

**Academic Affairs Deans' Meeting**  
**Minutes**  
**April 3, 2018**  
**9:00 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 (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 Selman (Interim Associate Dean, Nursing Programs)  
Dr. Deborah Teed (Dean, Arts, Humanities & Social Sciences)

Others: Barbara Miley (Coordinator, Accountability & Effectiveness)

1. Reorganization
  - a. Executive Leadership
    - i. Dr. Denis Wright will be retiring at the end of the year
    - ii. Dr. Bob Jones will become the Vice President, Economic & Community Relations; his office will also include Government Relations, Corporate Training, and Public Information
    - iii. Dr. Jeff Stewart will become the Provost; his office will include two Vice Provosts (Academic Affairs and Student Affairs) and Information Technology
    - iv. Toby Discenza will become the Assistant Vice President for the newly created Office of Planning; his office will include Academic Assessment, Institutional Research, Budget, and Facilities Planning
    - v. The focus of the reorganization is to help students move steadily towards graduation
  - b. Office of Provost
    - i. Dr. Eileen DeLuca will become the Vice Provost (Academic Affairs) and Dr. Christine Davis will become the Vice Provost (Student Affairs)
    - ii. Vice Provosts and Vice Presidents are the same type of positions in terms of authority and executive duties
    - iii. The reorganization becomes effective July 1, 2018
2. Budget
  - a. April 18<sup>th</sup> is the Cabinet Budget Meeting
  - b. April 10<sup>th</sup> meeting with the Direct Reports will go into depth with proposed new initiatives and position requests
  - c. Performance funding amount is still not confirmed; we should know something soon

- d. The College did receive \$1M ahead of time for the replacement of an air conditioning chiller
  - e. Approximately \$300,000 added to the base
  - f. Dr. Stewart will ask Dr. Allbritten to use contingency funds for one-time equipment requests which should reduce similar requests next year
3. Scheduling College-Wide
- a. Schools need to meet regularly as a team to ensure scheduling needs are met and it is effective/efficient
  - b. Dr. McClinton stated the scheduling for the fall seemed to flow much smoother
  - c. Dr. Stewart stated planning is taking place to reduce late orientation sessions and increase the number of sessions during the summer
  - d. Dr. DeLuca asked the deans how their respective adjunct pools are looking, who is managing, and if sufficient recruiting efforts are being made
  - e. Deans ultimately make the determination for hiring, credentialing, and placing of faculty and we need to ensure staffing needs are being met equally on all campuses
4. Canvas Learning Management System Policy
- a. As of the Fall 2018 term, all faculty will publish their courses to Canvas
  - b. Full-time faculty will include at least the syllabi and possibly the gradebook
  - c. Deans will manage how adjunct faculty utilize Canvas during the fall
  - d. By the Fall 2019 term, all faculty will publish their course(s) in Canvas, include the syllabi, and utilize the gradebook
5. Faculty Evaluation Plan Handbook
- a. The timeline on page 13 was reviewed and revisions were recommended
  - b. Dr. DeLuca will revise and email the final version to faculty leaders tomorrow
  - c. Institutional Research will begin sending the grade distribution reports from the previous spring semester
6. Director, International Education
- a. An offer was made to Michael Messina
  - b. He accepted and will begin his new role at the College on June 18th
7. Miscellaneous
- a. Dr. Miller reviewed the recent pilot site review visit by the FDOE
  - b. The visit was in preparation for the upcoming official FDOE program review site visit
  - c. Dr. Collins stated the Radiologic Technology Program had a great site visit recently by the Joint Review Committee on Education in Radiologic Technology

The meeting adjourned at 10:30 a.m.