April 14, 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** |  |  |  |
| Amanda Subic | x |  |  |
| Helena Kashleva | x |  |  |
| Wendy Athens | x |  |  |
| Nirmala Prabhu | x |  |  |
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1. Minutes of Feb 10th meeting:

Bill moved the motion to approve the minutes seconded by Peggy. The minutes were approved.

1. Course Assessment update:

Marius gave an update on course assessment.

* It would be great if course supervisors would initiate a discussion based on the highlights/excerpts I sent all of you.
* Discussion on whether any changes in the courses assessment should be implemented.
1. Curriculum Committee representative:

Rebecca Page volunteered to represent the science department in the Curriculum Committee. Peggy pointed out that it has to go through Faculty Senate with Martin’s approval.

1. Change of courses – update:

AST 2002C, GLY 1010 and GLY 1100 are now 3 credit 4 contact hour courses.

All the 3 credit 3 contact hour courses have been changed to 3 credit 4 contact hour.

BSC 1005 is now a 3 credit lecture course and BSC 1005L is a new 1 credit 2 contact hour lab course. BSC 1084 C is now a 4 credit 5 contact hour course. Since the online offering of this course needs to be redesigned to suit this change, this will not be offered online in the fall. OCB 1000 and OCE 1001 are now lecture courses with no lab components.

***Martin asked everyone to check on the times of these new courses to make sure that errors haven’t crept in.***

1. Committee on text book affordability:

Textbook Affordability Committee has concluded its deliberations and they have come up these recommendations.

1. A professional development session for the faculty which focuses on understanding state statute 1004.08 and FSW policies related to selecting new course materials. Both these documents have been shared with you earlier. If anyone needs copies of these please let me know.
2. A professional development session for the faculty on open source materials and
3. A professional development session for department chairs on what they need to know about selecting course materials

The committee also recommended several other measures including:

* Develop an opportunity for faculty to apply for a grant to actively develop course materials and design a course around open-source materials.
* Review the textbook adoption process for consistency and clarity.
* Develop a common rubric for textbook selection.
* Develop a webpage dedicated to policies, textbook affordability and options available to faculty and students in the decision making process.
* Coordinate with the Library staff to arrange reserve materials, identify open source textbooks and other textbook assistance.
1. Adjunct mentor stipend payment:

Anyone who has completed the checklist will be processed for payment. Lisa and Peggy should send the checklist to Melissa to process their stipend.

1. Summer and Fall schedules:

Summer and fall registrations are in full swing. Since BSC 1005L is not a co-requisite for BSC 1005, registration for the lab section is lagging. In fact, at present, 1005L is about 50% 1005 level. Peggy pointed out that this is expected.

1. Student safety contract:

Vera has now updated and typed out a fresh copy of the lab safety contact. Vera will send out copies to anyone who requests one.

1. Curriculum changes for Health Sciences:

School of Health Science is now proposing that for Respiratory Care Program and Cardiovascular Technology Program, under program specific required course work, remove PHY 1007 Physics for health sciences, and add a 3-credit general education physics course. PHY 1020C is what they have in mind. They want to move away from 3 lecture credit plus one lab credit to 3 combined lecture and lab credits. Marius pointed out that PHY 1007 is specifically designed for Health Science Programs and another physics course cannot be an appropriate substitute. This will be conveyed to the Curriculum Committee.

1. Chair position:

The bargaining team has finalized the terms and conditions for Department Chairs, and a formula for compensation based on workload has been arrived at. Workload is assessed based on a point system taking into account areas of responsibility such as:

* Number of adjuncts and new adjuncts annually
* Number of full-time faculty
* Number of sections taught by adjuncts
* Number of sections taught by dual enrollment faculty
* Number of sections taught by full-time faculty
* Number of disciplines under the department
* Number of different courses

Interested faculty are urged to forward their names to Dr. Stewart for consideration before April 28 so that election can take place on May 4th.

1. Common Final Agreement Form.

Response rate for returning the Common Final Agreement Form has been less than 50%. Many expressed the opinion that the present format lack ease of submission. Tina asked those who have better ideas to make the process easy to share their ideas. Vera and Rozalind suggested that it could be done digitally through Canvas to make submission easier and quicker. This will be discussed further in the August meeting.

The meeting closed at 1:49 pm.