*Minutes*

March 11, 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 |  |
| Dr. Tom Rath for Dr. Meyer | X |  |

1. **Minutes from March 11, 2014 meeting sent out. Any other changes?**
	1. Reviewed and approved by all
2. **Department Chair evaluation - implemented?**
	1. None have been completed
	2. The form was shared with the Department Chairs
	3. The Department Chairs were directed to talk with their Deans about the evaluation process
	4. The only reason for the evaluation is that it is included in the CNA
		1. According to the CNA, reappointment is dependent on the evaluation
	5. Deans need to complete the evaluation process with the Department Chairs this term.
		1. There is no specific deadline but just that it gets done this semester
		2. Deans choose the process for administering the evaluation and which faculty to include
	6. Can the survey be built into Qualtrics and distributed that way? Yes
	7. Dr. Wright will notify Dr. Hibbard through Dr. Stewart about using Qualtrics
		1. Dr. Wright will make sure that the evaluation will not be an assessment process
		2. Deans will respond to Michelle about who wants to use Qualtrics
	8. Deans can choose to complete the process hard copy as well
3. **Fall schedule of classes input deadline - April**
	1. Early registration begins April 22 for honors and housing students
	2. Open registration for continuing and dual enrollment students begins April 24
4. **Graduation items (May 2nd at 6 pm – Germain Arena)**
	1. Gonfalon carriers
		1. School of Health Professions, Debra Weeks
		2. Dr. Alford is finalizing
	2. Attendance of faculty
		1. All faculty are required to be at commencement
		2. Only exceptions are illness with a leave request or approved travel leave
5. **Curriculum Committee Update**
	1. There was discussion about the course description and differences in learning outcomes.
	2. Deans approve with a suggestion the course description language may be simplified
6. **Remaining follow up to Retreat**
	1. Adjunct faculty credentialing
		1. Adjunct faculty credentialing, the final sign off is the dean, but the department chair or coordinator could be the initiator of the FQF
		2. There is concern from the department chairs that the academic services specialists are completing the FQF form
			1. All the schools are doing it differently
			2. What should be the process?
			3. There was concern that people were teaching in areas that they are not qualified
			4. Inconsistencies causes issues
			5. The chairs or the deans should start hiring the process
			6. Dr. Collins would like the faculty member to review and sign off on the FQF
			7. There is a difference between recruitment and hiring and the process should be split
			8. The department chairs and program coordinators should view the FQF
			9. Maybe the chairs need to be educated on the process.
			10. When the credentialing matrix is changed, some faculty may not be qualified
			11. Once an adjunct completes the HR process, the deans or department chairs contacts the applicant
			12. FQF is approved by the department chair or program coordinator and the dean before it is sent to the Dr. Wright
			13. Academic services specialists act more in a support function
			14. Do we want to have the applicant sign the faculty qualification form? No
				1. Dr. Collins will ask her adjuncts to review the FQF
	2. Syllabus review
		1. At universities, administrators do not review syllabi
		2. Dr. Wright does not feel that all syllabi have to be reviewed every semester
		3. Dr. Wright is hoping for a workflow process and connect to Canvas
		4. Edison Online has a process where the syllabi are uploaded and approved
		5. IT has committed to helping with the syllabi process for updates
		6. Additional locked-down area for the texts if we have an IT solution
	3. Assessment (course, program, Gen ed)
		1. Department coordinators
		2. Recent LAC information
			1. Course level assessment will remain the same with what LAC has done this year
			2. Dr. DeLuca and Marty Ambrose will go over the plans and make suggestions to department
			3. Program level assessment – Dr. Weir is working on the 5 year program review process
			4. General Education – Dr. DeLuca will take over this process has part of her new responsibilities
	4. Classroom observation process
7. **Faculty searches update**
	1. Discussion on the updates to the faculty searches
	2. Dr. Wright’s preference is that temps are hired for the year and not on a semester based
	3. Michelle will have the searches updated
8. **Reorganizational plan**
	1. Dr. Pendleton is retiring June 30, 2014
		1. Dr. Wright recognizes and thanks Dr. Pendleton for the contributions she has given to the College for the past 26 years
	2. Dr. DeLuca will be appointed Assistant Vice President of Academic Success and Learning Resources
		1. The plan is that Dr. DeLuca is the assessment leader of the college for academics
9. **Other items?**
	1. There was a suggestion that there was a different textbook for dual enrollment
		1. Lee School District is different
		2. Will we be looking at extending the textbook adoption time in the COP. Dr. Wright believes it is two years minimum adoption process
		3. Will we as a college enforce a two-year adoption process? Yes
		4. There are issues with the bookstore each year about textbooks
	2. CE Website update
		1. Dr. Collins had the school links added to the CE Website
	3. Dr. Harrel is requesting notification of changes as soon as possible because faculty know about changes before the deans. When things are official, Dr. Wright will notify the deans about changes.
	4. When there are changes about positions we interact with to get tasks done, notifications should be sent out.
	5. Dr. Koupelis found out that one of our faculty have been supporting local sports and Hancock Field will be changed to Donaldson Field on May 17.

Next meeting is Tuesday, April 29, 2014 at 10 AM in I-122