January 13, 2017 Meeting Minutes

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Black, Cheryl | x |  |  |
| Coman, Marius | x |  |  |
| Donaldson, Kurt |  | x |  |
| Fay, Erik | x |  |  |
| Gaidos, Gabriel |  | x |  |
| Hepner, Roy |  | x |  |
| Hermann, Henry |  | x |  |
| Hooks, Ed | x |  |  |
| Israsena Na Ayudhya, Thep | x |  |  |
| Jester, Roz | x |  |  |
| Koepke, Jay |  | x |  |
| Liu, Qin | x |  |  |
| Manacheril, George | x |  |  |
| McDevit, Dan | x |  |  |
| McGarity, Lisa | x |  |  |
| McKenzie, Jonathan | x |  |  |
| O’Neal, Lyman | x |  |  |

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|  | Present | Absent | Excused |
| Ottman, Tina | x |  |  |
| Page, Rebecca | x |  |  |
| Paudel, Yadab | x |  |  |
| Porter, Emily |  | x |  |
| Romeo, Peggy | x |  |  |
| Shaw, Mary | x |  |  |
| Trevino, Marcela |  |  | x |
| Ulrich, Melanie | x |  |  |
| Vala, Teju |  |  | x |
| Verga, Vera | x |  |  |
| Wilcox, Bill |  |  | x |
| Witty, Mike |  | x |  |
| Wolfson, Jed |  |  | x |
| Xue, Di | x |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Anjali Misra | x |  |  |
| Ann Mantell | x |  |  |
| Wendy Athens | x |  |  |
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1. [Minutes of](file:///E%3A%5CDept.%20Chair%5CMeeting%20minutes%20and%20agenda%5CSep.%209%2C%202016%20Meeting%5CAugust%2022%2C%202016%20Meeting%20Minutes.docx) October 14, 2016  [meeting](file:///E%3A%5CDept.%20Chair%5CMeeting%20minutes%20and%20agenda%5CSep.%209%2C%202016%20Meeting%5CAugust%2022%2C%202016%20Meeting%20Minutes.docx):

Lisa McGarity moved the motion to adopt the minutes seconded by Di Xue. The minutes were adopted.

1. Common final and focus courses updates:

Course Assessment focus group for this academic year consists of:

BSC 1010 (Ground, Dual Enrollment and Online)

PHY 2048 (Ground and Online)

ISC 1001C (ground and Online)

The question of whether assessment needs to be done every semester was discussed. Since we use a common final as the assessment tool, the general consensus was to have it every semester. If a faculty wants to avoid dealing with scantrons and sending them to the assessment office, doing the common final on canvas is a better alternative. But there are practical problems such as arranging appropriate proctoring and technical issues with transferring test items to Canvas. It was pointed out that Canvas has a good equation editor for all kinds of equations and symbols. The assessment office has indicated that they are willing to do the analysis both Fall and Spring semesters.

1. General Education Assessment 2016-17:

Science department has done very well in terms of general education assessment participation for this academic year. But still the participation rate is poor. Adjunct faculty are required to include in their mini portfolio an assignment to assess the general education skill that was identified in section IV of the syllabus. Martin expressed hope that all faculty will participate in the General Education Assessment process as we go forward.

1. C courses and contact hours:

In order to meet the minimum requirement for a C course, BSC 1051C, ISC 1001C and ISC 1002C were changed to 3 credits 4 contact hour courses. Similar changes are proposed for AST 2002C and PHY 1020C. Daniel McDevit reminded that we need to work with BSC 1005C.

We also need to work on EVR, ESC, OCE, OCB and PCB courses to address this issue. Jon asked if we could charge lab fees for non-lab courses. Martin said that we could charge fees for non-lab courses such as Marine Biology for maintenance of boat etc. He also pointed out that SACS now wants a clear definition of credit hours. It is critical that all C courses have more contact hours than credit hours.

1. Publisher sponsored conferences:

Faculty were reminded that ethics certification required by some publishing companies for all expense paid conferences will not be signed by the college because it violates existing state laws.

1. Final Exam Schedule:

Although we are required to abide by the published final exam schedule, instructor discretion is allowed when it comes to deciding if a student can take the final exam outside of that schedule.

1. Announcements:

The Provost has requested that all Summer and Fall book adoptions be in by February 28th.

January 27th is the State of the College address; if anyone cannot make it, leave form should be submitted. Melanie asked if she needs to submit the leave form since she will be off campus with her research class. Those who are working are not on leave! So Melanie is covered. The address is scheduled for 2 PM.

1. Florida statute on text book affordability

The Provost’s office has informed us that we should be mindful of the provisions of the Florida Statute on text book affordability. According to the statute, the policies and procedures should address:

1. Establishment of a deadline for an instructor to notify the bookstore of required text books so that the bookstore may verify availability of lower cost options and explore alternatives with faculty on the availability of used text books and instructional materials.
2. Confirmation by the instructor of the intent to use all items ordered particularly each individual item sold as a bundled package.
3. Determination by the course instructor the extent to which a new edition differs significantly from earlier versions and the value to the student in changing to a new edition.
4. Selection of text books through cost benefit analysis by considering purchase of digital text books in bulk, expanding the use of open access text books, providing rental options for text books, and the length of time a text book remains in use.

The Provost’s office has set up working groups to:

1.Review Florida Statute 1004.085 and collaborate to create a list of strategies to increase textbook and instructional materials affordability.

2. Review FSW’s 2016-2019 Collective Negotiations Agreement to develop a shared understanding of the negotiated textbook adoption process.

3. Design a plan of action to review textbook and instructional materials offerings across departments and consider alternative instructional materials where appropriate.

1. Use of prescribed text book by faculty:

The question of whether a faculty is allowed to use a text book other than the one prescribed by the department was discussed. Tina pointed out that adjuncts teach a good number of our courses, and a common text book is required to make sure that the content is covered uniformly and all the course outcomes are addressed. She also talked about the confusion that can be created If we allow faculty to use their own lab manuals requiring different sets of equipment. The department has a policy of using prescribed text books and any exception to this needs to be cleared with the Dean.

1. Adjunct mentor stipend payment:

Adjunct mentors need to complete a check list and send it to Melissa Rizzuto so that she can process the stipend payment. They also need to complete a we based evaluation form. If you don’t have access to the link, contact Melissa.

1. Summer and Fall schedules:

The summer schedule is nearly done and fall schedule shell will be available for distribution soon. Seniority will be respected for assigning classes and course developer will get priority for online courses.

1. Gen Ed Changes for health Sciences Programs:

The recent changes in two Health Sciences Programs were reviewed for potential impacts on science courses in meeting their general education and program specific science courses requirement.