*Minutes*

December 8, 2015 at 10:00 a.m. in I-223

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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 |  |
|  |  |  |
| Alane Enyart | X |  |
| Other attendees: |  |  |
| Ellen Kadel |  |  |
| Mary Shaw  Michelle Fanslau |  |  |
| Jane Charles |  |  |
| Arenthia Herren |  |  |
| Bill Shuluk |  |  |

1. **Minutes from November 24, 2015**
   1. Approved
2. **Discussion of roles of Academic Services Specialists on Charlotte and Collier Campuses**
   1. Discussion of the roles of Academic Services Specialists (see attachment)
3. **FT Faculty contract schedule, portfolio review**
   1. In the spring, a memo will be going out to FT faculty reminding them of their upcoming portfolio review
   2. FT faculty in year 1, 2 or 3 are the only ones doing portfolios this year
   3. February 1, 2016 is the deadline for portfolios to be completed
   4. March 15, 2016 is the deadline for portfolios to be received by the VPAA office
4. **Faculty professional development day in January (1/5/16)**
   1. VPAA will hold an up to 3 hr. session discussing General Education learning objectives
   2. There are 8 redesigned learning objectives
   3. The sessions main objective is to understand how to incorporate the new learning objectives in syllabi
5. **Faculty librarian presentations (Presenters: Jane Charles, Arenthia Herren, Bill Shuluk)**
   1. A presentation was given regarding the two main facets of the library, 1) collection management and 2) research instruction
6. **Faculty search updates**
   1. Ongoing
7. **Other items**
   1. It was discussed that if a FT faculty is teaching in two disciplines, they need only submit one portfolio

Submitted by Alane Enyart, December 8, 2015