*Minutes*

October 14, 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 30, 2014 meeting sent out. Any other changes?**
	1. Changes made by Dr. DeLuca and Dr. Alford
2. **Classroom printing in general?**
	1. Dr. Wright reread the memo. Judy Pultro asked if we need to keep printers in classrooms.
	2. In some rooms, we print less than 100 copies. In some rooms, there are 5000 copies.
	3. Dr. Wright needs to respond to the memo asking if printers need to be kept in the rooms
	4. Dr. Wright will send out a memo from with rooms, courses, copies, and costs
		1. What needs to be answered is if the printers need to be removed
		2. What about the plan for WEPA printers for the classrooms?
			1. The Deans filled out a form indicating what rooms that wanted a student station for WEPA printing but never received a response
			2. There was a smaller WEPA printer available
3. **Curriculum material for Dean’s Council**
	1. The CCC, Audio Technology courses will be both AA courses and for the certificate
		1. There will be some workforce components for the CCC, Audio Technology and the School of Business and Technology will be consulting with Dr. Alford
	2. Will the CCC be discipline focus? No, these courses are electives and not general education requirements
	3. The Academic Standards committee has lots of questions regarding courses that should qualify as AA courses and will be reaching out to the Deans
	4. Faculty credentials will need to be considered
	5. Dr. Collins has questions about advanced technical certificates? Yes, advanced technical certificates can be proposed. Many of the courses go beyond CE coursework
4. **S-25 update memo**
	1. Dr. Wright wanted to share this memo with the Deans. Collier and Charlotte staff had questions about the process
	2. Priority registration starts Thursday
		1. There may be some courses that are unassignable
	3. Some courses that meet 4 times a week may need to be changed
	4. It would help if the schedulers viewed the optimization
	5. What is the status of bandwidth and requiring that students have laptops
	6. Dr. Wright thinks we may need to prioritize scheduling
	7. Dr. Wright makes the assumption that Deans are communicating decisions made in this meeting to their faculty
		1. If any Dean is unclear, then they should meet with Dr. Wright for clarification
5. **Strategic Initiatives update (attachment)**
	1. List reduced to Academic Affairs only
		1. Dr. Wright has responded with status
		2. Deans, review the responses and provide any feedback to Dr. Wright
	2. Deans continue to hear problems about program advising for campus-specific programs
6. **Dual enrollment/adjunct faculty observation**
	1. Dr. Wright has read the legislation and feels more comfortable.
	2. Dual enrollment should be treated the same as any other adjunct.
		1. Deans can use the same schedule with dual enrollment as they do with others, rotation schedule
		2. Kristin will put together a list
		3. Kristin needs copies of the completed observations
	3. Last year, Deans were directed to keep their own schedule of adjuncts who need review
		1. Review documents do not need to be sent to HR
7. **Syllabus review requirement**
	1. Dr. Wright had conversations with Department Chairs about syllabus review
		1. Some had issues and some did not
	2. Dr. Wright asked why we do syllabus review and approval?
		1. There is an option for Deans to review syllabi when they review faculty
		2. Do we need to approve syllabi or just collect them
		3. Some Department Chairs defended the current process
	3. Can we consider removing the syllabus approval process?
		1. Collect syllabi only until it is required to review
		2. Is it problematic with common course assessments
	4. Maybe it is a decision by school or division
	5. Dr. Meyer prefers oversight
	6. It is not a lot of work to review syllabi
	7. Until we have proof that processes are working, we should ensure that syllabi meet the necessary requirements
	8. Some faculty have indicated that because only the first 5 sections of the syllabus, the rest can include anything the faculty you want
	9. Would it help if we re-word the process?
		1. The Department Chair reviews and the Deans approve the syllabus
	10. The process needs to be clear
	11. If the Chair is here during the summer, then the Chair could review them during duty days
	12. Future language in the syllabi will be updated
	13. The mentoring and review process should be helpful with syllabi
8. **Online adjunct mentoring?**
	1. Are we going to permit online faculty mentoring from outside FSW Online?
		1. FSW Online has a 15 week adjunct mentoring course
		2. FSW Online has invited chairs and others to help mentor
		3. Is there a need for someone in the discipline to help mentor?
	2. Have Deans been assigning mentors to new online adjuncts?
		1. Dr. Harrel – yes
		2. Dr. Meyer – yes
	3. Dr. Wright will not make a distinction between new adjuncts online or on-campus
9. **Scheduling procedures and feedback?**
	1. Tabled
10. **Campus visits by Deans – create schedule for rest of year??**
	1. We need to create a schedule of visits to the other campuses
		1. Deans need to put together a schedule, two visits a semester
			1. Possibly during LOG time and scheduling time
	2. Mainly directed to Dr. Alford and Dr. Koupelis
	3. One thing that may make a difference is if more technology were available
	4. Dr. Wright and Dr. Davis shared technology issues with Dr. Stewart and Jason Dudley
		1. There are issues with chronic technology issues
11. **Faculty searches update**
	1. Dr. Wright will include Michelle when approving new full-time searches so that our open positions report can be updated.
12. **Other Items**
	1. Dr. Wright will be holding a forum on October 31 at 1 pm
		1. Intent – Lee Campus forum and broadcast to other locations
			1. Dr. Wright only at this forum
	2. P-Card training
		1. FPD funding transferred to Schools and Divisions
		2. PR money issues with the P-Card
		3. Can there be declining balance P-Cards?

Next meeting is Tuesday, November 4, 2014 at 10 AM in I-122