*Minutes*

January 21, 2014 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | 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 |  |
| Loretta Fritsche (Guest) | X |  |

1. **Minutes from January 7 meeting sent out and changes made. Any others?**
   1. Already reviewed, amended, and posted
2. **Portfolio ad-hoc committee update?**
   1. The first meeting was on January 3, 2014
   2. The committee initiated the process and the charge to evaluate the portfolio process
   3. The committee will examine the process we currently have and whether it is effective
   4. The committee came up with 6 action items
   5. The goal is to kick off the new process next fall
   6. Dr. Weir will follow-up with the committee for the next meeting date
   7. For the adjunct portfolio:
      1. The process has not yet changed, with the exception of who is completing the portfolio each year
      2. For this year, only new adjuncts unless the Dean decides otherwise
      3. The final version of the adjunct faculty review process was sent to the deans, but not yet to the adjunct faculty
3. **Sabbatical application update**
   1. Dr. Wright met with the committee and have established the process
      1. Only one faculty member submitted for this next year. Wendy Chase is the first applicant.
      2. HR will make sure they are eligible and then notification will be sent
      3. Who will be the chair of the Honors Committee if Wendy Chase is approved for a sabbatical?
4. **COP Changes**
   1. Summer adjunct workload
      1. Dr. Wright made the decision that an adjunct can carry 9 hours at any point in the summer
      2. No matter what the calendar looks like, if we have A, B, and C terms, an adjunct faculty member can have 9 credits and ten contact hours at any one time during the summer term
      3. Full-time faculty can have 24 in the summer. Twenty-four hours is acceptable in the summer because they are not on contract
      4. The nine credits at any one time is different in the Fall and Spring because of full-time load and the CNA
      5. The summer workload follows the academic calendar and not the fiscal calendar
   2. Compensation for larger classes
      1. Was not addressed during the negotiation process
      2. It is in the COP
         1. 40 to 59 students, paid 1 extra credit
         2. 60 to 79, paid 2 extra credits
         3. 80 and above, paid 3 extra credits
      3. Impacts Arts, Humanities, and Social Sciences the most
      4. There is no curriculum capacity or enrollment capacity
      5. Faculty who teach large sections should be compensated. It may be unfair that only Arts, Humanities, and Social Sciences are the only ones who have the opportunity to receive this additional compensation
      6. This COP rule is not appropriate
      7. The schedulers are the ones building the enrollment capacities in each section
      8. The supplemental pay is determined after drop/add
      9. The extra pay does not count against load
      10. For Edison Online, Mary has met with the Deans to determine class sizes
      11. There were approximately 25-30 this Spring that are 40 or more
      12. How do we determine this number in the future? Dr. Wright is not sure yet.
      13. For Dr. Alford, in the past it was driven by a funding formula. There is a FLDOE list giving recommended class sizes.
          1. Dr. Alford applied a 60% rule. They needed 60% of enrollment to run the class.
      14. Should Dr. Wright leave it the way it is?
          1. Can it be a dollar amount per student?
          2. Maybe it should be 50 before an additional amount is paid
   3. Class cancellation threshold and average class size
      1. The COP will read 11 or fewer for cancellation
      2. We need to pay more attention to average class sizes
      3. Average class size helps programs in the arts that may have smaller numbers, baccalaureate classes, and other areas
      4. What is the percentage we are hitting in for average class size?
      5. Each dean can calculate average class size
      6. Curriculum capacity needs to account according to facility needs
      7. COP indicates independent study for 6 students or less
         1. Independent Study COP needs revision
5. **Presentation from Lou Traina, new VP for Institutional Advancement**
   1. Nice to be back from 1997
   2. Fundraising for colleges and university for 12 years
   3. Teaches at Nova Southeastern University
   4. If we can work together, we can create a positive culture
      1. Pride in the organization
      2. When faculty and staff do not feel pride for the institution, it makes it difficult to raise funds
      3. We need a culture of philanthropy
   5. Donors want to speak to faculty and students
   6. Dr. Traina expects strong support from the community
   7. Planning process for the Foundation and Marketing should be complete in April and May
   8. The planning process will look at what do we have and what needs to be improved
   9. Priority: We need to raise money for a recreation sports facility
      1. A site preparation study is being done that will be finished by February or March.
      2. Once the site preparation study is completed, it will be submitted to the Board of Trustees for review
      3. Financial goals still need to be determined
   10. Priority: Dr. Traina needs a good prospectus of the Schools
       1. Fundraising to name schools
       2. Dr. Traina will start with the School of Business and Technology
       3. Business and Health are very compelling to donors
       4. To name a school may cost around $5 million or more
       5. Dr. Traina will call on the Deans for more information about the schools
          1. What are the financial needs for the schools?
          2. The idea is to let donors know what is here
   11. Jeff Gibbs brought up funds available and funds needed for the Hendry/Glades Center
   12. Dr. Wright believes now is a good time to seek funding to name the Schools
6. **Classroom observation practices and form for adjuncts**
   1. The e-Learning committee is very interested in the process for classroom observations for online faculty
   2. The observation form is a draft at this time.
   3. Deans should review and send suggestions to Michelle
      1. Michelle will send out the electronic form for Deans to make recommendations
   4. We are looking for a form we can use for adjuncts for beginning in fall 2014
   5. Faculty cannot expect that no one will ever visit their class
   6. For full-time, observation is pending any changes to the evaluation process
   7. For new full-time faculty, this process will work out during the 5 year continuing contract process
   8. The e-Learning committee has brought up that the adjuncts and full-time need to complete professional development to continue teaching online
7. **SB 1720 finalized**
   1. The materials are finalized and will be presented to the Board on Tuesday
   2. Approximately 20 people worked on the plan
   3. The process will be updated as needed
   4. Now an implementation team will be needed
   5. SB 1720 bill has driven review of both student services and academic processes
8. **Academic Calendar**
   1. Working on it now with the intent to take it to the Board in February
   2. Dr. Wright would like a two-year calendar with changes requested if needed
   3. What does everyone think about a 12 week summer session?
      1. We have issues with semesters overlap
      2. Dr. Wright will remove the final exam days in summer
      3. If we move to 12 weeks, it may be uncomfortable for students to not have study time to prepare for final exams
      4. This summer is set and cannot be changed. Application for a possible 12 week semester will be for Summer 2015
      5. The 12 week summer schedule allows for professional development for non-academic staff
   4. We may be looking at common start times as well
      1. Dr. Wright is asking a previous colleague for his notes on the common start times process
9. **Other items**
   1. None mentioned

Next meeting is Tuesday, February 4, 2014 at 10 AM in I-122