*Minutes*

November 18, 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 November 4, 2014 meeting sent out. Any other changes?**
	1. No changes requested
2. **Discussion of Classroom Observations and Training**
	1. Dr. Linda Serro FGCU
		1. What is effective teaching?
		2. Purpose of classroom observation: continuous improvement
		3. Using your observation form, what behaviors might you see under each category?
		4. Setting up a pre-observation meeting: making the experience positive
		5. Materials to get from the faculty member before the observation (e.g. lesson plan, syllabus, etc.)
		6. General things that all good teachers do: agenda, objectives, checking for understanding, assessing understanding
		7. Post observation meeting with faculty member: sharing the information and developing a plan of action
3. **Spring 2015 Duty Days Professional Development Schedule (Jan 5-6)**
	1. It is time to put the schedule together
	2. Dr. Wright does not need a meeting with everyone
	3. Is there any reason that any Deans need a department meeting?
	4. Deans send meeting requests to Michelle
4. **Spring 2015 class schedule**
	1. Dr. Wright has been meeting with Dr. Doeble about the budget
	2. Dr. Wright is having difficulties deciphering where the instructional budget stands
		1. At this time, we are over budget in adjunct and overload expenditures
		2. At this time last year $7.8 million was spent of the $8.35 million available
		3. Dr. Wright learned last week that we overspent the budget last year by $340,000
		4. The budget we have this year is 10% less even though we overspent last year, which means we are overspending again this year
	3. Dr. Wright spent 15 hours going over the fall and spring class lists and we have 63 less sections and average class size increased by 0.5 students
		1. Numbers indicate that we spent more this fall than last fall
		2. Is it coming from vacant positions? The difference is two vacant positions.
	4. Dr. Stewart and others on working on trying to decipher the budget
		1. We should be able to figure out the total overload expenditures
	5. We are doing what we need to do to manage the schedule to be better for the budget
	6. We used 87.5% of the available seats in our sections this fall
	7. The only thing we can do is change class size
	8. Dr. Meyer wants to know why we are not treating the adjunct budget as a variable cost
	9. We do not work on a forecasting model for our budget
	10. Dr. Wright will be continuing the budget discussion with administrators
	11. Dr. Wright feels that academic affairs is doing the right things to manage the budget
	12. Last year, we had approximately $800,000 in non-personnel expenses that were not used
	13. We need cost to continue budgets for necessary items
	14. Why are things being declined when the budget is already available?
	15. We have too many non-instructional personnel being paid out of student fees
	16. Dr. Wright will be having discussions with Deans so he can be sure he has correct information
	17. One casualty may be to get rid of independent studies
		1. This may leave some students unable to finish programs
		2. We had more independent studies this fall than last fall
		3. There is $420,000 in salary coming out of student fees
			1. It is problematic when these people are non-instructional
		4. Have they looked outside of academic affairs for funds? Yes
		5. It is false to say that programs like nursing are costing the college?
		6. Deans should share budget issues directly with Dr. Wright
			1. Dr. Stewart is working with IT to clarify their roles
5. **Adjunct portfolios (new and 1/3 returning minus last year’s)**
	1. What we decided last year, is that only new adjuncts would complete portfolios
	2. This year, only new adjuncts and 1/3 of continuing adjuncts should complete portfoliow
		1. If Deans have not yet notified those who are required to complete a portfolio, please do so right away
		2. Deans should forward online only faculty schedules to Dr. Myers
			1. The portfolio process used for online faculty last year can be used again this year
6. **Department specific web pages?**
	1. A faculty member asked about department specific web pages
	2. With the school structure, it is not as much of an issue
	3. There is a program coming where every faculty member will have a web page, which may be rolled into department pages
	4. If we let the Schools decide, the information may not be consistent
		1. Who would keep things up-to-date?
	5. Could this issue be brought to one of the standing committees? Yes, possibly Academic Technology
		1. Dr. Myers will bring it up to the Academic Technology committee
		2. A possible template could be created for each faculty website
7. **Budget issues**
	1. See IV discussion above
8. **Faculty searches update**
	1. Tabled
9. **Trustee Vernon discussion of interns (11 a.m.)**
	1. Mark Morgan has developed materials for internships and it was shared with Trustee Vernon
	2. Trustee Vernon started working with the Collier Chamber that went through a process to stimulate economic development, which got him interested in internships
		1. We want our students to return to our communities to work
		2. Governor Scott expressed that the role of education is for students to get jobs
		3. The community is better served by nurturing small businesses
		4. Three or four years ago Trustee Vernon called FGCU and Edison to find an internship for his business
	3. Trustee Vernon is hoping that we can find 8 really good companies in Collier County
		1. Trustee Vernon would like FSW to find 8 great top-shelf interns and match with the businesses
		2. Multiply this task by each county to expand internship opportunities for our students
		3. If we could develop the best internship program in the country it will elevate the institution
		4. Trustee Vernon wants FSW to collaborative with FGCU and Hodges
	4. It needs to include interns across all disciplines
	5. Trustee Vernon is looking for Paralegal and Marketing interns for his firm
	6. Could it be a curriculum change to add more internships to our programs?
	7. Within Supervision and Managements there is a large elective component
	8. Should all internships be credit-related?
		1. Not necessarily
		2. If it gets to customized, it becomes problematic
		3. Trustee Vernon is open to the best way to administer the program
		4. Recent legislation indicates that interns should be paid
	9. We should look at internship immersion programs, which can be a career decision moment
	10. It could be focused on honors students as well
	11. Could we group internships with college credit certificates to include two terms of internship exposure?
	12. In orientation, students now have to select a meta-major
	13. Currently, we have more companies looking for interns than students applying
	14. Dr. Meyer and Dr. Jones spent a lot of time last summer talking to the employers that Trustee Vernon mentioned
	15. Trustee Vernon’s goal is to elevate internships in other programs to same level as health professions and education
		1. Trustee Vernon hopes the eight businesses and interns can be ready by January
		2. The faculty need to know who the employers are and the opportunities for the students
10. **Other items**
	1. Dr. Harrel mentioned that new positions where budget was available were denied

Next meeting is Tuesday, December 9, 2014 at 10 AM in I-122