*Minutes*

June 17, 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 |  |
| Dr. Mary Myers | X |  |
| Dr. Edith Pendleton |  | X |
| Dr. Laura Weir |  | X |
|  |  |  |
| Michelle Fanslau | X |  |
| Loretta Fritsche (guest) | X |  |

1. **Minutes from May 27, 2014 meeting sent out. Any other changes?**
   1. Reviewed and minor edits made
2. **Discussion of State Authorization for Online.**
   1. Rulemaking occurred 5 years ago and state authorization has always been in place
   2. For degrees offered in other states the school has to apply for state authorization in each state
   3. Edison is currently negotiating for the state authorization requirement
   4. Dr. Myers is unsure what organization will be writing the rule
   5. It is very important to consider the rule of state authorization for marketing purposes
   6. Some schools are not allowing out-of-state student enrollments in their courses
   7. Dr. Wright does not think there is any interest in Florida in doing compliance activities
   8. SECRA may make all Southern states compliant
      1. Edison is currently working on joining SECRA
   9. Our online program is joining the Southern Region Education Board (SREB)
   10. What percentage of our enrollment is out-of-state? Very small
   11. Problems may occur if we send recruiters out of the Southern Region
   12. There is concern about out-of-state Nursing students and completing clinicals in other states
   13. Concern is at the course level as well
   14. Edison is currently a member of the Instructional Technology Council ([www.itcnetwork.org](http://www.itcnetwork.org)) and Dr. Myers will share information about the Council with the other deans
   15. Enrollment can be monitored at the admission point
   16. Who is responsible for monitoring the status of out-of-state students
   17. Dr. Wright is waiting for the final rule development to start creating policy
   18. Same rule applies for continuing education courses
       1. Dr. Meyer asked about online courses through contracts with another company like Ed2Go
   19. The Governor has already signed the bill that covers military residency issues
3. **COMPLETE FLORIDA Program and our participation.**
   1. Florida Virtual College program has moved from UF to the University of North Florida
      1. The intent was to have something similar to Western Governor’s University, but it failed
      2. FLVC will be combined with Complete Florida
   2. Online initiative with currently 5 schools participating
   3. Creating an infrastructure for stop out students
   4. Students are assigned a concierge counselor
   5. Very large initiative supported by the state
   6. Completeflorida.org is the website
   7. There is an ability to add our programs
   8. Includes any degree program and decisions to be added will be by the program
   9. There is no draw back for adding degree programs
   10. Deans should think about good degree programs for Complete Florida
   11. There will be a limit on how many programs that they accept in any one discipline
4. **One year update on campuses/center centralization of Academic Affairs**
   1. Campus visitation plan
      1. It is difficult to get things done at other campus locations
      2. Visitations have not always occurred if other things took precedence
      3. Dr. Harrel found it useful because of the Collegiate High School
      4. There have been some issues expressed from faculty in Collier
      5. Dr. Wright and Dr. Davis met to discuss the role of the Deans of Students and Academic Affairs
      6. Dr. Wright’s explained that the rotational schedule does not need to continue
      7. Deans are responsible for visiting campuses when they need to complete dean responsibilities
      8. The Deans of Students and Academic Affairs can take care of issues when needed
      9. Deans do not need to report to Dr. Wright’s office when they go to another campus
      10. If Deans want to use an office, they should alert the necessary people at the other campus locations
   2. Use of Academic Support Specialist
      1. The four people at Charlotte and Collier
         1. It is a campus-based role
      2. What do the Deans want them to do?
      3. Dr. Wright believes that we need a physical presence for assistance with the faculty
         1. They communicate with both adjuncts and full-time faculty
      4. They need to be used wisely
      5. Schedules have not taken on the right amount of dissection at the other campuses because the Specialists do not know their role
      6. The Deans were asked previously to give input on the roles of these staff members
         1. When Theo met with them he told them they could contribute as much as they are willing to contribute
      7. The role of Chairs need to be considered as well
      8. Some campus-based issues should be addressed by these Specialists
5. **Yellow overlines on FQF’s**
   1. All deans need to be highlighting degrees and/or courses on transcripts
   2. If it is only the degree that qualifies them, then just the degree notation should be highlighted
   3. If there are specific courses used for credentialing, then they need to be highlighted
   4. Can this information be added to the FQF?
   5. Can it be part of the PAF?
   6. Should we continue to add old courses?
      1. It should be only courses recently discontinued (past year or two) or soon to be discontinued
6. **Duty Days Calendar for start of Fall**
   1. Dr. Wright reserves August 19 and all faculty will need to attend his event
      1. Two hours in the morning for general discussion on assessment
      2. 1-3pm department specific meetings about assessment
      3. 3 pm for department meetings
   2. Deans can do what they want on Monday after 1 pm and anytime Wednesday
7. **Continuing Education Course Development System**
   1. SHP; SOE; SBT; PAS; AHS
      1. Deans will schedule CE classes by schools rather than disciplines
   2. Credentialing for Continuing Ed faculty
      1. This information should be contained in the School
      2. No credentialing will be sent to HR or Michelle for credentialing of faculty
8. **Enrollment for Summer B term**
   1. Deans should be careful and monitor the schedule
9. **Portfolio review for ad-hoc committee update.**
   1. Dr. Meyer handout out a draft and meeting minutes
   2. Committee was started with the idea of taking a fresh look at the portfolio process
      1. Conduct research
      2. Reliability and validity of SIR IIs
         1. Very little support for effectiveness of SIR II data, with most support of effectiveness coming from SIR II
      3. Creating our own instrument
         1. Dr. Meyer created the draft
         2. There was no real agreement by the committee on a new instrument
         3. Breaks the instrument into categories and weights
         4. There is not currently an opportunity for administrative evaluation
      4. Maybe this new evaluation could be piloted with adjuncts
      5. The current CNA is debatable about changing the evaluation process
      6. Dr. Wright will take it to the next level
      7. We are not looking at what a good professor should look like
      8. The goal is to help the faculty improve
10. **Faculty searches update**
    1. Document with updates were distributed to the deans and no changes were noted
11. **Other items?**
    1. There will be no roll-over schedule for Spring 2015, which is a push back from Summer 2015
       1. Some of the Schools have big issues with the schedule
       2. Things need to be reined in
       3. It is better to deal with these issues now rather than later
       4. Come September and October, we need to have data to prepare the schedule
       5. The role of Admissions in limited enrollment programs need to be reviewed
          1. Dr. Wright does not look at baccalaureate enrollment
          2. The Deans need to address admissions issues
       6. Dr. Meyer – we are losing on-campus enrollment to online
          1. Maybe we should not be listing the enrollment numbers on the schedule
       7. Dr. Wright would like to get to a point where there is a guaranteed schedule
       8. At this time, we are still experimenting with the changes from developmental education
       9. Can we back-up the scheduling time? If there is no roll-over does it matter?
       10. We will need the 5 year data for scheduling
    2. Dr. Wright learned at the CIA conference that we can continue to work on new baccalaureate program development.
       1. For the degree in Technical Writing and New Media, we will continue to prepare
       2. Deans can submit proposals for new programs to Dr. Wright
       3. The one program a year is no longer an issue
       4. We will have a session where we forecast what the next few years will look like
    3. The Turnitin contract will need to be revisited because blended and on-campus classes are using it
       1. The next level is much more expensive
    4. Have all the Deans received the Excel file from Crystal with SIR II results?
       1. There were some errors on the reports and be sure they are correct

Next meeting is Tuesday, June 24, 2014 at 10 AM in I-122