*Minutes*

June 9, 2015 at 10:00 a.m. in I-225

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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. Martin McClinton | X |  |
| Dr. Larry Miller | X |  |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from June 9, 2015**
   1. Minor changes submitted by Dr. DeLuca
2. **Title IX training (Jana Sabo)**
   1. Update on Title IX
      1. VAWA went into effect July 1
      2. FSW is in compliance
      3. Online training will be arranged for all in-coming students, faculty, and staff beginning in September
      4. All faculty and staff should be encouraged to complete the training
      5. VAWA applies to everyone associated with FSW to include faculty and staff as well
      6. Jana can attend meetings to help get the information out about Title IV and training
      7. The document manager has an equity folder with all necessary documents
      8. There is also an FSW sexual assault website listed on all syllabi templates
      9. Jana will also be giving a presentation during Dr. Wright’s professional development meeting
3. **Adjunct and Overload budget (attachment 1)**
   1. The 2014-2015 budget was 10% lower but expenditures were above the budget
   2. Adjuncts and overloads expenditures were lower than that spent in 2013-2014 by 8%
   3. 2015-2016 budget will be the same
   4. Dr. Wright would like to see expenditures cut by another 3-5% this year
4. **Spring Schedule Building (attachment 2)**
   1. Dr. Wright shared the Spring 2016 Academic Schedule Calendar
      1. Schedule allows for more scheduling time for deans
      2. Spring 2016 schedule will roll
      3. Deans have until September 18 to make any changes
      4. The deans decide the classes and times and then the faculty will select which courses they want to teach and allow for faculty input
      5. Sections in the roll over schedule should be added and deleted as needed
      6. Dr. Wright thinks we may be up 1-2% in spring 2016 enrollment
      7. We could have been more efficient this summer
   2. What happens if a full-time faculty member does not meet load?
      1. Faculty can be asked to travel to other campuses to meet load
      2. Full time faculty may also bump an adjunct in order to make load
   3. The September 18 deadline should include faculty assigned to classes
5. **FQF training for everyone, especially new Deans (Michelle Fanslau)**
   1. By the next meeting, Dr. Wright wants a list of all people who need to attend annual FQF training
      1. This includes anyone who touches an FQF form
6. **Incomplete Grade discussion (attachment 3)**
   1. Issues in the past
      1. Students indicated that they did not understand what needed to be done for the Incomplete
   2. Dr. McClinton asked about the student’s grade at the time the form is completed
      1. Can we include coursework completed and how to calculate the final grade?
      2. Change first sentence to say that the student has completed 2/3 of the course
      3. Can pregnancy-related issues be added to extenuating circumstances
      4. Faculty will be able to issue the “I” without completing the form
      5. We will request an I grade report after the last day to submit grades
7. **Work Study – Student Employment discussion**
   1. A decision was made that all students who are employed have to go through the financial aid process to be student assistants
   2. This will hurt those students who have the financial means and do not need to complete the financial aid process
8. **Classroom observation training (Dr. Linda Serro – Sept. 8)**
   1. In our continuing effort to make us better at doing classroom observation and evaluating faculty, Dr. Serro will complete another training on September 8
9. **Compliance Assist and Entering New Data (Eileen DeLuca)**
   1. An updated Program Review Components list was shared. As discussed previously a couple of items removed from the list as they were designated as impossible to report by the Institutional Research office.
   2. The updated list includes Program Review Components that are able to be reported by Institutional Research, Deans, Program Directors and Faculty.
   3. The highlighted data will be included in the annual report created by Institutional Research and sent directly to the deans
   4. FLDOE expects colleges to engage in a cyclic review of academic programs.
   5. SACSCOC – In order to demonstrate compliance all programs report student learning and operational goals, results, and use of results
      1. Compliance Assist can be utilized tocombines FLDOE and SACSCOC reporting
   6. The Mission section includes additional items for consideration
   7. An AA satisfaction survey was created and run for the first time this year
   8. Dr. DeLuca will make sure that Dr. McClinton and Dr. Miller have access to Compliance Assist
   9. Information from Abby/Institutional Research can be copied and pasted into “Results” sections of related outcomes.
      1. Meeting minutes documenting review of data and use of data to inform improvement should be uploaded to program information
   10. Student satisfaction reports should be run for programs
       1. Most programs run completer satisfaction surveys
       2. The SEI results can also be used for this purpose
   11. Megan Just is a good resource for designing surveys
   12. Dr. van Gaalen can provide SEI reports
   13. Dr. DeLuca has tasked Dr. van Gaalen with becoming more familiar with Compliance Assist and Program Review to help with appropriate language used in reporting results and use of results
   14. How much of this information is available to the faculty?
       1. Some are sharing this information during department meetings
       2. Deans are encouraged to share and review this information with their faculty
   15. Michelle should notify the deans of those departments that are not submitting meeting minutes
   16. Dr. DeLuca will send the Program Review Components document to the deans
10. **Other items**
    1. There was a brief discussion about adjunct pay
    2. Dr. Wright passed out a copy of the faculty evaluation plan
       1. The updated faculty evaluation document was reviewed by deans and faculty
       2. Dr. Alford asked if the Excel version of Appendix D could be created with the auto fill/calculations option
    3. History, Psychology, and English faculty positions are all in the process. The mass communications search committee is still organizing
    4. Dr. Meyer has two new computer technology and a temporary, full-time business faculty
    5. Two full time faculty searches are still in process and one temporary full time in Health Professions
    6. Several new faculty in Pure and Applied science
    7. Dr. Miller has an interview with a Physical Education, high school teacher in Charlotte today
    8. Melissa Rizzuto completed her doctorate program

Next meeting is Tuesday, July 21, 2015 at 10 AM in I-225

Submitted by Michelle Fanslau, 7/7/2015