*Minutes*

September 30, 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 |  |
| Dr. Tom Rath | X |  |

1. **Minutes from September 16, 2014 meeting sent out. Any other changes?**
   1. None requested
2. **Faculty qualifications and FQF finalization issues**
   1. Still need worksheets form Dr. Harrel and Dr. Alford
3. **Update on Program Review (Dr. DeLuca)**
   1. Dr. DeLuca copied Deans on emails to Abby and Susan with updates
   2. A few Deans sent requested information to Abby (see email from Eileen 9/16)
   3. Abby wants to complete a test report
      1. She will start with a test report in the School of Education
      2. Once a test report is done, the fields in Compliance assist will be finalized and set up by the Office of Institutional Effectiveness.
   4. The deadline for Effectiveness Plans has been extended because Compliance Assist went down. Institutional Effectiveness will send out a new deadline. All Deans should enter learning outcomes by the deadline. For programs leading to a degree or certificate, the agreed upon items (see email on 9/16) will serve as operational outcomes (though additional ones can be added). These can be added after the fields are set up. For other programs (e.g. Honors, FSW Online, QEP, etc.) operational outcomes should be added by the deadline.
   5. The deadline is extended and a notice will be sent
   6. Deadline for sending requested information to Abby is Friday, October 17, these items are needed
      1. Class prefix and number for the average class size study
      2. List of faculty program assignments for the student to faculty ratio study
         1. Deans need to communicate directly with Abby to clarify exact specifications
   7. Barb Perrine has requested industry certifications and other data that may need to be extracted from Compliance Assist
   8. Fields can be added based on the data needed
   9. How was the decision made on which areas would have operational goals?
      1. When we were undergoing reaffirmation, we realized that we needed to look at our programs and processes and the links to mission and budget issues
      2. Two to three operational outcomes were indicated as necessary
      3. In addition to Comprehensive Standard 3.3.,there are other SACSCOC standards where operational goals and learning outcomes are reported for programs not leading to a degree or certificate
      4. How to we determine when we have the right amount of operational outcomes for SACSCOC?
   10. What non-academic programs need operational goals?
       1. For example, Academic Success Center, QEP, FSW Online and International Education
   11. Do we have plans that do not lead to anything related to SACSCOC?
   12. What if some outcomes do not support the strategic goals? There may be issues with funding
   13. Program evaluation is getting closer to being established
   14. Dr. Wright wants the work to have meaning
   15. Will Deans be able to see other goals for other departments? Yes, everyone who has access can view all goals
   16. Retention is one area in the current Strategic Initiatives that is tied to most academic areas
   17. Should the School of Arts, Humanities, and Social Sciences be completing this process? Yes, because the AA leads to a degree
       1. Operational goals for the AA have already been established and Dr. Alford and Dr. Koupelis need to supply data
       2. A survey for graduates still needs to be built for the AA program
4. **Summer Professional Development/Service for Portfolio**
   1. Dr. Wright has been visiting Charlotte and Collier
      1. Faculty indicated that they heard that summer service and professional development would not count
      2. Dr. Wright - everything counts even if faculty are not on contract
         1. No one will be denied continuing contract based on college service
   2. Dr. Wright – let the faculty list whatever they want for professional development
   3. Deans can make the decision if items are relevant
   4. There are no specific guidelines in the evaluation plan limiting faculty of what they can list in their portfolio
   5. This is the second meeting where this topic has come up. Are these rumors?
      1. If the Deans are having discussions with faculty about what to include in the portfolio, the Deans should be more open about what faculty can include in their portfolio
5. **Scheduling development for H/G and other campuses**
   1. Stemming from Dr. Wright’s conversations at other campuses
   2. Dr. Wright – let Jeff Gibbs create the Summer 2015 schedule
      1. Jeff will take care of the room issues
      2. The Deans maintain the right to staff it with adjuncts
      3. Two full-time faculty visited with Jeff to help improve the schedule
      4. The scheduling issue at Hendry/Glades may last for the next few semesters
      5. There is not enough money to pay for the high school
6. **“Turn it In” use in CANVAS**
   1. There are only 5,400 licenses for Turn It In
   2. Only $3,000 was contributed from the Schools toward the $75,000 needed
   3. Dr. Myers has met with the representative and they extended the licenses to 8,000
   4. On-campus usage of Turn It In was surprising
   5. If we renew by December 1, the price will remain the same, $75,000, with 8,000 licenses
      1. Dr. Myers thinks everything will be ok if we renew by December 1
7. **AITF Discussion**
