*Minutes*

May 26, 2015 at 11:00 a.m. in I-215

|  |  |  |
| --- | --- | --- |
|  | 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 |  |

1. **Minutes from May 12, 2015**
	1. No corrections submitted
2. **FLAC, new #’s and online (overload) contracts – who does what?**
	1. HR has an issue with FSW Online not taking care of the out-of-state faculty pay
	2. Dr. Myers believes it does not make sense for this remaining portion to stay with FSW Online
	3. There are approximately 9-12 faculty
	4. Currently no contracts go out, and there is no statement of work
	5. Funds have to be transferred every two weeks, and FSW Online processes the payroll every two weeks
	6. FSW pays the company
	7. Can we pay the company once at the beginning of each term?
	8. The faculty load report shows those faculty who are out-of-state
	9. Why is this process not part of the role of HR/Payroll?
	10. We do nothing internally except qualification for the out-of-state faculty
	11. HR codes them as out-of-state
	12. FSW Online has already taken care of summer processing for these faculty
3. **AITF Money requests for 2015-2016 due 5/29**
	1. Michelle will send Dr. Meyer a reminder
4. **Portfolio process time table (hand out)**
	1. Dr. Wright has changed the format to not include school-specific information
	2. Deans do not have to meet with all faculty about the LOG
	3. This timeline applies to full-time faculty only
	4. It is Dr. Wright’s goal to publish the deadline document in the faculty evaluation document
	5. Add a new calendar date for A term SEI window
	6. Observations can be completed by deans and associate deans
	7. When will FLAC be up and running?
	8. The 5 working days for faculty to review is after all people have signed off on the evaluation
	9. Dr. Wright wants to keep the LOG separate from the evaluation system
	10. Should there be dates for Deans to review the portfolio?
	11. The timeline will remain generic for all. Deans can have additional deadlines within the timeline.
	12. It is possible that the continuing contract faculty will be moved to a 5 year review
		1. Dr. Wright has created a timeline
5. **Summer Enrollment (whole summer vs. 5/26/15)**

Utilization Sec Ave income/expenses

 Sum 2014(A & B) 69.6% 18.95 ~1.6 million

 Sum 2015 (A & B) 69.7% 19.46 ~1.6 million

1. **Other items**
	1. Ambulance event went well
		1. The donor and the press were present
	2. Dr. Meyer – adding college credit certificates
		1. Banner can only hold two degrees
		2. Can we have more degree options listed in Banner?
		3. We need a uniform fee for graduation and for students to not be charged more than once
		4. AA students could be in a CCC too
	3. We have been waiting a long time for the content management system for faculty profiles
		1. Can we get an update on the process?
		2. US DOE requires that faculty credentialing is public record
	4. Michelle will add a new FSW Online certification, “FSW Online Certified”

Next meeting is Tuesday, June 9, 2015 at 10 AM in U202-B