*Minutes*

September 15, 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. Christy Gilfert | X |  |
| Dr. Martin McClinton | X |  |
| Dr. Larry Miller | X |  |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
| Gail Murphy | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from September 15, 2015**
	1. Edits submitted by Dr. Alford and Dr. DeLuca
2. **Recap of first Faculty Senate Executive Committee discussions**
	1. Finals Week Policy
		1. What should faculty be doing during final exam week?
		2. Are they required to be physically in a room or not?
		3. What about faculty who have papers due for the final exam?
		4. When there is a cumulative final exam, it has to be given during the exam period
		5. For faculty who have assigned papers as the final assessment, should they be available to students during the final exam period?
			1. Dr. Wright will prepare something to address the issue
			2. What does available mean? Does it mean virtual? What about faculty who schedule vacation during final exam periods?
			3. Students need to be aware of faculty availability during the final exam period
			4. Faculty need to be available during the final exam period to the deans as well
			5. Maybe it is a ten hour period of office hours during that week
	2. Inconsistency with administrative issues (deans)
		1. Individuals handle things differently
		2. Dr. Wright does not think we can regulate how deans work with their faculty
		3. Dr. Wright told the Faculty Senate that he will continue to discuss issues that come up with the dean
		4. Dr. Allbritten responded well to this issue and addressed autonomy in the schools or divisions
		5. Did they cite specific issues? Yes, they wanted to discuss specific grievances.
		6. There were three formal grievances this past year
		7. Dr. Alford is having several issues with faculty wanting to teach around their personal schedule
	3. 360 Review
		1. Dr. Wright thought that the faculty had evaluated the deans, but found out they had not
		2. Dr. Wright thinks the evaluation he created can be used for the deans
		3. Dr. Wright will implement the evaluation in the spring with full-time faculty
			1. If data is collected from both full-time and part-time, it can be separated
			2. Dr. Alford thinks staff should be included
			3. Can the college as a whole do a 360 review?
				1. We can only control academic affairs
				2. Can this process be completed on an annual basis?
				3. Dr. Wright suspects that feedback will be mainly positive
				4. Will associate deans, coordinators, etc. be reviewed as well? Yes
				5. We can use a drop down menu to allow the faculty to choose who they want to evaluate
				6. The survey can be set-up to indicate that it is confidential but not anonymous
	4. After hours “Dean”
		1. There are people available at the other campuses but not Lee
		2. This is really a student affairs issue and Dr. Wright will share this request with Dr. Davis
3. **Writing the Case Workshop reminder – September 30**
	1. The people who need to attend have been identified
4. **CCSSE Handouts**
	1. The report is also available online
	2. Faculty should be encourage to read the tips sent out by Dr. DeLuca’s office
5. **Baccalaureate Degree discussion**
	1. Do the deans have any thoughts about Dr. Allbritten’s announcement that he would like to see baccalaureate degrees in all of the schools?
	2. The push back from the SUS was from the degrees that were more arts and sciences
	3. What baccalaureate degrees should we consider?
		1. Biomedical science
		2. Communications
	4. We will definitely build a degree in computer information systems technology
		1. Santa Fe had the same degree approved when the moratorium ended
		2. Dr. Wright thinks this will be a great baccalaureate degree opportunity for FSW
		3. Dr. Wright did meet with the provost at FGCU to discuss the new degree
		4. The Early Childhood Education AS has more than 100 students enrolled since it was restarted
			1. This may be an opportunity for another baccalaureate degree
				1. Tracks for childcare centers and for teaching certification
		5. Any others?
			1. Many more concentrations can be built in our current degree programs
				1. Dr. Meyer feels that if concentrations are online, then more students would be able to attend
		6. Dr. Collins reiterated the importance of people remembering that the BSN is a degree completion program and not an entry-level program
			1. Dr. Myers mentioned instructional design
			2. Dr. Wright mentioned previous success in an AS, Digital Design degree which was then used to build a baccalaureate degree
				1. The degree is very hardware driven
				2. This may be an option for the Charlotte Campus
6. **B term courses for Fall (any movement?)**
7. Dr. McClinton does not have the faculty to teach Fall B and space is an issue as well
8. Dr. Meyer had a few that he opened up but there have not been any enrollments
9. The deans do not recommend pushing an increase in enrollment for fall B
10. Dr. Alford did add one B term session and it has filled with new students
11. **Issues with the Spring schedule?**
	1. All of Dr. Meyer’s full time faculty reviewed with only a few necessary accommodations
	2. Michelle and Gail mentioned the problems with finding adjunct faculty at Charlotte and Collier
		1. Can the deans open pools?
	3. Some schools need to be looking at pools and looking for people for one or more campuses
	4. Dr. Wright will discuss this issue with Susan Bronstein
	5. Dr. Alford is struggling with the time frame for completing the schedule
		1. Qualtrics worked but the wrong questions were asked
12. **Other items**
	1. Dr. Allbritten has asked Dr. Wright to give a presentation to the Board of Trustees about internships
		1. Dr. Wright will talk about everything we do where we send students out in the community
		2. Deans, please send a rough list to Michelle by Friday
		3. A couple of the Board members have very specific ideas about internships that may not be what we are able to do with lower-level students
		4. Dr. McClinton discussed past experience with defining internships
		5. Dr. Collins has noticed that some community members are looking for students to work in their offices
		6. Dr. Wright wants to present to the Board of Trustees every student who is leaving the classroom and applying what they learn in class in another environment.
		7. Deans can include locations if the information is readily available
	2. Dr. Wright will share a new rule with the deans that he received from Mark Lupe regarding pay and college experience
	3. There has been no change in the process of the submission of curriculum proposals
	4. The Critical Thinking series have started and there has been very positive feedback
		1. There will be many more internal and external speakers
		2. People are welcome to present in the spring, and should contact Dr. DeLuca’s area to volunteer

Submitted by Michelle Fanslau, September 15, 2015