

Minutes

Department Chairs and Program Coordinators and Directors

March 1, 2013 8:30 AM in I-122

	Present	Absent	Excused		Present	Absent	Excused
Erin Harrel	X			Joe Washburn	X		
Richard Worch	X			Laura Weir	X		
Rona Axelrod	X			Catherine Wilkins	X		
Stacey Brown	X			Michelle Fanslau	X		
Maria Cahill	X						
Jeff Davis	X						
Jeff Elsberry	X						
Bobby Holbrook	X						
Margaret Kruger	X						
Jo Ann Lewin	X						
Denise Mc Nulty	X						
Douglas Nay	X						
Joyce Rollins	X						
Caroline Seefchak			X				
Russell Swanson	X						
Myra Walters	X						
Barbara Ward	X						

- I. Meeting called to order by Dr. Worch at 8:30 AM

- II. Adjunct Portfolios
 - a. Michelle Fanslau will work with a committee to update the portfolio process. Volunteers to serve on the committee: Dr. Nay and Dr. Weir. Consideration for online submission of portfolios with consistent expectations.
 - b. VPAA will support that adjuncts should not be on the schedule if they have not completed the portfolio. The deadline is the deadline and department chairs should not be chasing after adjuncts to requests portfolios.

- III. Proposed Chair Model Update
 - a. The model is still under review. Chairs should continue under the current process and at the same capacity. Dr. Wright shared that he liked the chair model. Dr. Harrel has shared the importance of programmatic oversight with Dr. Wright, he was very receptive to discussions about the current process, and he asked for the new model.

- IV. Reorganization Update
 - a. The reorganization of the academic unit is in the final stages, which is both exciting and challenging.
 - b. Questions were asked about those whose roles would be supervisory or support. Currently, there are conversations back and forth with job descriptions and changes.
 - c. Dr. Harrel met with Dr. Peel, Ron Dente, and Gina Doeble and positions have been finalized. All change stake affect March 16, 2013.
 - d. All schools and divisions will be college-wide and not campus specific.
 - e. Jo Ann Lewin asked if department chairs would have the opportunity to see an updated document of changes. Dr. Harrel indicated that it is the responsibility of the Deans to share if there are any changes made.
 - f. Organizational charts. Dr. Harrel met with Dr. Goldstein and SACS does not normally review the organization chart below the dean level. The VPAA's office has created a directory with a list of personnel in each school or division. Still waiting for some finalizing before the directory will be published.
 - g. Dr. Harrel is working to transition out of her role as Interim VPAA.
 - h. Dr. Jones will lead the screening committee for the search for the Dean, School of Business and Technology.

- i. Dr. Land will lead the screening committee for the search for the Dean, Arts and Sciences.
- V. Building L will be remodeled over the summer
 - a. Deb Kelly has been working to find spaces for faculty and personnel while Building L is closed.
 - b. The Rauschenberg Gallery will remain open.
- VI. Outlook Email Issues
 - a. Dr. Cahill, Dr. Weir, and Jeff Davis indicated that they are not receiving all of her emails since the conversion to Outlook.
 - b. Michelle Fanslau will check into the issue with Jason Dudley
- VII. Textbook Issues
 - a. The COP requires that everyone use the adopted textbooks.
 - b. If a discipline has adopted a textbook, faculty do not have the autonomy to not require the text. Professors cannot deviate from the adoption.
 - c. If it decided by a department that no textbook is required for a course, that is permissible.
 - d. There have been issues when Dual Enrollment courses were not using the adopted text. Dr. Harrel believes this issue has been resolved. In addition, Dr. Harrel indicated that if the adopted text was not being used, then the Dual Enrollment class would not run. Kristin Corkhill is on top of this issue.
 - e. There is also an issue with the publisher replacing the book after one has been ordered. Department Chairs and Coordinators should address these issues if they occur in the future. Please let the VPAA know if there are future issues.
 - f. There are three courses in Business and Technology that use e-books only. Myra experimented with e-books and many of the students did not like it even with a free e-book. Students did not want to read the books on their computers. Proposal that there should be a TLC workshop on using e-books.
 - g. Dr. Weir met with Bill Shuluk and she piloted textbooks on readers at the Hendry/Glades Center.
 - h. The Textbook Adoption COP will change. It does not say that only one text can be adopted. However, the Textbook Affordability Act should be considered when making text adoptions decisions.
 - i. The bookstore should refer back to department chairs if other adoptions are brought in. Only the department chairs make the decisions about textbook adoptions.
- VIII. SACS Update
 - a. The Monitoring Report was sent to SACS one week early. The site visit is scheduled for April 8-10, 2013.
 - b. Dr. Stewart is continuing to conduct Town Hall meetings.
 - c. Everyone is asked to help communicate any challenges with misunderstanding about the reporting structure. Chairs and Coordinators should be the voice of consistency and help calm any confusion faculty may have about the reporting structure.
- IX. Faculty Issues
 - a. Dr. Cahill brought up a situation when she had concerns about a faculty member. Her concerns were dismissed. Dr. Cahill discussed the situation with two individuals and is not sure if the faculty member is on continuing contract. Lack of performance should be documented and deans should be asking for feedback about reviews.
 - b. For adjuncts, chairs have oversight and should be going to the deans with any issues.
 - c. Dr. Nay indicated that he got in trouble with the union and a little with administration for sitting in on a full-time faculty's class.
 - d. The Math Department's unit plan indicates that there are peer observations for faculty.
 - e. The topic of the process for observations and online classes was also mentioned.
- X. New Legislation
 - a. Faculty contracts may be continuing after five years.
- XI. Institutional Effectiveness Plans
 - a. Dr. Harrel sent out an email to Dr. Stewart and Dr. Hibbard about the deadlines for plans.

