

Academic Affairs Deans' Meeting
Minutes
May 16, 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: Barbara Miley

1. Provost Updates - Budget
 - a. Vice presidents met on May 15th to discuss budget
 - b. State budget is getting close to being finalized
 - c. Academic Affairs continues to look at budget opportunities
2. AITF
 - a. We have yet to spend 50% of the funding in previous four fiscal years
 - b. Funds are available to support programs
 - c. Updated information will be provided to unit leaders soon
 - d. Kathleen Porter is the new contact in the Foundation
3. Contract Process
 - a. Dr. Doeble's email (dated April 27, 2017) was reviewed
 - b. Any contract requiring involvement of Legal and VP Administrative Services must also go to Dr. Stewart for review
 - c. Prepare one cover sheet for multiple/similar contracts
 - d. Exploring possibility of changing faculty contract review/approval process (one signature sheet rather than one sheet for each contract recommendation)
4. Search Process for Dean, School of Business and Technology
 - a. Finalist was interviewed and gave presentation on May 11th
 - b. Search process will continue
5. Deans' Retreat will possibly be held on August 8th and 9th

6. Convocation
 - a. Scheduled for August 15th
 - b. Welcome letter to faculty will be sent three weeks prior
 - c. Similar format to the one held last year
 - d. New faculty will attend rather than going to new employee training
7. Public Relations Funds
 - a. We need to be thoughtful about requests
 - b. Deans asked if it would be possible to be given a set amount so they know how much money they have to work with
8. Travel
 - a. Travel associated with the supervision of students can be charged to student fees
 - b. Travel associated with faculty traveling for Convocation (Fall and Spring), professional development, and Commencement can be reimbursed
9. Class Sizes
 - a. We need to plan better to ensure enrollment is met
 - b. Planning and scheduling should be occurring in a timely manner
10. Faculty Credentialing
 - a. Deans need to ensure faculty are credentialed to teach courses prior to assigning them to a course
 - b. Barbara Miley reviewed some recurring FQF inaccuracies
11. Summer Contracts for Chairs and Coordinator Contracts
 - a. Proposed MOU was reviewed; it is expected to be executed soon
 - b. Existing Department Chairs will continue to function under the 2013-2016 CNA; new Department Chairs will function under the 2016-2019 CNA
 - c. Deans need to think about which department chairs need to work during the summer
 - d. Department Chairs thinking about taking summer duties need to be reported to Dr. Stewart
 - e. Going forward, anyone putting their name in for Department Chair consideration will be expected to complete summer work
12. Amanda Lehrian has been named Director, Hendry-Glades Center as of July 1, 2017
13. The College requested, and has been awarded, \$6M in PECO funds

The meeting adjourned at 10:30 a.m.