

October 5, 2012

The meeting was called to order at 1:05 P. M. by the district president Dr. Bill Wilcox. Fifteen members were present: Jed Wolfson, Rebecca Harris, Wanda Day, John Salem, George Manacheril, Bill Van Glabek, Christy Smith, Janice Jaén, John Pelot, Marilyn Herlin, Tom Donaldson, Cynthia Chaussé, Bill Wilcox, and by polycom Amanda Pollitt and Sandra Seifert.

- I. Announcements:
- II. New Business:
 - A. We need a Campus Director of Academic Services.
 - B. We need to keep a head of Adjunct Services.
 - C. The name of the Acting Dean of Arts and Science is to be announced today.
 - D. There may be a great expansion of duties of the department chairs.
 - E. We can list the work areas of the Dean on this campus to find any gaps likely not covered by the new Dean of Arts and Sciences who will be stationed here. Some areas supervised by the Dean include:
 1. class and room scheduling
 2. hiring of new personnel
 3. travel requests
 4. Teaching Portfolio evaluation
 5. evaluation of teaching in the classroom
 - F. Problem Areas:
 1. Appendix A was submitted in September, 2012 to the Charlotte Dean, Dr. Rath, but the Portfolio in the spring of 2013 may be evaluated by a different person, the new Dean of Arts and Sciences. If the Portfolio is submitted electronically and Appendix A and the Portfolio reviewed by the same person, perhaps some of the problems will disappear.
 2. Professors are evaluated on their campus service. Is the Dean of Arts and Sciences on the Charlotte Campus the best person to judge the campus service of a professor on the Collier Campus?
 3. Dr. Allbritten asked that we discuss how department heads are to be chosen. Also, should the heads of the departments rotate?
 4. How is the Collier Campus proceeding without a Campus Dean?
 - G. What is the job description of the Dean of Arts and Sciences and also of Dr. Land's position?
 - H. In Instructional Technology Jason Dudley is in charge of the problems with the Internet for Academic Service. The data base crashed. The CANVAS system is not as compatible with our system as we were told it would be.
- III. The meeting was adjourned at 1:55 P. M.

Secretary,
Janice Jaén