*Minutes*

February 3, 2015 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 January 20, 2015**
	1. No corrections submitted
2. **Syllabus “approval” process – how has it gone?**
	1. Dr. Wright sent out the note and has not received any feedback
	2. Have the deans received all syllabi?
		1. Dr. Meyer, yes
		2. Dr. Alford, no, but has about 99% of them
	3. Did any chairs have concerns?
		1. Only one in Dr. Alford’s area
3. **Curriculum proposals – departmental vetting**
	1. School of Business and Technology
		1. Computer science faculty have decided CGS 1000 is not a necessary prerequisite for CGS 1100
			1. Computer science faculty will split CGS 2260 into two classes because test pass rates have been poor
		2. CGS 1000 and CGS 1100 will be taken out of the computer science curriculum and replaced with different courses
		3. Allows for the reduction of hours in the AS programs
		4. Adding a new CCC for Windows 8 certification
		5. Adding tracks to the AS Criminal Justice degree
		6. AS Accounting Technology reduced down to 60 credits
		7. BAS SMAN proposing 4 new concentrations
			1. In the core, the Capstone and Strategy courses will be merged into one course
		8. Is there any fear about enrollment in concentrations?
			1. Yes, and this is why they will be offered online
			2. The accounting concentration may be difficult because it is not an accounting degree
		9. Are there any CCCs in the BAS SMAN? No. All CCCs feed into AS degrees
		10. Dr. Meyer has a question about the wording in the course description for Human Sexuality.
			1. Discussion about the description was reviewed and approved
		11. There was concern expressed about the addition of more writing intensive courses affecting the enrollment in other writing intensive courses
		12. The required writing intensive courses at FSW are prescribed and not problematic
		13. Since faculty have been teaching some of the courses as writing intensive, it is good to change their designation in the catalog so students know they are registering for a writing intensive course.
		14. Dr. Collins asked if BSC 1084C is still a general education course. Yes
		15. Michelle has Dr. Myers approval to endorse all curriculum proposals
4. **S-25 issues meeting – Wed. Jan 28th at 11 a.m. still lots of issues**
	1. There are still many issues and we will need to go through these issues again
	2. Dr. Wright wanted to thank everyone for their input
	3. Dr. Collins thought it was a good meeting
	4. Many of the problems with S25 all seemed to go back to technology issues
	5. Deans would like to see data about room utilization by school and time
	6. Deans would like to see reports of what rooms are being pre-assigned
5. **Portfolio review (deadline February 9 for faculty submission). Are electronic portfolios going to be submitted?**
	1. Have portfolios been received? Some are starting to come in.
	2. Do we know how many are completing electronic portfolios? Some that they know of at this time.
	3. Dr. Myers can get the data from Dr. Axelrod about those faculty who are completing electronic portfolios
6. **Other Items**
	1. Dr. Collins brought up the Wi-Fi issues and the need for access to the employee Wi-Fi network
		1. There was a discussion about IT’s issues with using laptops in classrooms
		2. Many more people are accessing Wi-Fi when they arrive on campus
		3. When will we go to the next step and designate logins for laptop use in the classroom?
		4. Can we have a dedicated classroom network?
		5. We have used Perkins funds to buy laptops and we cannot use them
		6. Can we transition to an environment where students are required to have laptops?
	2. Dr. Collins asked if there are any articulation agreements with Rasmussen for Human Services.
		1. None that we know about.
	3. Will the SLS issue be addressed in the catalog? Dr. DeLuca replied yes.
	4. Is it illegal to have pre-majors?
	5. Will we develop the focus groups for the AA degree and remove the pre-majors?
		1. It will help with many issues including financial aid
		2. Advising is improving the process for advising based on meta-majors
		3. We need a title for those who are coming to enter a baccalaureate degree and need to complete some prerequisites
		4. Dr. Wright thought Garnett was working on AA with concentrations
			1. Should it be program interests?
			2. This should be the meta majors electronically
			3. We cannot leave these issues to paper and advising only. It has to be electronic.
			4. The meta majors have to be programmed in our audit system
			5. The enrollment management team needs to be involved in this process
			6. There are not enough advisors to talk to every student to resolve this issue
			7. Dr. Collins would like accountability measures because we keep talking about the same issue but it is not being resolved.
			8. Dr. Wright will revisit this issue with Garnett
		5. Dr. Meyer, can he ask faculty for an update on their LOG? Deans can send out a reminder about the LOG due date.
		6. Faculty who started in January do not have to complete any portfolio items this year
		7. Many faculty asked about the meaning of the information in the white envelopes
			1. The response is that they should review the Faculty Evaluation plan and the language about student success rates
			2. The data that might be problematic is for those faculty who have courses where “M” grades are issued
			3. Deans please let Dr. Wright know about any faculty feedback regarding the student success data
			4. Success data is only one piece of the necessary information when reviewing success rates
		8. Dr. Wright asked Abby about the format of the data
			1. The information comes from Banner and can only be printed in PDF

Next meeting is Tuesday, February 17, 2015 at 10 AM in I-122