

Minutes

April 30, 2013 at 10:00 a.m. in I-122

	Present	Absent	Excused
Dr. Denis G. Wright	X		
Dr. Marie Collins	X		
Dr. Eileen DeLuca	X		
Jeff Gibbs	X		
Dr. Erin Harrel	X		
Dr. John Meyer	X		
Mary Myers	X		
Dr. Edith Pendleton	X		
Dr. Thomas Rath	X		
Michelle Fanslau	X		

I. Work from Last Meeting

- a. There will be a reconstituted committee for Information Technology. Dr. Wright and Dr. Stewart will co-chair with Jason Dudley. The College is lacking an updated academic plan for technology. It is anticipated that there will be a creation of a 3-year plan to include items like standard classroom set-ups.
- b. At this time, there is no update on position requests. Dr. Wright is not sure what positions have and have not been included in the budget for next year. However, there is a plan for Dr. Wright and Dr. Davis to re-enter the budget process. It is possible that five faculty positions will move forward with two new faculty starting in January. Dr. Wright will ask for assurance on these new faculty positions.
- c. Some budgets may be waiting for Dr. Wright's approval.
- d. Dr. Meyer asked if there are any updates on position changes from the proposed reorganizations plans. Dr. Wright may be the catalyst to move things forward. If new positions were covered by existing budget lines, then they may have already been approved.
- e. Dr. DeLuca mentioned that Dr. Peel indicated that Dr. Wright would need to approve positions for the reorganization plans for College and Career Readiness and the School of Business and Technology.
- f. New positions presented to the Budget Council were ranked by the Council.

II. Summer Teaching Load

- a. The CNA indicates that 24 hours is the limit for full-time faculty.
- b. No FT faculty should be teaching more than 12 load hours during any one term.
- c. Faculty are requesting 12 in A and 12 in B and do not want to teach full term so that can teach the maximum hours.
- d. A course is not a blended class if they meet the first week on campus and then online for the remainder of the term.
- e. The majority of the summer classes are scheduled in the A and B terms.
- f. As the COP is developed, we need to be clear about load. Possibly create a table outlining what is permissible.
- g. There was general discussion about credit distribution for negotiations.
- h. Management right needs to be clear for overload assignments, and support is needed from administration.
- i. Can faculty on release still have overload?

- j. There is a clause or policy that faculty have to inform the dean if they are teaching elsewhere
- k. How do meetings fit into the schedule for faculty?
- l. There is a Florida Statute on hours for faculty. The CNA states that faculty office hours should be distributed over five working days each week. The load sheet indicates 25 hours per week. The ten office hours should be for student needs.
- m. There is no way currently to evaluate faculty assessment and curriculum development activities.

III. HR Role in Faculty Credentialing

- a. Dr. Wright met with Ron Dente to discuss HR's role in faculty credentialing.
- b. Dr. Wright is the final word on credentialing.
- c. HR's role will be to point out mistakes on FQFs
- d. Exceptions to credentialing guidelines are made by Dr. Wright

IV. Assessment Structure

- a. Dr. Wright and Dr. Stewart will be determining roles for program and course level assessments.
- b. We will keep course learning goals assessment. Dr. Wright will seek individuals to do this process.
- c. Each department should have someone responsible
 - i. Curriculum specialists that will meet occasionally
 - ii. Assessment experts that will meet frequently
- d. We still need to figure out the breakdowns by departments and those people someone can go to for help with the assessment process.
- e. Professional development and appointment approval will be necessary for assessment personnel
- f. We need a structure for when the school year starts.
- g. SACS requires that we are active and serious. We should start small and continue to build.

V. There was a general discussion about responsibilities of chairs over the summer

VI. Textbook Adoptions Issue

- a. Chairs have the responsibility for insuring that textbook adoptions have been submitted in a timely fashion.
- b. The bookstore indicated that some faculty did not meet the deadlines
- c. The Academic Standards Committee has been working on updating the Textbook Adoption COP. Michelle will check the meeting minutes and contact Dr. Romeo about changes to the COP.
- d. Dr. Wright is familiar with Follett's process where all textbook adoptions are completed electronically. The state statute language about textbook affordability is included on the electronic form.

VII. Outcome of Enrollment/Scheduling Summit

- a. Dr. Wright asked how are the outcomes working for fall?
- b. With regard to faculty load, nothing changes until it changes.
- c. Dr. Wright does not require permission to run classes with low enrollments.
- d. It has been useful not being required to run M, W, F sections.
- e. Dr. DeLuca asked if the scheduling exception report could be discontinued. Dr. Wright approved.

VIII. Dean's Rotational Schedule

- a. Dr. Wright asked how the schedule is working?
- b. Deans indicated that the rotation schedule does not work well as it is.
- c. The Deans asked if they could make the decision when they would visit other locations.
- d. Dr. Wright asked about the purpose of the rotation schedule and the roles for the chairs and associate deans.
- e. For Arts and Sciences, it may be necessary for the dean to be in one location and the associate deans in other locations

- f. Dr. Wright would like to see one major academic leader (dean or associate dean) at each location.
- g. The Deans should provide a rotation schedule for Dr. Wright by the next meeting.
- h. The reasons for deans to be at other locations is for them to have a presence for those who report to them and to see and understand what is going on.

IX. Other Business

- a. Future topic: to expand programs at a systematic approach
- b. Other support services roles for the schools
- c. Dean Myers asked for a consensus from the deans if the finals for online classes could open early. The response was yes

The next meeting will be Tuesday, May 14 at 8:30 a.m.