*Minutes*

July 22, 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. Laura Weir |  | X |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from July 8, 2014 meeting sent out. Any other changes?**
   1. One minor change made by Dr. Alford
2. **Hiring procedure changes memo** 
   1. Email from Dr. Doeble about hiring procedure is a good summation of the new procedures **(handout).**
   2. Memo discusses Veteran’s preference
      1. Veterans who meet the minimum qualifications are offered an opportunity to interview during the first round of the process
         1. May require that we interview people who are not qualified
         2. Stay with the veteran’s process as is
      2. All non-exempt positions do not require a committee. Hiring manager can hire the candidate.
3. **Curriculum materials, forms, etc.**
   1. We need to be better at completing curriculum material
      1. Many requests for clarifications
      2. There are many who are completing the forms
      3. Should there be one person in the school who reviews all curriculum proposals prior to submission?
      4. This process is especially problematic toward the end of the curriculum year when many forms are coming in at the same time
      5. If the Deans want to appoint someone, Michelle can train anyone who is reviewing proposals
      6. Dr. Collins is moving the deadlines forward for her faculty to submit proposals so she has more time to review
4. **Fingerprinting required (handout)**
   1. There are a number of faculty and some staff who have never been fingerprinted
   2. CNA does include the language that all faculty will need to get fingerprinted
5. **Compensation for large class sections**
   1. Dr. Wright has been redoing all of the Academic Affairs COPs this summer
   2. Many faculty being paid for large class sections are in Dr. Alford’s school
   3. The updated compensation for large class size limits will go into effect January 1, 2015
   4. This will save the College approximately $50,000-$60,000
   5. The updated language will stay in the scheduling COP
   6. There is no reference to this COP in the CNA
   7. It was originally put in the COP so it would not be part of the CNA
   8. There is no maximum class size set by curriculum action
      1. Administration controls class size
      2. Dr. Alford established capacity for all classes in the School of Arts, Humanities, and Social Sciences
      3. Dr. Wright reviews the schedule on a regular basis. If he sees something he does not like, he will let the dean know.
      4. Dr. Wright encourages the other deans to complete the exercise Dr. Alford did to establish standard class sizes for all courses
      5. Remember that previous decentralization affected class sizes by campus and program and we need to be more consistent across the College.
      6. Dr. Wright will defend what the deans feel is the appropriate capacities for classes
      7. Dr. Wright does not want any classes running with more than 40 students (other than the ones who qualify for extra compensation and approved by the Dean.
      8. Dr. Collins thinks this is going to be punitive for faculty in her school in Lee and Collier
      9. May be problematic for online sections
         1. The correct capacity for an online course is the same as the capacity for an on-campus course
   9. Dr. Wright may reconsider the student numbers for compensation for 48 instead of 50
6. **Faculty/Program Awards Document for FCS (handout)**
   1. Did any of our programs receive national rankings?
      1. Dr. Collins has some in her school
      2. Deans should send any information to Dr. Wright during the next week
7. **Faculty evaluation update**
   1. Dr. Wright now has had meetings with the deans and union representatives
8. **“Duty Days” schedule discussion**
   1. Anyone doing anything on Monday and Wednesday need to send their school plans to Michelle
      1. Monday has some required activities for new faculty
      2. Tuesday morning at 10 am is the kick-off session
         1. Tuesday afternoon will be assessment break-out sessions by school or department
            1. School and/or departments create assessment goals by discipline to complete Compliance assist in the spring
            2. Once the general education program is done with the AA program, what will be done with general education in AS programs?
            3. There is now a prescriptive, 5 category, general education program
            4. AS degrees may need to only select from the prescribed courses and it may be problematic
   2. Dr. Wright thinks that assessment is improving at the institutional level
   3. Moving forward (next year) we may start looking at best practices
9. **Enrollment for Fall**
   1. Is down and Charlotte lost another 15% (current data compared to last year at this time)
   2. It is time to view sections with low numbers and start eliminating courses
10. **Faculty searches update**
    1. No updates at this time
11. **Other items**
    1. Adjunct procedures and access to the portal and email
       1. During week 4 after incompletes are due and they are not teaching that semester, they will lose access.
       2. If they teach fall and spring, they will never lose access
       3. If there are faculty who teach only spring or only fall, lists can be generated to keep them active
       4. This system will be in effect fall 2014
    2. Website improvement list
       1. Deans have addressed it

Next meeting is Tuesday, August 19, 2014 at 10 AM in I-122