*Minutes*

April 29, 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 |  |
|  |  |  |
| Debra A. Kelly | X |  |
| Dr. Tom Rath for Dr. Meyer | X |  |

1. **Minutes from April 8, 2014 meeting sent out. Any other changes?**
   1. Reviewed and approved by all
2. **Summer schedule of classes:**
   1. Enrollment #’s
      1. Dr. Wright mentioned that enrollment is low. We decided to not offer Dual Enrollment courses for summer. The legislation does not speak to it. Students cannot pay for it. The President made the decision. No free dual enrollment courses this summer. Accounts for over 500 students and has an impact on certain courses.
      2. Lack of enrollment does not hurt us as much.
      3. Down in total. Down in lots of classes.
   2. Cancellation
      1. When should we cancel?
      2. Think about cancelling these classes now. Especially classes that have 4-6 students.
      3. Based on last summer’s point to point comparison, we should be at the 90% mark.
      4. Not a lot of enrollment left.
      5. How devastating will this be to the summer schedule?
      6. Is A or B semester healthier?
      7. Dr. Alford cancelled 25 sections yesterday. Is holding 32 sections at 9 or lower.
      8. Dr. Wright is not in favor of putting out a bloated schedule. Build a schedule that is less aggressive and move to expand a schedule.
      9. Summer enrollment starts early enough to add additional sections.
      10. There are still classes that have 6-7 enrolled in A term.
      11. Occasionally we will offer a low enrollment section
      12. Objective to have a class size that we are comfortable with.
      13. Will do an average of last year to this year.
   3. Objective (class size average)
      1. Dr. Wright - Independent study exercised more often at Edison. Why? What has led us to that position?
      2. Cancellation is still an option.
      3. Rational – why do we offer independent study?
      4. Sections that offer independent study when there are other regular sections available.
      5. Dr. Koupelis – scheduling conflicts. Ex. Student may need a Calculus III class and may not be able to take the course during the scheduled time.
      6. There are occasions that this may happen. Student is closing in on graduation and may need the course.
      7. Dr. Wright - too much of it. Should not be the faculty’s member decision to offer an independent study.
      8. Dr. Wright - does not cover all of the material as an independent study.
      9. We have options for students.
      10. More of the exception as a rule
      11. Dr. DeLuca – course sequencing, campus that it is only offered, sometimes there are day and evening students, students that only take night classes.
      12. Faculty member will say they will meet the students on a regular basis.
      13. Dr. Wright – we can’t do anything else contractually. Faculty member can teach anyway that we want to. More concerned that all of the material is not covered. You can do that in 3000 or 4000 level courses.
      14. Dr. Collins – independent study – usually for graduate student working without much guidance. Used for undergraduates. Definition for payment rather than the student.
      15. Dr. DeLuca – running a course with less students.
      16. Dr. Collins – students who have stopped out (ex. maternity leave) Sequence course.
      17. Independent study is a problem. Sequencing their program correctly.
      18. Dr. Wright – phasing out courses
      19. Academic integrity is on-line.
      20. Mary Myers – teach it in the full sequence, will cross-list two sections.
      21. Dr. Koupelis – would hate to lose the option. Much clearer breakdown of meeting times.
      22. Syllabus is the same as the course. Syllabus has the schedule on it.
      23. Dr. Rath – syllabus is required and the dates are established.
      24. Dr. DeLuca – differentiate between students and more students.
      25. Dr. Wright – negotiated a per pay sliding scale. Especially will happen more often in summer than fall and spring. Faculty member has the option to say yes or no to the independent study.
      26. Dr. Wright -We are in a position where it is all or nothing.
      27. Same schedule, same textbook.
      28. Dr. Koupelis – has a full-time faculty that never says no. Looking at the entire semester curriculum. The student did not give a valid reason as to why they needed the independent study.
      29. Dr. Alford – huge number that have been coming through. Driven by enrollment than any other reason. Political Science on-line. Cap was lowered. On-line will go the same content wise.
      30. Mary Myers- probably should have cancelled early on. Political Science scheduling error.
      31. LIN1670 classes. Different issue because of the students that transfer in quarter hours. Short .33 or .66 credits. They are out of sequence. So few students. Assigned as load rather than pay.
      32. Dr. Wright – Gordon rule. Had to have 6.0 credits in Communications. Able to cut some more slack in those areas. Taken a much liberal stand. If they have something else that we can find.
