*Minutes*

November 4, 2014 at 10:00 a.m. in L-128

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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 October 14, 2014 meeting sent out. Any other changes?**
	1. Minor typo correction from Dr. Harrel
2. **Name badges – fancy ones (make list of exactly what you want on it)**
	1. Email name and title to Michelle
		1. Requests will be sent to Teresa Morgenstern for ordering
3. **Open Forum discussion – feedback will be collected**
	1. Approximately 75-80 attended the meeting on Friday
	2. Responses seem positive
	3. Dr. Wright will send out a follow-up email and survey for feedback
	4. Primary questions were positive, fair, and well thought out
	5. Objectives of the forum
		1. Allow for feedback from faculty evaluations
		2. Make sure the faculty know that Dr. Wright’s primary communications with faculty will be through the Faculty Senate only. The exception are issues related to work hours, salary, and conditions of employment
	6. Please let Dr. Wright know if any of the Deans receive feedback from the forum
	7. Deans asked, are we required to attend open forums? It is optional if the Deans want to attend
	8. Dr. Collins would like more collaborative meetings that include both faculty and administration
4. **Discussion of meetings with Faculty Union rep present**
	1. Contract indicates that the faculty may have a union member present if an employment action is about to occur (typically that is a verbal or written reprimand)
	2. We had a situation with a faculty member who requested a meeting with the dean and then a union representative showed up
		1. Advice from Dr. Wright:
			1. Confirm with the faculty requesting the meeting that employment actions will not be discussed or taken after the meeting
			2. Ask if the meeting is for an informal grievance? Request details prior to the meeting.
			3. If the purpose of the meeting is for a verbal or written reprimand, or termination expectation, then the union can attend
	3. Is there a difference with a dues paying member? Yes, according to the CNA
	4. Can the Deans see a list of due paying members? Ask Bonnie Etheridge?
	5. Deans should stick to the verbiage in the CNA
	6. Dr. Wright recommends that the Deans do not record informal grievance meetings
	7. The grievance guidelines are very clear about the process of informal and formal grievances
	8. Can the Deans have a Human Resources representative attend? Yes
5. **Discussion of Classroom Observations and training**
	1. Dr. Wright had some questions at the forum about classroom observations
	2. One question was, “Have the Deans gone through training to conduct classroom observations”?
		1. Dr. Wright had always planned to schedule training, especially after Deans had been involved in the new system. He will schedule training within the month and all Deans will be required to attend
	3. Dr. Wright anticipates that many faculty will feel that the observation helps
		1. The observation process and the SEI will be reviewed for feedback and updated if necessary
	4. Dr. Wright assumes that the Deans are completing the observation and meeting with full-time to review the results
	5. Only continuing contract faculty have to be observed
		1. Some faculty have invited Deans to observe their classes. Completing the formal instrument in these situations are not necessary and should not be done
		2. The Deans do have the right to observe classes even when faculty are not up for continuing contract
	6. Dr. Wright feels that the classroom observations are very valuable
		1. The important part is how we react when there are issues
	7. What do we do about adjuncts and training for chairs/adjunct faculty mentors in advance?
		1. Work to provide professional development
		2. There may be more advantages for face-to-face adjunct mentoring
		3. With adjuncts just-in-time training is frequently needed
		4. There should be an adjunct faculty mentoring handbook
6. **S-25 update – everything is done in our opinion**
	1. Dr. Wright thinks the process will improve as we move forward
	2. The calendar of activities and the deadlines will be important
	3. There are problems with clinical scheduling
		1. Dictated by hospital availability
	4. Dr. DeLuca attended a conference where there was a discussion about a guaranteed schedule
	5. We may have much more data for future planning
7. **Faculty searches update**
	1. Updates needed from Arts, Humanities, and Social Sciences and from Pure and Applied Sciences
8. **Other Items**
	1. Dr. Wright thinks the plans for a new professional development center is almost finalized
		1. There may be a donor
	2. Dr. Meyer: the state has non-health programs under review to reduce AS degrees down to 60 credits
		1. Example: Accounting will go from 64 to 60 credits. There may be no room for SLS 1515
		2. Dr. DeLuca has this issue on an agenda for a meeting she has today
		3. There still needs to be conversations about SLS 1515
		4. SLS 1515 is not a graduation requirement
		5. Dr. Collins – there is no room in many of the health professions programs, no electives
		6. One school in Florida changed their first year experience course to a general education requirement
	3. Mid-year budget requests for personnel
		1. The process is still under review
		2. Dr. Wright’s understanding that if budget money is available and things are just being moved around, this is happening
		3. Dr. Wright thought that the mid-year budget request would allow for more funds and Dean agreed that’s what they understood
			1. This part is under discussion
			2. Dr. Wright expects clarification today
		4. The effective date for reclassifications is twice a year, January 1 and July 1
			1. The deadline was October 21 for January 1

Next meeting is Tuesday, November 18, 2014 at 10 AM in I-122