*Minutes*

February 4, 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 |  |

1. **Minutes from January 21 meeting sent out and changes made. Any others?**
   1. Already reviewed, amended, and posted
2. **Classroom Observation practices and form for adjuncts (attached)**
   1. Update to include “Faculty” in the title
   2. Any additional suggestions should be sent to Michelle
3. **Payment of stipends for work completed by Adjunct Faculty Mentors**
   1. Dr. Wright envisioned that mentors would receive stipends after the mentoring is complete
      1. Stipend after observation, follow-up with the faculty member, and notification to the department chair and dean
      2. Deans can question the observation form
      3. We need to create a flow chart for this process
      4. Chairs’ job description indicates that they complete the review process
      5. Chairs have interpreted that they are not required to complete observations
      6. Check conflict with chair job description
      7. Deans review all adjunct portfolios
   2. Observers: Dean, Department Chair, Program Coordinator, or Adjunct Faculty Mentor
      1. Payment only for Adjunct Faculty Mentor
      2. The adjunct faculty mentor completes the classroom observation
      3. Observation form becomes part of the annual review process
   3. The dean has to review the portfolio so they can make the decision on whether an adjunct should be hired again
   4. What is the deliverable for the Adjunct Faculty Mentor?
      1. Maybe a checklist is created and then the stipend is processed
      2. This process will be reviewed by the portfolio committee
      3. Dr. Weir will take care of clarifying this process
4. **Academic Calendar 2014-2015 and 2015-2016**
   1. Calendar committee met and everyone seemed thrilled with the calendar
   2. The biggest difference is the summer 2015 changes
      1. We did not preserve final exam periods for the summer
      2. No once a week sessions can be taught during the mini terms unless it is a one credit class
   3. It is nice that we have the duty days for assessment activities and meetings
   4. Michelle will send out the electronic versions to the Deans for review
5. **Discussion of summer start times (summer 2015?)**
   1. How do the deans feel about having consistent start times in the summer?
      1. For example, 3 credit classes would meet at 9 am, 11 am, 1:30 PM, and 5:30 PM
      2. Why restrict days and times? Is there proof that there are conflicts?
      3. What we have now is chaotic
      4. There is no argument for not having common start times
      5. Common start times may help with classroom availability and student scheduling
      6. The 4 and 5 credit classes are problematic and need to be considered when creating common start times
      7. Dr. Wright will put it on paper and then discussions can proceed
6. **Other items**
   1. What is the goal of the Chair meeting? Dr. Wright continued the meetings that were already a practice
      1. The Chairs appreciate the opportunity to meet with Dr. Wright
   2. Separate discussions are causing problems
      1. Dr. Collins is hearing information from faculty that she does not know about in advance
      2. If it is a process that involves the deans, they need to know.
      3. If there were more joint meetings with administrators and faculty, it may help alleviate confusion.
      4. Dr. Wright may ask for meeting minutes from the Chair meetings so that the deans know what is being discussed and decided
      5. Dr. Wright has tried to bring things that are discussed at the Chair meetings to the Deans
   3. Dr. Harrel and her chair understood the mentor and evaluation process differently
   4. Dr. Wright gave special exception for the English and Mathematics course changes for the submission of curriculum proposals for Fall 2014
   5. Dr. Pendleton will be surveying for the ATIF funding
      1. Dr. Pendleton will provide funding expenditures and funds available
   6. Clarification for Summer 21 or 24 hours for full-time
      1. Not to exceed 12 credits at any one time and 24 hours during the entire summer
      2. The deans confirm that they understand that adjunct faculty may teach up to 18 hour but with no more than 9 credit or 10 contact hours at any one time

Next meeting is Tuesday, February 18, 2014 at 10 AM in I-122