- b. Dr. Stewart told Dr. Hibbard to scrap the current timeline. Faculty is frustrated and Dr. Stewart knows that not everyone can meet the current timelines.
- c. Dr. Worch asked if they are using the attached timelines (Appendix A)
- d. Dr. Harrel will ask for new timelines or they will use the existing timelines. There was a question if the current timelines are important for SACS.
- e. Chairs want clarification of what they update in SPOL and what deans update. Most are confused but it was discussed that course and program level outcomes are updated by chairs and school outcomes are updated by deans.
- f. Dr. Worch has asked Dr. Hibbard for TLC training.
- g. There is no expectation that department chairs should be working over spring break.

XII. Chair Summer Contracts

- a. Dr. Harrel does not have an update at this time. She is advocating for work during the summer.

New Business

XIII. Lab Fees

- a. Dr. Swanson mentioned that lab fees are disappearing over the past five years, and once \$22,000 disappeared over night. Department chairs do not have access to fees. There are also percentage distribution issues.
- b. Chairs and directors should be getting lab fees and making spending decisions. Lab fees reports should be sent to chairs and directors monthly. We should be advocating for a new budget set-up with chairs and directors having ultimate approval.
- c. Some fees are attached to personnel, and when fees go down people may lose their jobs.
- d. Dr. Harrel mentioned that Toby and Gina sometimes have to make decisions to expend fees.
- e. Lab fees should be a central expense.

XIV. General Computer Lab

- a. Dr. Weir had a meeting with Jason and Dr. Stewart because there is no general computer lab. Bill Shuluk indicated that the library cannot accommodate all users.
- b. Faculty has asked for a general lab as a new initiative.

XV. Other Comments - Funding

- a. Edison ranks 27 out of 28 in funding. Advocacy is important.
- b. School of Education ranks third in placement of graduates. These types of issues should be communicated for advocacy.

Chairs Only Meeting

XVI. Dr. Worch thanked Dr. Harrel for all of her help.

XVII. Dr. Worch brought up summer contracts. Dr. Harrel stated that she could not negotiate any employment. Dr. Harrel left the meeting when the discussion about summer contracts began.

XVIII. Chair Summer Contracts

- a. Dr. Worch indicated that the Union's position last year was that what administration negotiated for summer contracts for chairs violated the contract.
- b. Statute 447, Collective Bargaining – interference and unfair labor practices. The Union can file unfair labor practice with its own members.
- c. The Union feels it has been slighted. They would like the opportunity to negotiate the summer contracts.
- d. Chairs should be able to indicate that they agree to the pay offered.
- e. Does the potential exist that if Chairs accept the contract that the Union can file an unfair labor practice against them as individuals?
- f. Dr. Worch indicated that he is not in the position of extorting anyone. Dr. Worch wanted to make Chairs aware of what is going on from the Union perspective.

