

VPAA/Deans Meeting

Minutes

May 13, 2014 at 10:00 a.m. in I-122

	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. Jeff Stewart	X	
Dr. Susan Hibbard	X	

I. Minutes from April 22, 2014 meeting sent out. Any other changes?

- a. Reviewed and minor edits made

II. Discussion about adjunct email and portal access being cut off

- a. Edison has not done a good job about cutting off email for people who have left employment so the College received an audit finding in the recent State audit. The two issues brought up during an audit were about access to people no longer employed and password strength
- b. Dr. Stewart stated that if faculty are teaching in a subsequent semester, they will not lose access
- c. There were contract issues and Deb Kelly will check the contract dates in the future
- d. Is there a reason why access cannot extend longer for other issues?
- e. It makes no difference to Dr. Stewart the time of access
- f. Access to portal and email is closed to faculty once the contract is over
- g. Can the contract be altered to adjust the dates?
- h. Mini-term access has been problematic for adjuncts as well

- i. Can faculty receive a contract for a year? No, because it would then imply that they have a contract for a year.
- j. Can the contract be extended prior and after the start of the semester?
- k. Overlapping contracts can be problematic
- l. Can hiring managers check on whether an adjunct is returning and then determine the access dates?
- m. Can incompletes be tracked for the time to extend the contract?
- n. Currently, an automated system cuts off access according to contract dates
- o. We need to consider issues when contracts overlap
- p. How long do students have access to their email? Dr. Stewart will check
- q. Out-of-state adjunct access is problematic as well
- r. We need to do some research on what other institutions are doing
- s. What about courtesy access for faculty prior to and after a term ends?
- t. We also had a faculty member who lost access to the library.

III. Presentation from Dr. Stewart and Dr. Hibbard concerning grant writing service for next year.

- a. Sponsored Research (see attachment)
 - i. Dr. Allbritten would like to see an increase in scholarly activity and an office of sponsored programs
 - ii. Partnership with a research and grant company to manage these initiatives.
 - 1. Full-service company
 - 2. Starter grants
 - iii. Deans need to think about faculty and staff who they know are interested in seeking grants.
Deans should think about grants they want as well
 - 1. By Thursday at 11:59pm, deans should send names to Dr. Hibbard of those faculty who may be interested
 - 2. Faculty are off contract right now and do not return until August

3. The list will be used for Dr. Hibbard to reach out to them to discuss support for their activities
4. Dr. Hibbard will provide a response for the deans to send to faculty
5. Dr. Allbritten would like to announce the contract at convocation
6. Dr. Allbritten is paying for the contract
7. Send an initial email to faculty to encourage response
8. Do these have to be research projects? No, it can be anything that will provide funds for the College. It can be for student services, cross-discipline activities, etc.
9. How does the company get paid?
 - a. Fixed fee
 - b. Company will only work on one project at a time
10. Faculty will need to be given a percentage of release of time that will be allocated to research. Research never pays for itself. We need planning in advance.
11. This initiative is for faculty who want to be engaged
12. These grants are often summer projects for faculty
13. Can include institutions that want to partner with other institutions
14. This will be a foundational approach to build over time
15. This contract does not eliminate our current grant coordinator
16. Will patents be included?
 - a. No, this will remain with general counsel at this time
17. The group this summer is only for those who want to participate
18. This is not a publish or perish issue
19. Dr. Weir has heard faculty indicate that they are looking for new ways to do new and discipline specific activities in the classroom
20. This is beyond research and is for any faculty or staff projects

