*Minutes*

April 14, 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 March 17, 2015**
   1. Correction submitted from Dr. Alford
2. **Dean of Pure and Applied Sciences search update**
   1. Two candidates have interviewed and the final candidate will be here on April 24
3. **Dean of Education update**
   1. Dr. DeLuca has been meeting with the School of Education and working to get things on track
   2. Dr. Wright and Dr. DeLuca had a positive meeting with the faculty and one staff member
   3. The search for this position will begin in August
4. **LOG and Instruction Awards (attachment)**
   1. Dr. Wright proposed two new faculty awards
      1. Best learning outcome goal
      2. Best teaching
   2. Dr. Wright is currently establishing a time line for making the decision about those who will be selected for the awards
   3. There is an issue since Dr. DeLuca has not reviewed the School of Education portfolios
   4. For those who plan to nominate someone, send your submission to Dr. Wright by April 24
   5. Dr. Wright will select the ad hoc committee once he sees the nominees
   6. Winners will be notified before contracts expire in May
   7. What about those faculty whose LOGS that are not completed?
      1. If there is evidence that they are working on them, they can be nominated
5. **Online course scheduling – who, how much, etc.**
   1. Dr. Wright talked to Dr. Myers
   2. With two new deans starting soon, Dr. Wright wants to make sure everyone knows how this process works
      1. We want to make sure we are using Full-Time faculty in the best way possible
   3. When there are dual areas scheduling faculty, conflicts can arise
   4. Within the structure we want to make sure everyone is aware of the correct process
   5. The school deans need to make the decisions of those full-time faculty who will teach online
      1. Faculty are adding another class after their schedule has already been approved by the dean and online
      2. Faculty should go to their deans if they are planning to change their schedule
      3. The CNA indicates the amount of online courses full time faculty can teach
   6. We finally have many faculty who are trained to teach online and they see this as an opportunity to add to their workload without having to be on campus
      1. Currently, there is no restriction indicating that faculty cannot add overload in online classes
   7. FSW Online is still scheduling the online courses for the School of Arts, Humanities, and Social Sciences
      1. FSW Online is conscious of the trends and data
      2. It is the deans’ decision to review those teaching online for their schools
   8. Some faculty have the perception that it is their right to teach two online courses every semester
6. **SLS scheduling – who, how much, etc.**
   1. Dr. Wright talked with Dr. DeLuca
   2. We have the same issue with SLS courses as it is with online and faculty adding sections
   3. The people who are really good at teaching SLS are also good teaching in their discipline
   4. The cluster biology class with SLS was very successful
   5. We want strong faculty teaching SLS
   6. There is a very specific procedure for faculty to request a section
      1. Dr. DeLuca can send the link to the deans
      2. Faculty email Dr. Clark and copy their dean
      3. Dr. DeLuca has been working with Dr. Clark to assure that the deans know that the SLS classes are part of faculty load or overload
   7. It is important for everyone to remember that SLS 1515 is important for the entire college and student retention
   8. Dr. Clark will get in touch with department chairs and deans to coordinate the scheduling of faculty for SLS 1515
   9. Pairing courses are difficult because of student scheduling needs
   10. They are piloting an option for pairing courses in the fall
       1. They have developed a technology option that shows the courses as possible co-requisites
   11. Dr. Alford prefers that SLS and online courses are part of the overload
       1. It has always been that base load fills first and then overload are online or SLS
   12. Some faculty are scheduling overload in case one of their classes is cancelled
7. **Portfolio process description write-up (volunteer?). To include a set of dates we can all live by.**
   1. This spring, the portfolio process interim dates were not clear
   2. Dr. Wright would like a volunteer to develop the dates
      1. Dr. Myers recommended Melissa to provide the baseline for deans to review
      2. First deadline is February 1
      3. Second deadline is April 1
      4. Provide interim dates and what items should be included
   3. Dr. Wright wants a clear process that includes all the pieces
   4. April 1 is the critical date and it is listed in the evaluation plan
   5. Dr. Wright feels that the three year review of current Continuing Contract faculty may be too much
   6. The online portfolios were much more efficient and easier to follow
      1. Dr. Wright would like us to start transitioning to let new faculty know they will submit electronic portfolios
      2. Dr. DeLuca thinks we should go with all portfolios submitted online
      3. Dr. Myers has been working on aggregating the list of submissions
      4. Can HR required documents be uploaded to Extender in the employment record?
   7. We should continue to ask what we want to see in the faculty portfolio
   8. With electronic portfolios, faculty could accumulate documents over time
8. **Curriculum committee rec – Gen Ed subcommittee (attachment)**
   1. Dr. Wright and Don Ransford think it is important that the committee that worked on general education to continue on the Curriculum Committee, General Education subcommittee
   2. Dr. Wright will present information to the Faculty Senate Executive Committee about the general education subcommittee
   3. Dr. Collins volunteered to be the academic dean to serve on the committee
   4. The final plan will be presented at the April committee meeting
   5. Submit recommendations for people to serve on the committee to Dr. Tawil
9. **Faculty Senate Executive Committee**
   1. Executive Committee Member: Faculty Senate President, Faculty Senate Vice President, Faculty Representative from the School of Arts, Humanities, and Social Sciences; the School of Business; the School of Education; the School of Health Sciences; the School of Pure and Applied Sciences as well as campus/center reps. College Success and Learning Resources will have one representative.
   2. Dr. Martin Tawil was nominated as president for 2015-2016
   3. Rebecca Harris was nominated as vice president for 2015-2016
10. **Other items**
    1. Honors went from 14 students to 133 this year
       1. Eight students were sent to Model United Nations
       2. We were the only “community” college at the conference
    2. Undergraduate research has been going well and students have been presenting papers in the community

Next meeting is Tuesday, April 28, 2015 at 10 AM in I-122