

Academic Affairs Dean's Meeting
Minutes
February 7, 2017
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. ACEN Site Visit
 - a. Good site visit and good exit meeting
 - b. Both nursing programs are in compliance and only one sub-recommendation was received
 - c. Dr. Collins will submit plan for moving forward
2. Dean of Arts, Humanities and Social Sciences Search
 - a. Dr. DeLuca is chairing the search
 - b. Application period has closed and committee will begin the review process
 - c. Hope to have new dean in place by July 1, 2017
3. Spring Commencement
 - a. Scheduled for May 5th
 - b. Two ceremonies
 - i. 10:00 AM: School of Pure and Applied Sciences and School of Arts, Humanities and Social Sciences
 - ii. 2:00 PM: School of Health Professions, School of Business and Technology, and School of Education
 - c. Garnett Salmon and Student Affairs working on a plan with graduating students
 - d. Ad-hoc committee working on speakers for both ceremonies; this is the last year we will have external speakers
 - e. Faculty Senate will select the Mace-bearer
 - f. Deans will assign gonfalon carriers

- g. Deans need to be present for both ceremonies and will be part of the platform party
 - h. Faculty need to be present for the ceremony where they have students graduating; seating will be on the floor with the students
 - i. There is no limit on tickets for family members
 - j. VIP reception will be held in the Follet Hospitality Suite
4. Collier Campus – Buildings E and F Closure and Plan
- a. Scheduled for being taken offline for the summer due to needed maintenance and repairs
 - b. Dr. Clark will review schedule and determine impact on classrooms
 - c. Dr. Clark will also be the on-site coordinator for getting people moved, etc.
5. Course Fees for AY 2017-2018
- a. Deans are reviewing and communicating with Business Office regarding which courses need fees, which ones are charging too much, and which ones are on target
 - b. Deans need to get information to Dr. Stewart soon
 - c. Any increase in course fees requires notification to students (statute mandated)
6. Dual Enrollment Liaisons (Dr. Miller)
- a. Trying to get a better understanding of how Dual Enrollment is running
 - b. Manual was created at the end of last year; very helpful
 - c. Each School will be asked to nominate a representative to the college-wide Dual Enrollment committee
 - d. Committee will meet once per semester for updates/important information
 - e. Information will then be taken back to faculty
 - f. Goal is to improve lines of communication
 - g. There are approximately 3,000 (+) dual enrollment students
 - h. Dr. DeLuca and Dr. VanGalen will also be invited to the meetings for a 15 minute presentation on outcomes
7. Credit Hour Definitions
- a. Proposal #2 (modeled after FGCU and FAU's definitions) is the preferred model
 - b. Dr. McClinton and Barbara Miley will review again and send proposal to Dr. Stewart by February 8th
 - c. Dr. Stewart will send to Faculty Senate as and information item
8. COP Updates
- a. Dr. DeLuca and Susan Bronstein are continuing to work on the COP updates

- b. Excessive amounts of COPs that duplicate language in the Catalog and CNA
 - c. Final drafts will be reviewed by Deans and Provost
 - d. Target date for completion is the end of February
9. Chair/Program Coordinator Working Group
- a. Initial draft for job description has been completed
 - b. Will be reviewed at the department meetings this Friday
 - c. Deans will meet with working group member to review duties for clarity
10. Leadership Lee County (Dr. McClinton)
- a. Class is making plans for Casino Night on April 28th, Suncoast Credit Union Arena
 - b. Looking for donated items to raffle/auction/give out as prizes
 - c. Proceeds will benefit The Heights Foundation

The meeting adjourned at 11:00 a.m.