      33. Shame that they have taken English I and II.
      34. Dr. Rath – can evaluate and advise student early on.
      35. Jeff Gibbs – spoken to Dr. Alford regarding enrollment at Hendry Glades. 28 more students coming through the pipeline. Eliminate enrollment of 0 or 2-3 students. Math and Science classes are really solid.
      36. Dr. Wright –downturn in enrollment. While we do not have to be slaves, but need to be realistic. 8-9 students in a class that there are no other options. Bottom line. Either we have these facilities or we don’t. Offer fewer classes at the other campuses.
      37. Dr. DeLuca – orientation date?
      38. Run by low enrollment by Dr. Wright.
      39. Dr. Koupelis - Run every choice we make?
3. **Graduation. Any questions on assignments**
   1. Dr. Wright – We have all of our name readers.
   2. Dr. Alford – had eye surgery recently. Is there sufficient lighting to read names?
   3. Dr. DeLuca – If Dr. Alford is not able to fulfill his obligation. She will step in if need be.
   4. Dr. Wright – will work out the details at graduation rehearsal.
4. **Facilities and technology requests**
   1. Dr. Wright – we need to make sure that we complete the formal facilities request.
   2. Dr. Weir – Example?
   3. Dr. Wright - anything that changes anything. Permanent structural thing.
   4. Jeff Gibbs – change space to an office space. Does Dr. Wright know the status?
   5. Dr. Weir – example – She emailed Jason if they had a video camera and a tri-pod. Should she have submitted a request to Dr. Wright? Answer is no.
   6. Dr. Wright - Received emails regarding requests like furniture. He will prioritize all requests. Will move them forward immediately.
   7. Dr. Collins – will you let us know the status?
   8. Dr. Alford – had a meeting with Dr. Peel and Ron Copass. Conversion of jewelry room and the black box theatre. Project Request form should be completed.Will send the forms to Dr. Wright.
   9. Dr. Koupelis – general question regarding computers. Faculty use old computers. Who pays for it? Is there a plan somewhere for 5 to 10 year plans?
   10. Dr. Wright – had such a plan when he was campus president. Heard rumors that they are developing such a plan at Edison. Plan for painting, refurbishment of offices, computers, etc.
   11. Dr. Wright –In the past, PECO funds were flowing freely. PECO funds have dried up. For example, upgrading labs. Could upgrade all of the computers from PECO funds. No longer the case.
   12. Dr. Wright – we desperately need a plan. Excellent question.
5. **Professional development budgets**
   1. Dr. Wright – Professional Development Committee. Several Schools have funds to send faculty on professional development activities. Dr. Wright asked for a list from Esther in budget. Know that people travel and was not sure where the funds are coming from.
   2. Dr. Rath – Vast majority are largely through Perkins or FERTECH.
   3. Dr. Collins – Most are traveling through Perkins or faculty pay for their own travel.
   4. Dr. Pendleton –has travel funds.
   5. Dr. DeLuca – has travel and professional development funds. Listed for FYE and QEP. One of the budgets is listed under Academic Success.
   6. Dr. Rath – historically, monies were dispersed by campus and academic unit.
   7. Dr. Wright – Not many requests from SHP or SoBT. Liberal arts folks. Why are they not asking for funds?
   8. Dr. DeLuca – administrator’s travel process? Moving forward? Go through Dr. Wright. He will have the resources.
   9. Dr. Alford – funded two people that either missed the deadline or received word after the FPD deadline.
   10. Dr. Wright – The FPD Committee were able to fund almost everyone at a reduced budget.
   11. Dr. Collins – FPD are only for faculty.
   12. Dr. Wright – would like the FPD Committee to take on staff development part.
   13. Dr. Wright – AFC members are able to travel using other funds.
   14. Dr. Collins – add instructional staff. Such as Clinical Coordinators to professional development. They are not faculty but teach classes. They are omitted from this.
   15. Dr. Wright - add instructional staff to emails. Use the list serves that are available.
   16. Dr. Wright - look at drawbacks. Set up a separate list for those members.
   17. Dr. Alford – creating a distribution list by the campus by the Chair for their evaluations.
6. **Portfolio review ad-hoc committee update**
   1. Dr. Koupelis – not too much to update. Good efforts but fair to say that people do not like change.
   2. Dr. DeLuca – evidence that it has worked?
   3. Dr. Wright – met with the New Faculty Seminar attendees and mentioned there would be a new system in place.
   4. Dr. Wright –may have to write the new plan. Without a professional evaluation by colleague or department chair. VP and Deans evaluation plan next year.
