

Academic Affairs Dean's Meeting

Minutes

December 13, 2016

9:00 AM – 10:30 AM

Thomas Edison Campus; Building I, Room 228

Present: Dr. Jeff Stewart (Provost and Vice President of Academic Affairs)
Dr. Marie Collins
Dr. Martin McClinton
Dr. John Meyer
Dr. Larry Miller

Absent: Dr. Eileen DeLuca

Others: Barbara Miley

1. Opening Remarks (Dr. Stewart)

- a. Appreciate the development of the professional development model
- b. Will be interviewing for Dean, Arts, Humanities and Social Sciences in the spring
- c. Appreciate when deans bring problems forward along with possible solutions; please encourage faculty to do the same thing
- d. Seeing an improvement in morale college-wide
- e. Institutional Research office will create report outlining the number of courses taught by adjuncts in the past three years.
- f. Budget impact will be considered for increasing adjunct contract amount from \$2,250/semester to \$2,500/semester
- g. The spring semester is slated to be very busy
- h. Student enrollment is up and down on a daily basis

2. Professional Development Days Calendar-January

- a. Two pre-planning days: January 3 & 4
- b. "College" Day on January 3
- c. Break Down of "Provost Meeting", January 3, 10:00-12:00
 - i. 10:00 AM – 10:30 AM – Dr. Stewart, Dr. DeLuca, and Prof. Walters, Welcome Back, Announce Master Teacher Recipients, Announce ARC Grant Recipients
 - ii. 10:30 AM – 10:35 AM – Dr. Melissa Rizzuto – Introduction of Training (What should I know about accessibility?) and Presenters

- iii. 10:35 AM – 11:05 AM – Angela Hartsell – Impact on our students (including screen reader demonstration)
- iv. 11:05 AM – 11:25 AM – Dr. Wendy Athens – What’s Next? Introduction/Explanation of Spring Accessibility Webinar Schedule
- v. 11:25 AM – 11:40 AM – Mark Lupe – Legal requirements and compliance for accessibility; Why is this important for faculty?
- vi. 12:00 PM – 1:00 PM – Lunch in Garden Café S Building

3. Hendry/Glades Update

- a. Jeff Gibbs will be leaving the College on Friday, December 16
- b. Dr. Denis Wright (will spend one day a week at Center)
- c. Amanda Lehrian-Interim Director (reports to Academic Affairs) will serve as a liaison to Academic Deans regarding scheduling and adjunct support
- d. Michelle Fanslau-Advising/Operations (reports to Student Affairs) will be moving to the Center

4. Updating Syllabi Based on Curriculum Actions

- a. Formerly handled by Michelle Fanslau/Provost’s Office
- b. Responsibility will be moved to Academic Schools
- c. Changes will be made by Academic Deans/designees following approved Curriculum Actions/Information Items
- d. Barbara Miley/Accountability Office will audit
- e. Provost’s Office will work with IT to make sure appropriate administrative access is provided to Dean/designee beginning in January
- f. Dr. McClinton and Deans will explore capability of updating syllabi electronically and globally

5. Credentialing Manager and Guidelines

- a. Barbara Miley’s duties will be expanded
 - i. Coordinate updates to the Credentialing Guidelines as submitted by Deans
 - ii. Enter approved FQF’s into Credentialing Manager
- b. Michelle Fanslau will be available needed for support until the transition is complete.

6. Follow-up: Baccalaureate Residency Requirement

- a. Drs. Stewart and DeLuca met with Garnett Salmon to go over suggested language discussed at prior Dean meetings
- b. Registrar’s Office will Update Catalog for 2017-2018
- c. Need to be alert to any unexpected consequences to change

7. Update on Substantive Change Prospectus

- a. SoBT-Dr. DeLuca and Barbara Miley reviewed Dr. Meyer's submission, edited for length, and added some required information. The revised draft is scheduled to be sent to Dr. Meyer tomorrow.
- b. Dr. Meyer indicated that he will be out of the office from tomorrow through the holiday break recovering from surgery. He requested the prospectus be submitted with the revisions and indicated that Dr. Rath has his signature proxy.
- c. SoE-Dr. DeLuca and Barbara are reviewing Dr. Miller's submission and they are scheduled to meet on Wednesday to discuss further.
- d. Dr. Stewart will complete a final review of both submissions and the Provost's Office will submit prior to the holiday break.

8. Personnel Changes

- a. Abby Willcox accepted a position at University of North Florida. Kelli Dunlap will become the Interim Director, Institutional Research
- b. Dr. Susan Hibbard accepted a position at Duke University. Dr. Heather Scott will continue to work with Effectiveness.

9. SACSCOC Fifth-Year Interim Report

- a. January 2017 will begin the organization and preparation
- b. Report is due by September 17, 2017
- c. Dr. McClinton will assist with FR 4.9 (Credit Hours)
- d. Responsibility for the various components will be distributed to unit leaders
- e. CR 2.8 (Faculty) will require some focused attention

10. Closing Remarks

- a. Committee has been formed to explore new baccalaureate programs; Dr. Meyer on committee exploring possibility for interdisciplinary degrees between the School of Education and the School of Business and Technology (Dr. Miller)
- b. ACEN site visit for Nursing program scheduled for January 30 – February 2, 2017 (Dr. Collins)
- c. Meeting with Congressman-elect Francis Rooney scheduled for December 14, 2016 (Dr. Stewart)
- d. Science faculty working to align course with Carnegie definitions (Dr. McClinton)

The meeting adjourned at 10:30 a.m.