

**Academic Affairs Dean's Meeting  
Minutes**

**January 10, 2017**

**9:30 a.m. – 11:00 a.m.**

**Thomas Edison Campus; Building I, Room 223**

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

Absent: Dr. John Meyer

Others: Barbara Miley

1. First week Post-Mortem
  - a. Tuition non-payment did not present any significant issues
  - b. Enrollment has been up and down for Spring
    - i. Two record days for tuition revenue (\$1,050M and \$1,300M)
    - ii. Need a good assessment of the core courses students need
    - iii. Also need a good grasp on the orientation sessions and courses needed each term; Dr. Kathy Clark will be asked to assist with this effort
  - c. Professional Development Days
    - i. Seems to have gone well overall
    - ii. Research Brown Bag Lunch was successful; 12 faculty attended (Dr. Miller)
  - d. School of Education had a good semester (Dr. Miller)
    - i. Enrollment in increasing despite the closing of five baccalaureate programs
    - ii. Focusing on two remaining programs
  - e. Accommodating Students with Learning Disabilities
    - i. We are becoming more consistent with our accommodations for students
    - ii. Faculty and staff need to be properly trained on how to accommodate students
    - iii. Angie Hartsell and faculty need to meet and discuss reasonable accommodations
  - f. College Calendar
    - i. Slight confusion from students with classes starting on Thursday
    - ii. Will look at fine tuning start/end dates, number of weeks in a semester, drop dates, holidays, etc. going forward
2. Textbook Adoptions – Summer 2016 and Academic Year 2017-2018
  - a. Review adoptions for Summer 2016 and Fall 2017 and identify any changes
  - b. Adoptions need to be submitted no later than February 28, 2017
  - c. Deans should review pages 21-22 of the CAN (8.4 Textbook Selection)

- d. Need to consider possibly incentivizing faculty to develop the resources/documents that go with the classes and then adopt the recommended textbooks to help with affordability (Dr. McClinton)
3. Governor's Letter
    - a. Dr. Stewart will determine who received letter
    - b. Each person will be asked to respond with a letter outlining what has been happening within their respective unit(s)
    - c. Once the letters have been returned we will send them to Governor Scott in one mailing
  4. Chair/Coordinator Work Group
    - a. Meetings begin this Friday (January 13)
    - b. Participants include: Susan Bronstein, Eleanor Bunting, Kathy Clark, Sabine Eggleston, Myra Hale, Terry McVannel-Erwin, Brian Page, Peggy Romeo, Caroline Seefchak, and Richard Worch
  5. Master Scheduler-Kerri Demeri and Bonnie Lawler's Roles
    - a. We are returning to the previous scheduling model
    - b. Bonnie will be taking care of the technology components from the academic side
    - c. Kerri will be taking care of the technology components from the S25/room scheduling side
    - d. Bonnie will communicate all of the necessary information to the schedulers and will check for variations on the schedule
    - e. Auxiliary Services will be processing room reservations outside of regular scheduling time period (i.e., one time computer lab requests)
    - f. Working to make certain faculty can get room when needed and continue to improve room and space utilization
  6. ARC Grant Funding
    - a. Administrative Assistants should be able to see grant funds in departmental budget(s)
    - b. Deans are to check on availability and let Sherolyn know the status
    - c. Recipients:

Faculty	Name of Project	Grant Amount
Ayudhya, Thep (Chemistry)	Improving Analytical Method in Forensic Science	\$5,000
Campbell, Cindy (Library)	Bring Library Resources to Life for Students	\$6,074
Feemster, Ronald (Mass Communication and Journalism)	Leg Man: A Novel	\$7,000
Gaidos, Gabriel (Biochemistry)	Toxicity Evaluation of Food Additives	\$5,000

Faculty	Name of Project	Grant Amount
Pritchett, Elijah (Humanities)	Rotten, Vicious and Damned: Punk's Subjectivity of Resistance	\$7,695.04

7. New Faculty Seminar Update
  - a. Professor Myra Walters and Dr. Melissa Rizzuto working hard to engage new faculty members and get them properly orientated
  - b. Working on dates for the next seminar and will be communicated to new faculty as soon as they are available
  - c. Deans need to be involved in the seminars and ensure new faculty are attending
  
8. Credit Hour Language
  - a. New policy from SACSCOC (FR 4.9)
  - b. We need to update our definition
  - c. Dr. McClinton and Barbara Miley reviewed several credit hour definitions from Florida colleges and universities; two proposals brought forward
  - d. Two credit hour proposals were reviewed
  - e. Deans are to review the proposals and send their feedback
  - f. "C" classes being closely reviewed to ensure they are meeting the requirement
  - g. College Catalog will be published on July 1 and there will be no changes for the remainder of the academic year
  - h. Barbara Miley will research any legislation that governs the required number of instructional days per semester
  - i. Deans need to review summer schedule and make sure the required amount of instructional time will be met
  
9. State of the College Address
  - a. January 27<sup>th</sup>, Suncoast Arena
  - b. Service awards will be given
  - c. NISOD winners will be announced
  - d. 4 Master teachers will be recognized
  - e. Reception following on both levels

The meeting adjourned at 11:00 a.m.