   5. Dr. Wright – will make decision based on recommendations from the committee.
7. **Faculty searches update**
   1. H.R. requests changes…our opinion?
      1. VP Doeble supervises HR. She has written a new COP that will have an impact on the academic unit and budget.
      2. Dr. Wright – advertisement of position. Create a list of options for everyone. Essentially a budget and could pick from the menu that we would like to use. Could pool them together to save money.
      3. Dr. Wright – like to turn over all of the applications to the screening hiring manager and committee to screen applications.
      4. Dr. Koupelis – shoot for the expectation listed on the advertisement. Forget about the minimum qualifications.
      5. Dr. DeLuca – preferred qualifications listed.
      6. Dr. Wright - make the preferred the minimum.
      7. Dr. Rath – conditional language.
      8. Dr. Wright – use minimum qualifications in certain areas that may have a limited pool. Use minimum qualifications.
      9. Screening themselves?
      10. Dr. Wright - fine if the hiring manger can do it by themselves. As long as one person can do the front work, it should not be an issue.
      11. Dr. DeLuca – only release the ones that the hiring mangers review
      12. Dr. Koupelis – legal ramifications?
      13. Dr. Wright – screened according to what was set up. It should not be an issue.
      14. Dr. Collins – currently uses this practice. Sends a list to HR to those that did not meet the minimum qualifications.
      15. Dr. DeLuca – workflow would be nice.
      16. Mary Myers – option in Neo Gov.
      17. Dr. Weir – formalizing will eliminate mistakes.
      18. Dr. Rath – if we have access, it is useful to have HR field questions.
      19. Dr. Wright – this will not change. HR will still field questions.
      20. Dr. Wright – at a certain level of position, the hiring manager can do it themselves such as an Administrative Assistant. A screening committee is not needed. Can ask staff but does not require for certain positions. Support staff, instructional staff. Figure out what those positions are such as a certain level. Not a requirement.
      21. Jeff Gibbs – how many applications are we receiving for faculty positions?
      22. Michelle will send out the list and update accordingly.
8. **Other items?**
   1. Dr. Koupelis – heard a rumor that our institution will stop supporting immigration efforts.
   2. Dr. Wright – hired faculty that have been in the process of completing immigration status. Think that is where we are right now. We do not know status moving forward.
   3. Dr. Koupelis – work permit for a year? How long do we hire them?
   4. Dr. Wright – one part of internationalizing ourselves we have to internalizing our people.
   5. Some of them processed cost a lot of money. Over $6,000.
   6. Dr. Wright – waiting for final copy of COP. If we offer someone the position, we will reimburse him or her for any cost that they may incur.
   7. Dr. Koupelis – required to pay the minimum for the faculty member.
   8. Dr. Koupelis – obligation to support them. 18 month issue with HR.
   9. Dr. Koupelis - honest and open about it. Support the best qualified candidate.
   10. Dr. Wright – trying to get clarification.
   11. Dr. Collins – student Visa issues. Students that we accepted are not allowed to take 100% classes on-line. Students had to be turned away from the program.
   12. Mary Myers – BSN students from out of state? Federal requirement. Strict requirements. Has not seen BSN students on the list.
   13. Dr. Collins – who catches it from Edison?
   14. Mary Myers - could lose Title IV funding if we do not adhere to policy. State authorization is a requirement.
   15. Dr. Weir – international students on-line. There are prohibitions and strict regulations accepting foreign students. If they are in Mexico and are taking an on-line class, it is a problem.
   16. Mary Myers – can’t take out of state on-line students only.
   17. Dr. DeLuca – do we advertise and guarantee that?
   18. Mary Myers - reluctant to advertise that.
   19. Dr. Wright – hasn’t seen anything that relates to the question.
   20. Dr. Collins – approved to offer BSN program on-line.
   21. Dr. Wright – have someone authorizing on-line classes.
   22. Mary Myers – currently developing the 5 year plan. Unable to identify the on-line student.
   23. Dr. Weir – do we identify students?
   24. Dr. Wright – ask students what their primary campus is. Does not have exclusive campus.
   25. Mary Myers – look at head counts and percentage of students that are taking on-line classes and how many?

Next meeting is Tuesday, May 13, 2014 at 10 AM in I-122