IV. Summer schedule of classes – objective (class size average)

- a. There are a lot of classes that were allowed to run with low enrollment numbers
- b. Dr. Wright will compare class size averages from last summer to this summer
- c. We do not want a “magic” number, but we must be a good steward of our resources
- d. Dr. Wright is not happy with the summer schedule
 - i. There will be no roll-over schedule next summer
 - ii. Dr. Wright will be deeply involved with the summer schedule next year
 - iii. We put large amounts of courses out this summer and then cancelled where students did not enroll
 - iv. We have too many M,W and T, R classes of the same course
 - v. Money is an issue, it is very likely that we will be given a budget for adjuncts and deans will need to manage it
- e. Dr. Wright wants an approach that drives the average class size up
 - i. Right now, Dr. Wright does not know the average class number
 - ii. Dr. Wright will ask Abby for an average class size for every class above 6
 - iii. This does not involve max class size
 - iv. We need to be more efficient
 - v. We have tried to be all things to all people
 - vi. The amount of classes cancelled this summer in Arts, Humanities, and Social Sciences was staggering
- f. This is an issue for fall and spring as well but more so for summer
- g. Online classes are filling quicker
- h. If you hold on-campus classes trying to make them fill up, then students are going elsewhere through Florida Virtual Campus to take classes
- i. We are approaching 20% of FTE in online enrollment
- j. We need to look at more blended options for courses

- k. Dr. Wright has been asked about the increase in instructional costs
 - i. Much of this is in overload and the adjunct costs have increased but at a slower rate

V. Portfolio review ad-hoc committee update

- a. No update at this time

VI. P Card update, travel plans for job candidates and PD funds

- a. P Cards will be available very soon
 - i. Excellent commodities that can be used at appropriate times
 - ii. Deans should think about who should be responsible for P Cards in their school
 - iii. One travel authorizer in each school
 - iv. Schools will be scheduling job candidate travel
 - v. Dr. Meyer will check about the applicable P Card options for Perkins expenditures
 - vi. P Cards will give the schools much flexibility
 - vii. The responsibility of doing the right thing with P Cards will be with the deans
 - viii. Administration is currently discussing a \$5,000 limit
 - ix. Also think about where else you might need P Cards (example: lab personnel)
 - x. Tax exempt status authorization. Will the P Cards have the tax exempt status authorization?

VII. Faculty searches update

- a. Question about assigning temps for more than a year.
- b. Once the hire is complete, Michelle will remove them from the tracking list

VIII. Other items

- a. The Governor signed the name change bill yesterday
- b. Graduation follow-up and plans for next year
 - i. There will be no pictures with the President next year
 - ii. Deans will not be responsible for reading names next year
 - 1. Two will be selected to read names
 - 2. The deans will be shaking hands with students

3. There is talk about relocating the stage to help with the professional
 - c. Do we have a set fee for curriculum development
 1. For Edison Online the maximum is \$2,000
 2. It is part of the faculty job to create new courses and stipends are not usually necessary
 - a. The only exception was for SB 1720 course development
 3. Will Dr. Wright allow for flexible scheduling in the summer, jeans on Friday, etc.
 - a. There is no college policy regarding flexible scheduling at this time
 - b. ESAC has been asked to render an opinion about work schedules today
 - c. Dr. Wright is in favor of a modified schedule
 - d. Faculty and staff wearing jeans is the decision by the school
 4. Jeff Gibbs learned that there is a process in place for ordering furniture and reassigning rooms. If disapproved, you have to follow-up with the VP for any issues.
 5. If a school is changing signage, does it need to go through workflow if the funding is coming out of the school's budget?
 - a. Name change issues are still pending

Next meeting is Tuesday, May 27, 2014 at 10 AM in I-122

Sponsored Research

One of the President's overall strategic directions is to increase scholarly activity across the institution and develop an office of sponsored programs. To increase our success, we are exploring a partnership with a company specializing in research and grant writing solutions for post-secondary institutions.

This partnership will help us improve our grant seeking efforts and achieve a wide array of external funding goals in an extremely cost effective and time-efficient manner. Contracting with a company who specializes in obtaining funding eliminates the limitations and drawbacks of consultants and contract grant writers.

Through this model we will be able to provide faculty and staff with the support they want and need to obtain funds to carry out their scholarly activities.

Partnership Solutions

- Grant seeking strategy development
- Research-based grants prospecting
- Program design and principle investigator consulting
- Customized grant alerts
- Grant proposal writing
- Grantsmanship training

Faculty and staff can determine the extent of support they want in seeking and preparing grant proposals.

We will partner with a company that works with more than 300 colleges and universities including colleges who are similar to our institution for comprehensive support for programmatic as well as basic, applied, and comparative effectiveness proposals.