   1. Dr. Pendleton took care of everything last year
   2. Dr. Wright wants to talk to the Foundation to ask why there is so much specificity
   3. Dr. Wright is not positive if the matching money has to be used for the same items as specified in the fund
   4. Someone will be appointed to take care of the AITF funds in the future
   5. Money does need to be spent on an annual basis
   6. Dr. Wright will meet with Debra Kivel and Dr. Traina to discuss more flexibility
   7. Changes were made at the last minute and funding was denied last year
8. **Classroom printing backcharges**
   1. It has been noted that some departments are paying for printing in classrooms and others are printing and not paying
   2. Once the BUC card is up and running, this issue should be resolved
   3. Judy Pultro wants to figure out a way that charges would be dispersed fairly
   4. Students should not be printing in classrooms
   5. Why haven’t the printers been removed?
9. **Scheduling procedures and feedback?**
   1. Nothing at this time
10. **Campus visits by Deans**
    1. One of the faculty members at Charlotte mentioned something about the Deans not visiting
       1. Dr. Wright explained that the visits were discontinued because the visits were not solving anything or accomplishing anything
       2. Can the Deans schedule periodic meetings to meet with the faculty from their area
       3. Charlotte and Collier faculty feel that they do not have enough input on the schedule
       4. Deans could schedule meetings with their faculty to discuss the schedule
       5. Dr. Wright wants the Deans to schedule one or two meetings at another campus with scheduled meetings with the faculty
          1. The message is clear that we are centralized
          2. Dr. Wright wants the people to feel they are part of the process
          3. Deans should pick a date in October to visit with their faculty
          4. The meetings need to be purposeful
             1. Meeting minutes posted to prove meetings occurred
             2. Possibly a quarterly meeting
       6. The concern is primarily in Arts and Sciences
          1. The faculty may feel disconnected with the absence of campus deans
       7. Dr. Alford visited Charlotte on Monday and Collier on Wednesday
          1. Only a few people expressed an issue with the schedule
          2. As best as Dr. Alford can tell, everyone got their requested schedule
          3. Maybe the meeting is scheduled during a time when classroom observation visits are planned
11. **Chairs/Deans approval/review of syllabi**
    1. Faculty Union and faculty at other campuses have brought up this issue
       1. There are certain things that have to be on the syllabus
       2. There was a discussion that except for items I-V faculty can included whatever they want
       3. Dr. Wright may change what is considered required
          1. Grading policy has to be there
    2. All sections have to be included. Where did the idea come from that only I – V are required?
    3. Yes, the Department Chairs and Deans should approve the syllabus
    4. Are there departmental policies that need to be enforced?
    5. The faculty make the decision on how things are taught
    6. Certain faculty have expressed that they own the syllabus
       1. They are bringing up Academic Freedom as the reason
    7. The Department Chairs and Program Coordinators do approve the syllabi
       1. If there is a rejection, faculty fix the syllabi
       2. If there is a question, it moves up to the Dean
    8. Dr. Wright is meeting with the Faculty Senate next week and will have this discussion
    9. There are issues about the due date for syllabi when faculty are not on duty
    10. Maybe the due date is the last day of class of the current semester
12. **Arts and Sciences Academic Support Specialists**
13. Tabled
14. **Faculty Searches Update**
    1. Tabled
15. **Other Items**
    1. Dr. Meyer received a quote from IT indicating that the cost of Microsoft licenses was increasing
       1. The School of Business and Technology will pay $29,000
       2. We need the breakdown of usage
       3. The package was extended to include students
       4. Should the licenses be limited to faculty and staff?
       5. Should IT be requesting more money and not running it through the Schools?
       6. Two reasons for the increase. Correcting the amount of full-time faculty and the Academic Technology committee requesting access for students
       7. Do we need to review the Academic Technology committee minutes?
       8. The move to Google for applications may negate the need for Microsoft
       9. The Schools need to have a say in budget changes
          1. The faculty are not aware of budget issues
    2. The toner tracking in the copiers are not working
       1. We cannot change the staples either
       2. They have not fixed the incorrect charges yet
    3. We need an update on Scantron use and costs
    4. Flex Registration is not working for payment
       1. It may help if the VPs involved tried the system to see the issues
       2. The Deans are abdicating for web registration and payment in the Cashier’s Office
       3. It needs to be fixed immediately
       4. Dr. Myers can help with the old instance of Canvas through December

Next meeting is Tuesday, October 14, 2014 at 10 AM in I-122