*Minutes*

September 29, 2015 at 10:00 a.m. in U-202B

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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 |  |
| Dr. Thomas Rath | X |  |

1. **Minutes from September 15, 2015**
   1. Comments submitted but no changes were made
2. **Number of faculty load reports sent out electronically**
   1. We would like to ask Barb to send out only one report
   2. Report would be organized by school or division and in Excel format
   3. The release time will need to be adjusted to include the school or the division when added by HR
   4. Dr. Collins likes the faculty load by instructor. This is the same report Dr. Wright is recommending we keep.
   5. The faculty would be listed by their primary school
   6. Dr. Alford likes the Word version because it includes the Banner ID
      1. The Banner ID is listed in the Excel version
   7. It is only the faculty load report that will be changed for distribution. The open/close reports will remain the same
3. **Writing the Case Workshop reminder – September 30 (Homework!)**
   1. The homework should be complete before the meeting
4. **Baccalaureate degree report due Wed 9/30. New degree work.**
   1. The report is due to the state on October 15
   2. The September 30 deadline gives time for Dr. Wright to review
   3. The report is different this year and requires much more data
   4. The report mirrors the submission report for a new degree program
   5. Does anyone have an issue with the deadline?
      1. What about the salary listing for student’s projection
      2. The baccalaureate report data should come from the best resources available
   6. Dr. Wright thinks the data in this report is now being used by the state
   7. We have started working on a new baccalaureate degree, Information Systems Technology
      1. The need data is great
   8. We have also started researching a baccalaureate degree in Early Childhood Education
      1. The need data for this program is not as strong as it is for the technology program
   9. Dr. McClinton mentioned a bioinformatics degree
   10. Dr. Wright thinks we need to be as conservative as possible with new degree programs
       1. We need to stay away from liberal arts-type programs
   11. Dr. Meyer and Deborah Howard have been looking at a health information technology program
   12. The tech center met with Dr. Collins to talk about the surgical technology and articulation between the vocational school and FSW
       1. For SACS, we need to determine the percentage that would be taught at the vocational center
       2. The tech center wants the surgical tech students to be dual enrolled
       3. It has to be an articulation agreement
       4. In the future, the tech centers would need qualified faculty and offer the degree through FSW
       5. It may be that the tech centers can offer AAS degrees in the future
   13. Some of the tech centers are now looking to put together more agreements for articulation
5. **Issues with Spring schedule?**
   1. There may be some problems with the final exam schedule and common start times
   2. Are faculty happy with the spring schedule?
      1. Dr. McClinton has only had a few minor issues
   3. Sometimes the max capacity on a course can be changed to help find a room
   4. Dr. Wright wants to roll-over next spring’s schedule without having to use optimizer
      1. Why would we need to run optimizer again once we get everything set?
   5. Michelle mentioned some issues with faculty requesting room changes at the last minute
   6. Dr. Collins wanted to mention how helpful IT was resolving computer testing issues in K-129
6. **Summer schedule building calendar (attachment)**
7. Dr. Wright realizes that the scheduling dates have started much earlier
8. The change will have faculty looking at the summer schedule right after winter break
9. If there are any issues with the summer schedule building calendar, let Dr. Wright know
10. Dr. Alford asked about potential issues the deans do not know about. For example late orientations and dealing with reinstatements and other beginning of the term activities while trying to build another schedule
    1. It is difficult to work on the schedule when a term is starting
    2. Why are there large blocks of time when optimizer is running
       1. Can we make changes to the schedule when optimizer is running?
       2. Dr. Wright thinks changes can be made when optimizer is running
11. The deans can share the calendar with the schedulers
12. **ACALOG Catalog discussion**
    1. Dr. Wright apologizes to those who were not invited to the presentation
    2. It showed how the new catalog will look
    3. There are improvements from the old version
    4. ACALOG will allow us to have more time to make changes
    5. The goal is to have future catalogs published before the first day of fall registration
    6. The search features for ACALOG are great, and advising sheets can be generated
    7. Garnett will be presenting the catalog to the advisors
    8. The deans would like the opportunity to see a curricular version of the catalog that shows mark ups and changes
13. **Program Review update**
    1. Dr. Wright has reviewed what we are doing with program reviews
    2. There are a number of reports that have not been updated
    3. Dr. Wright has started a list and will be sharing this information with the deans
       1. SACS will be looking at this information
    4. At the last meeting, Dr. DeLuca offered her and Dr. van Gaalen’s services to help the Schools with the program reviews
    5. Dr. Wright knows this process is difficult, but it needs to be done
14. **LOG discussion – how is it going?**
    1. Due date was 9/18
       1. Only full-time faculty submit LOGS
       2. Everyone responded and the response has been good
       3. Dr. Wright feels that faculty like this assessment tool
    2. Dr. Alford met with all of his faculty last year to discuss the LOG as a research process
       1. He asked all of his faculty to provide a title and a thesis statement
       2. This year, Dr. Alford is replying to the LOG submissions with questions for faculty to consider
          1. Some faculty replied that they were surprised that Dr. Alford read the LOGs
       3. Some departments are working together to have common LOGs
    3. At the end of the year, we will have nominations for the best LOG again
    4. Conferences 9/21-10/9 (annual only)
       1. Deans are going to the campuses to complete conferences
15. **Other items**
    1. Bonnie Lawler will be moving to Arts, Humanities, and Social Sciences
       1. Bonnie will still be taking care of scheduling
       2. Alane Enyart will be Dr. Wright’s new assistant
       3. These changes will be effective at the end of the week
    2. The School of Education is reorganizing
       1. Michele Propper left which gave an opportunity to review the position
       2. There will be a new person taking care of state reporting and a new student success and operations specialist
       3. People can contact Dr. Miller directly for school related issues
       4. Debbie McAuley is no longer working at FSW
    3. Dr. Collins just learned that Work Study students cannot already have a baccalaureate degree
       1. Caroline Russ sent the notification to Dr. Collins
    4. Dr. McClinton met with adaptive services about policies
       1. Dr. McClinton questioned the need for credit review for these students
       2. FSW has selected the Credit Review process for these students so that the deans can help with the selection of the course for the degree the student is seeking

Submitted by Michelle Fanslau, September 30, 2015