*Minutes*

February 17, 2015 at 10:00 a.m. in I-122

|  |  |  |
| --- | --- | --- |
|  | 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 |  |
| Garnett Salmon | X |  |
| Don Ransford | X |  |

1. **Minutes from February 3, 2015**
	1. No corrections submitted
2. **Pre-major discussion (Garnett Salmon)**
	1. At the last meeting, we had an extended discussion about pre-majors and Dr. Wright followed up with Garnett
	2. At this time, we see no reason why we cannot eliminate pre-majors
		1. Dr. Collins would like to still be able to query pre-health professions students
	3. There may be financial aid issues
		1. Should they be coded as AA?
		2. During the academic standards committee, they talked about eliminating the AS designation on courses
	4. How are pre-majors being reported to the state?
	5. Dental Hygiene for example, would they be AA until they are accepted into the program?
	6. Incoming, first college students coded as AA
	7. Use the Meta Major first, then ask about program intent
	8. Garnett has been working with the Deans about programming Degree Works for pre-programs
		1. There should be determined concentrations
		2. There are 8 meta majors and students can only select one
			1. If students choose more than one meta major, they are reported to the state twice
			2. They need to be able to change meta majors if needed
	9. Why do we want to move from pre-majors and what should we move to if not pre-majors?
		1. It would help for some programs to show that students are seeking two degrees so they do not exceed 60 credit hours
	10. It is important to note that students are not admitted into pre-major programs
	11. The meta majors are a large piece for advising to direct students to correct programs
	12. Every time a student completes a program or certificate, they have to pay a fee
	13. Can we have auto graduation? No
	14. Most of the state colleges are entering students in AA programs rather than pre-majors
	15. There are instances when non-degree students can receive financial aid
	16. Dr. Weir – advising is not able to prepare our students for our baccalaureate programs
		1. If we know their intent early on, it is easier to advise students
	17. Garnett needs the information from the Deans for how the focus groups should look like in the audit
	18. Can we build the certificates into the audit?
	19. What does Garnett need to build the focus groups by fall?
	20. The deadline for the focus groups is the beginning of the fall 2015 semester
	21. Garnett will be responsible for removing pre-majors effective spring 2016
	22. Dr. Wright wants the AA degrees to be with a focus rather than emphasis or concentration
3. **Program Review (Eileen DeLuca)**
	1. In September, we came up with an agreed upon set of components that we would be interested in for program reviews
	2. The components were shared with Abby and Susan
	3. Reports could be generated when needed
	4. Abby ran the first AA report and showed what information she was able to capture and not
		1. Dr. DeLuca met with Abby to make notes about the AA report
		2. The reports will be a snapshot and not a cohort
		3. The first report may not include all numbers, but going forward the report will improve
		4. Dr. DeLuca will share a sample report with the Deans soon
		5. The Deans will receive the report once a year in July
		6. Student faculty ratio will be removed
		7. Cost per credit hour by program will be removed
		8. For “Headcount and FTE by program (Primary and Secondary),” secondary will be removed
	5. Dr. DeLuca also spoke with Abby about the success rates reports
		1. The Deans will receive a report with success rates by course in July as well
	6. The information for these reports comes from Banner
		1. Deans then enter what information they need in compliance assist
		2. For the AA, the data will be entered into compliance assist directly
4. **General Education capstone discussion (Don Ransford)**
	1. Don is requesting that Schools share the information about the IDS 2891 course with appropriate faculty, department chairs, etc.
	2. The state requested we change the number and topic of the Ethnomathematics course
	3. Some are introducing the course as a capstone course
	4. Don would like to offer it as a one credit honors course
	5. Some institutions have included both a freshman course and a capstone
	6. Does FSW want to offer a Capstone course as part of the AA?
	7. It is less invasive as a one credit course
	8. Dr. Wright supports the idea because the course could cover many topics
		1. It could allow us to assess general education outcomes
	9. How do the Deans feel about the IDS 2891 course
		1. The course could be a burden for some majors
		2. The elective section is being used up by many other credits
		3. Conceptually, it is great, but it remains problematic if it becomes a requirement
	10. Experimental course limits it to being offered three times
	11. Don is seeking support from all areas to teach the class
	12. Once the General Education committee is created, Don can present it as a possibility as a capstone in the AA to the committee
	13. Currently, we are using an instrument to measure all of the competencies
	14. Capstones in some areas look very different from this course
		1. If it becomes an AA capstone, then assessments can be matched with AS capstone courses
	15. Dr. Wright has concerns with IDS 3355
		1. We cannot have an upper-level course that is not part of a baccalaureate program
		2. It can be used as an elective in the baccalaureate program
		3. Dr. Meyer will share the course with his two program coordinators to see if they would accept it as an elective in the School’s BAS degrees
5. **Completing the schedule dates with faculty input data**
	1. What is not included on the scheduling calendar is some of the information the Faculty Senate is requesting
	2. At the next meeting, can the Deans add their activities to the schedule?
	3. What role have faculty had in the process to date
		1. Dr. Alford’s faculty have seen the schedule 3 times
	4. Dr. Wright wants dates on the calendar when the Deans are working with the faculty to build the class schedule to include dates
	5. Some faculty are asking to teach classes at specific times that may not be the same as what the Deans have scheduled
		1. The Deans need to be listing the times and dates
	6. It would be helpful if the Deans had access to the orientation schedule
	7. For the second and third boxes of the scheduling calendar, Deans should add lines with date ranges for faculty interaction
	8. Dr. DeLuca does not understand what some of these dates mean
	9. Deans should email the faculty with dates that they will be working with them for the schedule of classes
6. **Portfolios – any outstanding? How many electronic portfolios?**
	1. A few outstanding and some electronic submissions
7. **Other Items**
	1. Dr. Myers has a new system where she can use touch screens and wireless keyboards to interact with faculty
		1. Dr. Myers will give a demonstration for the Deans
	2. Dr. Wright was surprised about the amount of institutions using predictive analytics for SB 1720 issues
		1. They are using the data to predict who may be enter developmental courses
		2. The information is also useful for those who might be in limited access programs
	3. Success rates
		1. Dr. Wright is meeting with the Faculty Senate on Friday and will discuss this issue with them
		2. Dr. Wright has told people that the information is important
			1. It is in the comparison in the data where the success rates becomes important
			2. Some lead faculty have asked for the data (without names) for some courses
			3. Some faculty are using the information in their portfolio
		3. Dr. Wright did explained the columns in the memo
	4. At the CIA meeting next week, the Florida College System stated that they will not be responding to any baccalaureate program information or accepting any new submissions.
	5. Jeff Gibbs can do the room pre-assignments at the Hendry Glades Center
	6. Development of a course is the responsibility of the faculty. If no full-time faculty are not available to develop a course, hire someone else to do it
	7. With SIR IIs, Dr. Alford is not getting copies of the SIR IIs and the student comment sheets for the faculty who teach at Charlotte, Collier or HGC. He is only receiving those for the Edison campus faculty. Since there is no longer a campus dean at those locations, where/who are those forms being sent?
		1. With the SEI, this will not be an issue
	8. On the faculty work load, some of the information is not showing correctly.
		1. FLAC may resolve this issue
		2. Michelle will check into the issue
	9. We have students and a faculty member stuck in Boston
		1. Dr. Weir is working on getting the students home

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