- g. If administration asks to negotiate, Chairs should meet with Marty and Ellie to indicate what Chairs are willing to work for this summer.
- h. Administration is considering a similar contract as last year and chairs should meet with Union representation.
- i. Dr. Weir indicated that she is surprised and disapproves these conversations. If something like this were to be brought up in a Union meeting, there would be significant push back. According to Dr. Harrel, the administration has the unilateral right to offer contracts. Dr. Weir does not want the unilateral right removed to offer contracts. Administration has the right to offer contracts above and beyond duties in the job description.
- j. History – an unfair labor practices was drafted and chairs asked that it not be filed.
- k. There was discussion by the Union when Myra and Caroline brought forth the new chair model.
- l. Worch indicated that it is not ethical and respectful for the Union to not be in part with all decisions. Dr. Worch's position is to give information given to him. He is trying to keep a coordinated effort of issues and what Chairs can do to stop it from being blown up.
- m. If Chairs feel that they wish to work for the summer, please have the discussion with Marty and Ellie.
- n. Dr. Worch has work to do by deadlines. He does not want to be told he has to have a contract but he does not want to be named in an unfair labor practice. If the Union represents us, Dr. Worch wants to have a say in negotiations.
- o. Myra stated that several Chairs already met with Mary and Ellie to discuss this issue. She was under the impression that Ellie was going to meet with Dr. Allbritten to discuss contracts.
- p. Ellie wrote an email two weeks ago to Dr. Allbritten asking if Chairs were working this summer.
- q. Dr. Swanson stated that it is inappropriate for the Union to act against its own members. Each Chair should answer individually how important responsibilities are to the area, and assessment is still a philosophical issue.
- r. Dr. Nay mentioned that the overriding issue is to get probation off our backs.
- s. Dr. Cahill asked if this is an indication of a bigger issue. There is concern that we cannot meet the expectations of upcoming needs. However, Dr. Stewart said that plans could be done in the fall.
- t. Dr. Swanson stated that if there are further things to say about summer contracts, Chairs should meet individually with Union members.
- u. Dr. Weir met with Dr. Wright and he said he would not be involved with negotiations this year. The Chair contracts should be part of the larger negotiations.
- v. Dr. Worch stated that administration feels that they do not have to go through negotiations because it sets precedence.
- w. Dr. Weir stated that it is the Union's role to protect and advocate for people. She will discuss with Ellie and Marty. If anyone else has comments, Marty and Ellie will be open to hear about Chair Issues.
- x. Conclusion was that it is up to each individual to voice issues. All decisions should be made on an individual basis.

The meeting was adjourned at 10:28 PM.

Respectfully submitted by Michelle Fanslau

Appendix A

Table 1)

Academic Planning Units Planning and Review Cycle Dates

Activity	2011-12	2012-13	2013-14
<p>All Annual Outcome Plans: In concert with their staff and supervisors, Unit Owners will develop Annual Outcome Plans in TEd/SPOL. The outcome plans must include:</p> <ol style="list-style-type: none"> 1. Outcome Title 2. Outcome Description 3. Associated College Priorities 4. Assessment Methods 5. Goals to Reach Outcome <p>Note that outcome plans should refer to results sections of previous year's program reviews.</p>	7/15/2011	6/11/2012	6/10/2013
<p>Mid-year Program Review: In TEd/SPOL, unit planners will update annual outcome plans by entering information into the following fields:</p> <ol style="list-style-type: none"> 1. Status Reports 2. Current assessment results 3. Use of (mid-year) results <p>The Mid-year Program Reviews must include Associated Documents . Please note that a Program Review Committee will evaluate all unit plans to ensure that Mid-year Program Reviews are based on each plan's Assessment Method .</p>	1/17/2012	1/14/2013	1/13/2014
<p>Annual Outcome Plans (NEW INITIATIVES): In concert with their staff and supervisors, Unit Owners will develop Annual Outcome Plans associated with new initiatives. The outcome plans must include:</p> <ol style="list-style-type: none"> 1. Outcome Title 2. Outcome Description 3. Associated College Priorities 4. Assessment Methods 5. Goals to Reach Outcome <p>Note that outcome plans should refer to results sections of of current year's Mid-year Program Reviews.</p>	03/05/2012 (for 2012-2013 cycle)	03/04/2013 (for 2013-2014 cycle)	03/03/2014 (for 2014-2015 cycle)
<p>Final Program Review: In TEd/SPOL, unit planners will update annual outcome plans by entering information into the following fields:</p> <ol style="list-style-type: none"> 1. Status Reports 2. All assessment results 3. Use of results <p>Final Program Reviews will include Associated Documents . Please note that a Program Review Committee will evaluate all unit plans to ensure that final Program Reviews are based on each plan's Assessment Method .</p>	5/28/2012	5/27/2013	5/26/2014