

Minutes

May 14, 2013 at 8:30 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. Update on position requests – it is likely that five will get funded
 - a. Paralegal – Lee Campus –
 - i. Dr. Meyer knows some JDs. Faculty may be asked to teach at more than one campus.
 - ii. About 60% of courses are taught by full-time at Lee. Dr. Meyer should come back with a recommendation.
 - iii. Dr. Wright wants to see job listing. Should indicate that they are expected to teach at more than one campus
 - b. Clinical Coordinator (CVT) – Lee Campus
 - i. Dr. Collins’ request.
 - c. Art – Charlotte*(physical location)/Glades Campuses (teach a few courses at Glades)
 - d. Economics – Lee* (physical location)/Charlotte Campus (teach a few courses at Charlotte)
 - e. History – Collier Campus
 - f. If we do not have a large increase in student population and enrollment continues to drop. We may be at more than 50% of courses taught by full time.
 - g. What about mileage payments for faculty who travel? Travel expenses will not be paid for those who were hired to teach at more than one location. If they have to travel to one location and then back on the same day, then travel should be paid.
 - i. Could those who live closer to one location teach at that location?
 - ii. There may be enough faculty who are willing to travel if asked.
 - h. Timeline – realistically can be anything. If there is a case where a current adjunct wants to transition to full-time, then they could start in the fall. It is more likely that new hires will start in January.
 - i. Summer A sometimes works for hiring faculty.
 - ii. One pending issue is when the budget will be finalized. In the future, this process will be done much sooner. Could list positions with “pending budget approval” language.

- II. Fall “duty days” discussion
 - a. This coming year faculty duty days are Friday, Monday, and Tuesday. This is a little unusual. Senate leadership has asked Dr. Wright to not over-burden the faculty. They need to prepare for classes.
 - b. What has Academic Affairs done in the past?
 - i. Always a fall convocation. Does the President give a state of the college? Normally yes.

- ii. Issues from other campuses – They travel to Lee and then there is down time between events. They do not want a long lunch break.
- iii. Morning is more structured. Likely happen Monday.
- iv. Past activities, speakers, panelists, time capsule.
- v. We have not heard from the President about long-term plans.
- vi. There used to be at least one campus day. Campus would organize. Charlotte had a faculty retreat.
- vii. Dr. Wright is not sure what Campus Presidents will want to do in the new structure.
- viii. Maybe legislative changes could be a focus for open sessions. For example, an update on general education.
- ix. The one college idea is going to be a challenge for professional development days.
- x. Dr. Wright likes the idea of optional activities for faculty. It may not be a good idea to have all events at the Lee Campus.
- xi. Friday is an important day for faculty to settle in.
- xii. Typical district day included division meetings and then department meetings. Maybe one hour for the school or division meeting, followed by a fifteen-minute break, and then department meetings.
- xiii. Human Resources has contacted Michelle about orientation. Dr. Wright will have a discussion with HR about this process.
- xiv. Faculty should be acclimated to their division before orientation.
- xv. There is usually a letter describing a duty day sent to all faculty.
- xvi. If faculty members are not here for duty days, they need to request leave.
- xvii. Dr. Wright likes the idea of doing everything in one day. Dr. Wright will push for Monday.
- xviii. Dr. Wright will put some optional activities for Tuesday. Dr. DeLuca requested an update on the QEP. Possibly the SENSE data to be disseminated to the College.

III. Summer School first week, any issues?

- a. Really tight from Friday end for spring to Monday summer start for the processing of grades.
- b. This is an issue for a full summer term. Maybe a 14 or 12 week summer semester in the future.

