*Minutes*

May 12, 2015 at 10:00 a.m. in U-202B

|  |  |  |
| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Theo Koupelis |  | X |
| Dr. John Meyer |  | X |
| Dr. Mary Myers | X |  |
| Dr. Laura Weir |  | X |
|  |  |  |
| Michelle Fanslau | X |  |
| Dr. Tom Rath | X |  |

1. **Minutes from April 28, 2015**
   1. No corrections submitted
2. **FLAC, new #’s and online (overload) contracts**
   1. What should we be doing as we move forward.
   2. Schools will sign off on all individuals with overload
      1. This will be especially useful for full-time faculty
      2. Should this be all contracts for full-time?
      3. Usually, the determination is made in this order: release, on-campus, and online
      4. The Schools will initiate the document
      5. It is already working this way for Business and Health
   3. For full-time, Dr. Alford has been relying on FSW Online for scheduling
      1. Only the Dean can make the decision about those who teach online
   4. What about adjuncts?
      1. School of Business and Health is already doing this process.
      2. Susan does enter some classes for Health
      3. FSW Online has always done the Arts, Humanities, and Social Sciences and Pure and Applied Sciences because of the volume
         1. Who will input the schedule?
         2. Who approves the contracts?
         3. The issue is the workload for Arts, Humanities, and Social Sciences and Pure and Applied Sciences
         4. FSW Online is more familiar with the faculty
         5. There are discrepancies with what adjuncts are doing for assessment
         6. It may be easier if Chairs communicate with online adjunct faculty
         7. Some of the issues are similar to dual-enrollment
            1. The Chairs are now working more closely with dual-enrollment faculty
         8. It is the responsibility of the faculty to stay on top of departmental requirements
         9. The Chairs could let the Deans know if adjuncts are not participating in department requirements
      4. With regard to course cancellations, it is the responsibility of the Dean
      5. Has Dobin been selecting the adjuncts?
         1. He reviews the pool and sends information to the chair, then the chair would make the decision
         2. Very few new online faculty have been hired in the past two years
         3. FSW Online has weeded out adjuncts who are not performing at the necessary level
            1. FSW Online sends this input to the Dean
   5. More full-time faculty are teaching online
3. **Fall 2015 Professional Development Days Schedule (attached)**
   1. December date will be an assessment day
   2. Dr. Wright is ok with giving faculty free time
   3. Tuesday is the main meeting day
   4. Suggestions should be sent to Michelle
   5. Deans should send meeting times for their Schools to Michelle
   6. Campus activities will not be on the schedule
4. **AITF Money for 2015-2016 reminder**
   1. Recommendations should be sent to Michelle by May 29
5. **Portfolio process time table (handout)**
   1. Dr. Weir put the draft schedule together
      1. The table is useful
      2. Deans should review and see if things are missing
      3. Updates and changes should be sent to Dr. Wright or Michelle
   2. Should evidence of completing online certification become part of the portfolio?
      1. Possibly a new optional appendix
      2. Can a line be added to Professional Development in the weights for online certification? Yes
   3. Is the Log and Appendix A date in September workable?
      1. Dr. Alford will need to check his calendar
      2. Since the LOG is no longer new, it should not be as problematic
      3. For those faculty not going through review, the LOG can become an electronic process or meeting optional
      4. Faculty can continue working on the same LOG if needed
      5. Classroom observation time needs to be longer (fall term) and not completed by the chairs
      6. SEI will be several weeks in November
      7. Student success data and SEI carries through all of the table
      8. QEP and FYE should be Academic Success and Learning Resources
      9. Michelle work on recreating the table
   4. Dr. Wright sent a note to the Faculty Union to change the evaluation period to 5 years
      1. If it goes as planned, next year there will not be any faculty up for review
6. **Summer ad-hoc committee to discuss SEI (attached update)**
   1. Dr. Wright is meeting with Faculty Senate leadership
      1. They will provide a list a names for this committee
      2. Response rate for the SEI is the most problematic with online completion
      3. The faculty who stressed the need for students to complete the SEI had a better response
      4. There were separate questions for online classes
      5. We are still waiting for data from Campus Labs
      6. SIR II is officially over
   2. Faculty could allow time in the class for students to complete the survey on their phone in class
   3. A generic link could be added to Canvas
7. **Summer ad-hoc committee to discuss Faculty Evaluation Plan**
   1. A recommendation will come from Faculty Senate for members for this committee
   2. Appendix D needs to be addressed. How does the SEI fit in?
      1. This will be fixed for next year
   3. Will there be an overall mean score with the SEI?
   4. Dr. DeLuca will ask Dr. van Gaalen to look at the appendix
8. **Adjuncts**
   1. Brief discussion about adjunct pay budget
9. **Summer enrollment (30 sections under 10 / 46 last summer)**

Utilization Sec Ave income/expenses

Sum 2014(A & B) 68.2% 18.56 ~1.0 million

Sum 2015 (A & B) 72.2% 19.97 ~1.2 million

* 1. We are making progress
  2. Utilization = enrolled/seats available
  3. Headcount has remained consistent but FTE is lower
  4. Dr. Alford is down 10% from last year from the final count for the summer

1. **Other items**
   1. Can we look at the drop for non-payment date?
      1. The closer to the start of classes is problematic for scheduling purposes
   2. Dr. Myers mentioned that the Testing Center tested 500 students a day at the Lee Campus
      1. About 350 students used ProctorU
   3. Dr. Alford will volunteer to be on the Faculty Evaluation ad-hoc committee
   4. Jeff Gibbs and Dr. DeLuca for the SEI ad-hoc committee
   5. Students do not need to complete an AA degree to move to a limited access AS program
      1. Admissions, advising, and registration need to get together to clarify things
      2. Dr. Wright will put this issue on his list of things that need to be discussed with the advisors
   6. In the past, students were put in a pre-degree
      1. We have built AA tracks that have the courses
   7. Dr. Alford has 4 vacant positions after transfers of several faculty
      1. Rebecca Harris from Charlotte to Lee
      2. Elijah Pritchett from Charlotte to Lee
      3. Matthew Vivyan from Collier to Lee
      4. Dawn Kulpanowski from Collier to Charlotte
      5. It is still confusing about faculty campus assignments

Next meeting is Tuesday, May 26, 2015 at 10 AM in I-225