*Minutes*

January 6, 2015 at 11:00 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. **Syllabus “approval” process (email follow-up)**
	1. Attachment (handout)
		1. Dr. Wright wanted to follow-up to let the Deans know that he had sent out an email with the syllabus approval process
		2. Faculty are not required to have syllabus on the first day of class, but they do need to take care of it promptly
	2. Dean’s email
		1. Deans, please send out a follow-up email about the syllabi approval process
		2. If Deans do not receive syllabi from faculty, they should have some sort of reprimand
			1. The supervisor send the syllabi to the Deans
			2. When the faculty do not respond and fix syllabi, the Deans follow up with the faculty
		3. Deans can include office hours in this correspondence for full-time faculty
2. **Curriculum discussion at Dean’s Council**
	1. Dr. Alford had comments about art studio classes contact hours
		1. Four credit hours is being used for studio time
		2. There is a workload/contractual issue for studio courses that may need to be discussed in future negotiations
		3. Dr. Alford disagrees with why the faculty are including the extra hour
		4. If the courses are treated as a true “C” course, there would be more time in the classroom
	2. Dean’s Council approves January 2015 Curriculum proposals
3. **Spring 2015 course cancellations**
	1. The enrollment report today is positive
	2. There are still a number of things that need to be looked at like classes with 7, 8, 9, and 10 students enrolled
		1. There should still be some maneuvering to resolve these issues
		2. The School of Education math and science class cancellations are difficult because students need these courses to graduate
			1. There are no more students to enroll
			2. It may be better to discontinue low enrollment programs in the future
		3. Dr. Collins brought up Human Services classes and whether they need to send a memo for approval to run low enrollment sections
			1. No memos are necessary. Dr. Wright wants the Deans to make the appropriate decisions for the cancellation of classes.
4. **Faculty load report and limits**
	1. Handout given to those Deans who have faculty load issues
	2. The Deans did well with the adjuncts.
	3. Only one School had adjuncts with 13 contact hours.
	4. Dr. DeLuca did indicate that it is important to have faculty from other schools teaching SLS 1515
	5. Department Chairs have a limit of 19 contact hours
	6. In the future, Dr. Wright needs to approve any full-time faculty with loads more than 21 hours
	7. Should Deans be looking at the faculty load prior to offering someone additional classes? Yes
		1. Deans are asking faculty if they are able to teach additional classes
	8. Current people on the list are approved by Dr. Wright
		1. Deans need to make the decision about corrections to those with load higher than 21
	9. The Deans requested a memo from Dr. Wright about those faculty who have overloads in excess of 21 hours
5. **S-25 issues (handout)**
	1. We are getting close to having many of the issues with S-25 resolved
	2. Dr. Wright will schedule a meeting with Deans and Schedulers to resolve the remaining 17 issues
	3. Dr. Wright has been reviewing rooms and there are some spaces still available during non-prime-time meeting times
	4. Deans please review the list and be prepared to resolve the remaining issues
	5. With regard to the shortage of computer classrooms, there are issues with laptop carts because of the restrictions from IT for updating software and bandwidth issues
		1. The new technologies students are using are not supported by our institution
		2. There is no cohesive plan or vision to update our technology
		3. Has there been any thought about bringing Academic Technology back to academics?
			1. Dr. Wright continues to make the case for academic technology
		4. Is communication with other campus via teleconference going to be fixed
			1. There has a been a series of problems
			2. It has come to the point that faculty do not want to attend videoconference meetings because of connection issues
			3. Dr. DeLuca has been discussing the issues with Jason and he said he would work on addressing these issues
			4. We cannot be one college when we have extensive communication issues
			5. IT needs to know who to contact at other campuses when there are problems
		5. There are still issues with technology and CE. Courses have been developed but we are not able to do some things because of technology constraints
		6. Dr. Collins created faculty profiles two years ago that have still not been put on the Web
6. **Adjunct Faculty and overload pay issue**
	1. The email that was sent to faculty was not clear.
		1. The focus was on FLAC and not the change in the pay dates
	2. The full-time faculty are upset that they will not receive their overload pay until the end of January
	3. Dr. Wright wanted the Deans to know about faculty comments
	4. Dr. Meyer brought up the issue of faculty agreeing to teach through FSW email with the FLAC when there are faculty who do not have access
7. **Other Items**
	1. The SEI Pilot needs more faculty volunteers
		1. Specifically, those faculty who are not up for continuing contract
		2. Deans please ask the department chairs to mention it at their upcoming meetings
		3. Different disciplines can have up to three specific questions that are not part of the evaluation
	2. Michelle will forward the FLAC emails that were sent to faculty to the Deans
	3. If there are any serious reservations about portfolio reviews, please have a discussion with Dr. Wright soon.
		1. For any faculty who will not be put on continuing contract this year, they will not be up for review until year five

Next meeting is Tuesday, January 20, 2015 at 10 AM in I-122