

**Academic Affairs Dean's Meeting**  
**Minutes**  
**November 15, 2016**  
**9:30 a.m. – 11:00 a.m.**  
**Thomas Edison Campus; Building I, Room 228**

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

Others: Barbara Miley

1. Update on CNA
  - a. Being presented today for approval at Board of Trustees meeting
    - i. Positive meetings with bargaining team
    - ii. Appears to be a more clear document
    - iii. Raise for faculty
    - iv. No salary opener
    - v. No one up for continuing contract
    - vi. First year of peer review committee
  - b. Chair Model
    - i. Team to begin reviewing soon
    - ii. Looking to bring more equity and fairness to the model
    - iii. March 15, 2017 – plan for moving forward for department chair and coordinator positions
  - c. Faculty Evaluation Model
    - i. Much less prescribed this time; provides flexibility and accountability for faculty and deans
    - ii. Provides for more of a unified message
2. College Operating Procedures Changes
  - a. Dr. DeLuca and Susan Bronstein reviewed the following COPs for possible revisions 03-0101 and 0102, 0201, 0301, 0302, 0304, 0401-0409, 0601-0605, and 0607-0614
  - b. Disconnect between COPs and Catalog language
  - c. Revisions will be vetted through deans and Dr. Martin Tawil (Faculty Senate President) before they are sent to Cabinet for review/approval

- d. Need to reduce redundancy and increase consistency
3. Baccalaureate Accountability Reports due to Provost-November 23, 2016; Due to Chancellor-November 30
4. Residency requirement – Brought forward by School of Business and Technology
- a. The proposed changes brought forward on September 20 by Dr. Meyer were reviewed for implementation to other programs
  - b. The changes were approved, with Dr. Miller indicating he needs to investigate potential implications to the School of Education programs before voting
  - c. This is a policy change rather than a curricular change
  - d. Fall 2017 tentative implementation
5. Calendar Format
- a. No major changes
  - b. Going back to one page
  - c. Final grades will be due at noon rather than 4:30
  - d. Format will be much easier to read and pdf version will be printable
  - e. Garnett Salmon working on finalizing with input from faculty and deans
6. Textbook Affordability
- a. Team is being organized to explore options, increase awareness, and develop an action plan
  - b. Members will include deans, program and department chairs, (2) Follet individuals, Judy Pultro, Kristin Corkhill, Bill Shuluk, bookstore textbook manager, and Trustee Marjorie Starnes-Bilotti
  - c. Four sub-teams will be formed to review the legislation, options for other available materials that are sensible and affordable, and other textbook models
  - d. Dr. Miller asked if it would be possible to have area school district personnel involved
  - e. Initial meeting scheduled for December 2, 2016
7. Common Start Times
- a. Currently causing problems with exam times for Spring 2017
  - b. Are the current start times working or do they need to be revised?
  - c. Trying to align start times with room utilization for consistency and accurate
  - d. Dr. DeLuca asked what practices are being used to ensure faculty are administering exams during finals week and not on the last day of class;

review of syllabi at the beginning of the term will help to ensure exams are scheduled for the correct day

- e. Dr. McClinton stated exams for lab classes are scheduled for the last day of class and lecture exams are scheduled for exam day
  - f. Provost Stewart requested Michelle Fanslau prepare a list of all classes not on Common Start Times for Spring 2017; a decision will be made once the information is reviewed
8. Update on Sabbatical Form
- a. Form will be distributed today provided it is approved at the Board of Trustees meeting
  - b. Purpose of new form is to discern appropriate sabbatical requests
  - c. Item c. will remain as is for now; may be reviewed at another time
  - d. Faculty will either receive full pay for one semester or 50% of full pay for two semesters
  - e. Dr. Collins asked if it may be possible for non-faculty to be granted sabbaticals; Dr. Stewart indicated that it may be possible in the future but the requests would not be processed through the Provost's office
9. Update on Individualized Study Form
- a. The revised form was reviewed
  - b. Dr. DeLuca stated she will upload the revised form to the Document Manager
10. Follow-up on "I" Grade
- a. Recommended changes made and document is now an Adobe form
  - b. Title IX and ADA language (provided by Dr. Collins) also added
  - c. Joe Van Gaalen will email final draft versions today for review and approval

The meeting adjourned at 11:00 a.m.