

Minutes

Academic Success Department Meeting

September 11, 2015

Thomas Edison Campus U102, Collier G- 109, Charlotte E-105, Hendry/Glades A-114

1:00 p.m.

**Attendance:** Kelley Newhouse, Melanie Le Master, Karen Maguire, Wanda Day, Cindy Campbell, Renee Hester, Dr. Duke DiPofi, Whitney Rhyne, Dr. Joe van Gaalen, Heather Olson, Dr. Martin Tawil, Scott Vanselow, Robert Olancin, Dr. Eileen Deluca, Elizabeth Yates, Rachel Lieberman, Mary Ellen Schultz, Keith Staple, Crystal Childs. Barbara Miley, Mary Vaughan, Grace Billington, and Dr. Kathy Clark. Collier Campus: Dr. William Gillespie

**Welcome:**

* Kathy welcomed everyone to the meeting.
* Note: The connection in U-102 to the other campuses was dysfunctional; therefore, the meeting only took place on the Thomas Edison campus.

**Fall Schedule (enrollment data):**

* Kathy shared the following enrollment data: There are 109 sections of SLS 1515 offered this fall serving over 2800 students. The sections include two honors classes, one linked class (MAT 1033) and one online class. Enrollment capacity was increased in some sections due to increased demand. 45 faculty teach SLS 1515. The course is supported by 40 peer architects.

**Spring Schedule:**

* The spring schedule is a work in progress. Classes are being staffed and the goal is to have the schedule completed by September 18. The Cornerstone staffing process was explained.

**Faculty Evaluation Plan (LOGS):**

* Faculty were informed that the LOGS (and Appendix A for some faculty) are due on September 18. Conferences will be held to discuss the LOGS during Sept. 21- Oct. 9. Faculty were encouraged to contact Grace to set up appointments.

**QEP Updates:**

* Dr. DeLuca provided information concerning the QEP. The Annual QEP Report will be finalized in October and the summary report will be distributed soon. Dr. DeLuca indicated that she, Kathy and Whitney (and other QEP Implementation Team members) will be visiting the various departments to share QEP data highlights and discuss ways in which their department can support the QEP.
* Dr. DeLuca also discussed the general education assessment and asked for volunteer faculty to submit artifacts of student work (names redacted but to include student Banner ID’s) that are representative of attainment of the “Communication” General Education Competency. Faculty are to contact Dr. Joe van Gaalen or Allison Studer if they have any questions.

**Reminders:**

* Faculty were reminded about Early Alert, Faculty Professional Development travel request deadline (Sept. 11), and the Critical Thinking in Careers Lecture Series. Whitney provided information about the Walk a Day in My Shoes workshops that will be presented by Adaptive Services on each campus, the Suncoast Financial Literacy Week (Thinking Critically about Financial Literacy: Loving Beyond the Weekend) that will be presented live on all campuses, and the Introduction to Academic Schools events which will introduce Cornerstone students to the various academic programs that are available at the college. The School of Business and Technology is scheduled for Oct. 22 and the School of Pure and Applied Sciences is scheduled for Oct. 26. Whitney also indicated that the peer architects were assisting in several of these events.

**Discipline Break-out Groups:**

* EAP - no meeting was scheduled since the group previously met in Aug.
* Reading – reading faculty met to discuss REA 0019 and SB 1720 (student placement).
* SLS - faculty met to discuss the Conley Readiness Index (CRI) and the technical issues that have emerged with the assignment. Kathy and Joe will follow-up with Pearson to resolve the issues. Scott spoke about his online class and suggested that some of the material in the online class might be suitable to add to improve the Canvas shell for the course. Scott also noted that he can assist faculty if they want to customize MSSL. The Canvas roll call/attendance was also discussed.
* There was some concern expressed about the personality assessment (TypeFocus) that students had been previously taking during their orientation. It appeared that some students had not taken the assessment and therefore did not have the results to complete their journal entry. Dr. DeLuca will follow-up with Andrae Jones. It was mentioned that students could take the human metrics assessment or TypeFocus as a class assignment.

**Reminder:**

* The next department meeting is scheduled for October 9, at 1:00 p.m. in J103.

Minutes submitted by Dr. Eileen Deluca and Dr. Kathy Clark