	10. The file will need to be updated annually
	11. Should include chemicals used in the art labs
	12. We will need to figure out the process.
3. **Appointment of Asst VP of Academic Affairs**
	1. Dr. Laura Weir will be appointed on an interim basis
	2. Dr. Wright and Dr. Weir have been working together on her duties
		1. International education activities
		2. Program assessment
			1. We need to be sure we are doing the right thing according to the State, SACS, and institutional requirements
			2. Will need to look at the AA program
	3. Dr. Wendy Chase is the new director of Honors and will work with Dr. Pendleton
		1. Dr. Wright has challenged Dr. Pendleton and Dr. Chase to increase honors enrollments by 300% over the next two years.
	4. Dr. Cahill is no longer the chair of English and is now in charge of developing a baccalaureate program
		1. Amanda Lehrian is the interim chair for English
	5. Dan McDevit is the interim coordinator of science
	6. Dr. Suzanne Wells is the interim associate dean for nursing
	7. Marty Jenner will coordinate the BSN program
4. **Toby Discenza email – Proposed Course Fee Budget Process (attached)**
	1. Email was sent to the Deans before the winter break
	2. Toby met with Dr. Wright and asked about the necessity of the course fee process every year
	3. Dr. Wright has determined that the course fee process can be done every other year
	4. New courses will be done automatically when they are approved
	5. There can be exceptions when needed
5. **Semester start up issues/Late Drop of students**
	1. Main issue that there was not time for a reaction to any issues
	2. No reports over the weekend and not until late in the day on Monday
	3. At this point, Dr. Koupelis is not cancelling classes
	4. It was difficult to react when the reports were incomplete
	5. Problem with late orientations during the first week of class
	6. If we do what we are talking about for Fall for the SB 1720 submission, these type of issues cannot happen
	7. If average class size is good, then we are doing what we should (will be getting data to share from Fall 2013 and Spring 2014 to establish baselines).
	8. There should have been a drop in early December for planning purposes
	9. The late drop students did not have the opportunity to re-register before the late registration fee
	10. Have they automated Florida Pre-Paid yet?
	11. There are reports that there was a Bright Futures issue where students were dropped and not notified
	12. We are put in a situation where faculty are actually starting instruction in the second week
		1. It is instructional time lost
	13. It may not be the best idea to tighten the process either
	14. No students should be added after drop/add
	15. Academic Affairs was not aware of the late orientations
	16. Why did this change happen?
		1. A decision was made by administrators
		2. The two days back was problematic
		3. The calendar will have a 12 week summer session
	17. Can the policy be different by School? Dr. Wright does not want the policies different by school. It may be different for the baccalaureate program.
6. **Online/School Dean responsibilities**
	1. Full-time faculty
		1. It is difficult for Edison Online to manage load. Edison Online should not be working on full-time faculty load and it should come from the School.
		2. Scheduling – Deans control the schedule.
		3. How do we decide who is teaching online and how much they are teaching online?
			1. Dr. Meyer asks the faculty after the schedule is created
		4. Who decides how many sections of a course are added online? Edison Online is making this decision.
		5. Dr. Koupelis was not allowed any input on who was assigned to teach online
		6. The Deans are responsible to make sure that the on-campus classes are covered
		7. It is Dr. Wrights belief that the full-time faculty schedule should be controlled by the School dean
		8. It is more difficult for the liberal arts courses
		9. 41% of online classes in Pure and Applied Sciences are taught by full-time faculty
		10. Upper administration has eliminated the Deans in the past and letting faculty teach online
		11. Dr. Wright does not believe the faculty have the right to teach online
		12. Discussions should be completed with departments. Decisions should be made on what is best for the student
		13. The online classes are filling first and ground classes last
	2. Paperwork issues is much more work for the Deans
	3. Dr. Koupelis wants to be the one to make the decisions on what classes are offered online
		1. There is a new director who is looking at the structure and integrity of online courses.
		2. Limits need to be determined on how many classes are taught online and to make sure ground classes are covered
	4. For the School of Health Professions, everything has been managed by the coordinators
	5. Adjuncts
		1. Whatever system has been used should be continued
		2. Mary, Dr. Koupelis, and Dr. Alford should meet to discuss the process for their schools
	6. What about assessment of the Adjunct Faculty?
		1. Mary monitors many aspects of the adjunct training, assessment, communication, and student complaint issues.
		2. How do workforce programs know about the performance of their online adjuncts?
		3. The eSir is distributed to all Edison Online faculty
		4. Going forward, the process for evaluation goes through the chair and then to the dean
		5. How can a Dean assess a faculty member’s performance when they do not know the faculty?
		6. The evaluation process Dr. Wright developed is for ground and blended classes
		7. Edison Online does not have the expertise to evaluate the faculty per the discipline content
		8. Edison Online can review course technical content
		9. Is it the eLearning Committee’s responsibility to look at the content of a course?
		10. In Health Professions, the coordinators review faculty
		11. We should not be doing processes just for sake of doing a process.
7. **Mary Myers survey questions**
	1. For the Academic Technology Committee
		1. What works for the faculty and what does not?
		2. Is their technology that should be in the classrooms that we do not have?
		3. Send Mary a description of the perfect technology classroom
8. **Dean’s Rotational Schedule**
	1. Continues for the spring
	2. Travel expenses for the rotational schedule? No
9. **Six month check-up (survey monkey) 5-6 responses so far**
	1. Michelle will send it out again
10. **Other items**
	1. There is a Rotary meeting here next weekend. Dr. Pendleton will send out an invitation

Next meeting is Tuesday, January 21, 2014 at 10 AM in I-122