

Academic Affairs Deans' Meeting
Minutes
May 2, 2017
9:30 a.m. – 10:30 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. Tom Rath

Others: Dr. Wendy Athens (Director, Instructional Design and Development)
Susan Bronstein (Director, Human Resources)
Jason Dudley (Chief Information Officer)
Matthew Sanchez (Director, Student Financial Aid)
Barbara Miley

1. Association of Florida Colleges Email
 - a. State budget information should be available by close of business today
 - b. \$30 million probable cut
 - c. Probably new governing board at the state level
 - d. House and Senate are close to an agreement but still working through a few big issues

2. Work Study Discussion (Bronstein and Sanchez)
 - a. Allocation/paid handout reviewed and discussed
 - b. Efforts are being increased to fully utilize work study money
 - c. Meetings will be scheduled, beginning June 12th, at all campuses for discussion on how work study money can be fully utilized
 - d. Unit leaders need to begin assessing needs now
 - e. Clarification is still needed for usage – especially during the summer
 - f. Verification and accuracy are needed of funds available
 - g. A centralized location for students to access available jobs would be helpful
 - h. It is important to also be aware of students' eligibility and usage
 - i. Work study needs should be sent to Andrea Pizzi (Short-Term Employment Programs Specialist)

3. Technology and FSW Online - Elearning
 - a. Academic Technology Committee
 - i. moved to Quality Matters Standard for course review
 - ii. three faculty reviewers (one inside and one outside) will be identified
 - iii. training and certification will be required for reviewers
 - iv. rolling out more training and certification for faculty
 - v. want to formalize the RFP process – making it more streamlined
 - vi. another academic dean needs to be added to the committee
 - b. Course Development
 - i. reviewing how courses are developed, student enrollment, and how often courses are offered
 - ii. reviewing courses that could be master courses and courses that are really for individual faculty members
 - iii. Academic Technology Committee will continue to research how deans and other academic leaders can “safely” enter courses and review various components without appearing intrusive to the faculty
 - iv. procedures and protocols need to be finalized and embodied in a college operating procedure
 - c. Out of State Adjuncts
 - i. sample payroll information provided and reviewed (in state adjuncts vs. out of state adjuncts)
 - ii. out of state adjuncts cost more due to staffing service that is utilized to employ them
 - iii. deans need to review adjunct staffing and look for possible in state staffing opportunities
 - d. Cross-listing courses and FERPA
 - i. FGCU no longer cross-lists its courses
 - ii. other institutions’ practices were researched and it was determined that the College is at risk for FERPA and Title IX violations if we continue to cross-list courses
 - iii. courses will no longer be cross-listed as of Fall 2017
 - e. Semester start date in Canvas
 - i. date needs to be established
 - ii. traditionally Canvas courses were opened one day before start of the semester
 - iii. faculty are currently requesting opening the courses on the first day of classes as well as one week before
 - iv. Dr. DeLuca will follow-up with Dr. Martin Tawil (Faculty Senate President) for clarification of start and end dates

The meeting adjourned at 10:45 a.m.