

Academic Affairs Deans' Meeting
Minutes
July 11, 2017
9:30 a.m. – 11:00 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Associate Vice President Academic Affairs)
Dr. Marie Collins (Dean, School of Health Professions)
Dr. Martin McClinton (Dean, Pure and Applied Sciences)
Dr. Larry Miller (Dean, School of Education)
Dr. Tom Rath (Interim Dean, School of Business and Technology)
Dr. Deborah Teed (Dean, Arts, Humanities & Social Sciences)

Absent: Dr. Jeff Stewart (Provost and Vice President of Academic Affairs)

Others: Barbara Miley (Coordinator, Accountability)

1. Finalize Professional Development Days Schedule
 - a. The final draft of the Professional Development Days schedule was reviewed and feedback requested
 - b. The workshop on August 17th, from 10:00 a.m. – 11:30 a.m., should be attended by deans so that clear conversations regarding portfolio expectation can occur with faculty
 - c. The workshop on August 18th, from 9:00 a.m. – 11:00 a.m., is not mandatory for deans to attend but will be a good opportunity for additional conversations with faculty
 - d. The dates for new faculty orientation, adjunct orientation, and dual enrollment faculty meeting need to be clarified; a follow-up email (dated July 12th) from Dr. De Luca identified the date for adjunct orientation (August 14, 5:00 p.m. – 7:30 p.m., AA-169)
2. Updates on Portfolio Process
 - a. The proposed portfolio timeline was reviewed; it continues to be finalized
 - b. Process for faculty up for continuing contract is being incorporated
 - c. A committee for continuing contract needs to be put into place
 - d. Process is moving towards e-portfolio submissions; training and support will be provided to faculty
 - e. Human Resources will resend the Excel spreadsheet with faculty contract status

3. Updates on College Operating Procedures
 - a. Review process is almost complete
 - b. The proposed changes and deletions were sent to Faculty Senate for review and feedback
 - c. Senate did not meet the timeline for review and feedback
 - d. Senate responded after the deadline with language issues regarding COPs 031105 and 031004
 - e. Senate wanted office hours during exam week to be electronic; the request was not approved; too many policies and governance in place that does not allow
4. Academic and Department Meeting Schedule 2017-2018
 - a. The proposed schedule was reviewed and feedback was requested
 - b. Deans are encouraged to participate in the meetings either with membership or attendance
 - c. An additional department meeting may be added for March 2nd or 16th
5. Deans' Retreat on August 8th and 9th
 - a. Combined meeting with deans, chairs, and coordinators will take place during the morning and afternoon of the first day
 - b. The topics will vary and a joint lunch will be provided
 - c. Principals from the collegiate high schools may be invited
 - d. Final details are forthcoming for both days
6. Other
 - a. Faculty are requesting the final exam schedule; a follow-up email (dated July 11th) from Dr. De Luca indicated the Registrar's office provided a template to Bonnie Lawler and once a draft is ready it will be distributed for review and feedback
 - b. Administrative Council Meeting scheduled for July 18th
 - c. Chris Mullin (Executive Vice Chancellor, Div. Florida Colleges) will also be on campus July 18th speaking at an AFC event

The meeting adjourned at 11:00 a.m.