IV. Plan for A.S. type courses counting as A.A. electives

- a. Dr. Wright has done some research with his colleagues.
- b. Things in the state have changed since the addition of baccalaureate degrees. Courses designated as A.A. or A.S. were more common before the baccalaureate degree.
- c. Maybe only a few courses in the A.S. would work for the AA degree.
- d. What is the mechanism for how to make this determination?
- e. Dr. Wright will contact the Academic Standards Committee to review A.S. courses to determine their eligibility for the A.A. degree. The courses will then be run through the Curriculum Committee.
- f. The only rule Dr. Wright has been able to find is if the course can be transferred to at least one university, then the course may be designated as acceptable for the A.A. Rule is more for AA to BA degrees.
- g. The determination should come from the faculty.
- h. Dr. Wright wants to go back and look at all Edison courses.
- i. SACS has a ruling as well. If the course is strictly industry based, then it cannot be applied to the A.A. This was a substitution issue for Edison. Does this go back to faculty qualification issues? Yes.
- j. We have to make sure that these courses will be taught by faculty with a Master's degree.
- k. Don't A.S. courses count in the electives for the A.A.? It has to be listed specifically.
- l. Example: Some intro to computer science courses should be general education or AA electives. Can they fulfill for an A.A. student for their 24 electives until they are identified. For BAS and BA programs, the electives determination can be made by the program.
- m. Extra list in the catalog designating courses as applicable to the AA electives.

- n. In the past, students were taking some EMS courses to qualify toward the A.A. degree. Advisors are asking what counts toward the A.A. degree. There has to be an institutional, faculty-led, decision.
- o. If it is not designated as A.A., then it cannot count.
- p. When transferring to a university, A.A. general education counts and they try to match electives to the degree.
- q. The transfer of electives from the A.A. degree is where students get into trouble, and legislators get confused. However, when going to the School of Engineering students may still have three years to complete the degree.
- r. Dr. Wright wants clear records that the courses have gone through Academic Standards and then the Curriculum Committee.
- s. Statute indicates that we have to have evidence that a program transfers to at least one university.
- t. Dr. Collins sees fewer Health Professions courses counting toward the A.A. degree. This is a problem for some of the computer science courses as well.
- u. People from Health Professions and Business and Technology should have representation on the Academic Standards Committee.
- v. Are we at liberty to start developing new programs? Dr. Wright hopes so after June SACS decision.
- w. What is Dr. Wright's vision post SACS?
 - i. Transitioning into more workforce programs.
 - ii. Can new programs be worked on this summer? Faculty can start on course development. However, no new programs can be presented to any committees until we know the College's status with SACS.
 - iii. In July, can we talk about new programs? Yes. Dr. Wright has some ideas about new programs. Dr. Wright wants to make sure FGCU supports new Edison A.S. and Baccalaureate programs. Possibly a biomedical science degree.
- x. Some of the Arts and Sciences dean candidates mentioned faculty talking about new programs they are developing.

V. Discussion of Course Fees

- a. Dr. Wright was surprised to find out that departments keep course fees.
- b. How do the deans feel about how course fees are spent?
 - i. Dr. Meyer, not as well as they should be. We should not have surpluses.
 - ii. Course fees can be used for equipment. Anything that directly benefits students in the course.
 - iii. A lot of money is spent on staff. The School of Education primarily spends course fees on supplies, technology, and equipment. Dr. Harrel feels comfortable with course fee expenditures in the School of Education.
 - iv. Is there a process to justify course fees by a date? The date has already passed for 2013-2014.
 - v. For Arts and Sciences, there are conflicts with spending course fees for personnel who work for academic support. In addition, there are management issues for these personnel. We should investigate shifting personnel salaries to Fund 1. In Sciences, course fees are almost always spent on equipment.
 - vi. As an institution, we are not spending all available funds and we should be.
 - vii. The School of Health Professions feels comfortable spending for clinical personnel.
 - viii. Flexibility in spending lab fees is nice, until enrollment decreases.

VI. General discussion about Arts and Sciences Reorganization Plan

VII. Dean's Rotational Schedule (subgroup task force)

- a. Dean's should come up with a plan.
- b. Objectives

VPAA/Deans Meeting

- i. Work out a pattern where at least once a month you are spending a day at places where you are currently not. Schedule to start in August. There must be at least one full-time dean always at each location.
- ii. Volunteers for the task force are Dr. Meyer, Dr. Rath, and Jeff Gibbs

VIII. Learning Segments (first Tuesday of every month) – schedule

- a. From now on, the first 20-30 minutes of the VPAA/Deans meeting will include a learning segment. Each dean will present to your colleagues, in detail, something about their school or division.
- b. June – Dr. Harrel
- c. July – Dr. DeLuca
- d. August – Dr. Collins

IX. Other Issues

- a. Dr. Pendleton asked what to do with the gonfalons. Dr. Pendleton will send them to the deans.

The next meeting will be Tuesday, May 28 at 10:00 a.m. in I-122