

Academic Affairs Deans' Meeting
Minutes
August 21, 2018
2:30 p.m. – 3:30 p.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Acting Provost)
Dr. Christine Davis (Vice Provost, Student Affairs)
Amanda Lehrian (Director, Hendry/Glades Center)
Dr. Martin McClinton (Dean, School of Pure and Applied Sciences)
Dr. Larry Miller (Dean, School of Education)
Gail Murphy (Campus Director, Collier)
Dr. Debbie Psihountas (Dean, School of Business & Technology)
Dr. Tom Rath (Campus Director, Charlotte)
Dr. Deborah Teed (Dean, School of Arts, Humanities & Social Sciences)
Dr. Denis Wright (Special Assistant to the President/Interim Dean, School of Health Professions)

Others: Barbara Miley (Coordinator, Accountability & Effectiveness)

1. Welcome
2. Campus Directors
 - a. The position was restructured from Campus Deans/Presidents
 - b. Job descriptions were rewritten: Campus Director (2 – Lee and Charlotte) and Director, Hendry Glades Center
 - c. The positions report to Dr. Davis and have operational and staff functions
 - d. The positions are also considered academic and non-academic administrators
 - e. For the Collier Campus, student related issues will be routed to Gail Murphy; academic related issues will be routed to Dr. Kathy Clark and she will also be a campus point of contact for faculty
3. Scheduling
 - a. Deans are ultimately responsible for the academic schedule
 - b. Department chairs will also have a large input and Campus Directors will have good knowledge about the campus and the student population
 - c. Effective communication on all levels is very important to building and maintaining a successful schedule
 - d. Charlotte and Collier Campuses want to increase the number of Honors classes
 - e. Charlotte Campus is charting workforce program for students
 - f. Matrix for AA Degree completion (morning, afternoon, evenings) is being developed
4. Enrollment (Dr. Davis)

- a. Meeting scheduled for September 2018 to discuss improving the enrollment process (admissions to registration)
 - b. We will begin having conversations about strategic enrollment planning
 - c. Noticing a decline in the number of FAFSA applications being submitted; cause will be explored
5. Other
- a. Drop process was reviewed
 - b. Florida Prepaid students were being inadvertently dropped; being reinstated when discovered
 - c. We are not scheduling late orientation sessions for students

The meeting adjourned at 3:30 p.m.



Classification Description

Job Title: Campus Director

Pay Grade: Administrator

Job Code: 3765

FLSA Status: Exempt

Job Purpose

This is a professional, responsible position that plans, organizes, and directs the day-to-day operations at a campus of the College. This position assists the Office of Student Affairs by ensuring the proper functioning and operation of the campus.

The Campus Director serves as a resource and referral source for students seeking various types of assistance and administratively supports departments in each division at the direction of the Vice Provost. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Leads the overall strategic operational processes for assigned campus by working with the Office of Student Affairs to assure the delivery of high quality services.

Ensures effective campus operations (including evening and weekend activities) and recommends operational improvements to the appropriate College leadership.

Responsible for day to day supervision of facilities and security to ensure quality service and ensures the facility and physical environment is maintained to reflect the standards of Florida SouthWestern State College.

Builds and maintains a climate of operational excellence, professional integrity, and, in doing so, supports a climate of services and academic excellence. Encourages and recognizes the development of innovative new programs, initiatives and policies.

Works with the Office of Student Affairs and other appropriate College administrators to provide leadership to campus staff.

Assists the Academic Deans in the development and planning of the academic schedule.

Allocates operational resources to best support the goals of the College and of the campus.

CAMPUS DIRECTOR

Collaborates with College staff on annual unit planning and self-assessment processes. Assists with the establishment of campus objectives in support of the College's strategic plan.

Provides leadership and support for the recruitment and retention of diverse staff and students.

Works collaboratively with appropriate administrators concerning such personnel matters as appointments, reclassifications, organizational structure, salary adjustments, performance management and other personnel issues.

Represents the College on local, state, and regional committees and organizations whose activities are related to the mission of the College.

In collaboration with the Office of Student Affairs, develops and recommends major operational staff policies to assure innovation, quality, continuous improvement, and growth of the campus and in support of the College's strategic plan and mission.

Serves as an essential component of the cohesive team of students, faculty and staff serving the educational mission of the College for the campus.

Collaborates with appropriate staff regarding inquiries concerning students; and directs students to the appropriate administrator in an effort to resolve individual problems as needed.

In collaboration with the Dean of Students Office, maintains disciplinary records and serves as advisor to campus disciplinary hearing committees.

Collier Campus Director

Serves as the site liaison to K-12 partners and non-academic concerns related to Dual Enrollment.

Serves as site liaison to Honors Scholars Program assisting the Director, Accelerated Programs in marketing and recruitment of students in Collier County.

Charlotte Campus Director

Serves as the site liaison to K-12 partners, non-academic concerns related to Dual Enrollment and FSW Collegiate High School Charlotte.

Serves as site liaison to Honors Scholars Program.

Collaborates with the Office of the Provost to assist with the College's existing partnership with Western Michigan University.

CAMPUS DIRECTOR

For all Campus Directors:

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in Educational Leadership, Student Personnel Services, or in a specialization related to the position.

Five (5) years of full-time professional work experience in higher education in a leadership role with a knowledge and appreciation for the role of both Student Affairs and Academic Affairs within the College.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.

- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 18, 2018.

Classification Description



Job Title: Director, Hendry Glades Center **Pay Grade:** Administrator

Job Code: 2315 **FLSA Status:** Exempt

Job Purpose

This is professional work with responsibility for providing leadership and direction in the planning and implementation of academic programs in Hendry and Glades counties. Work includes understanding and addressing the post-secondary needs in the Hendry/Glades communities, promoting Florida SouthWestern State College's course offerings and services, and providing support for local public relations and fundraising initiatives in collaboration with and under the direction of the Provost. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Collaborates with Academic Deans to develop a schedule of classes for each term supporting the general scheduling plan for the Center including staffing and staff support; textbook orders, preparation and review of syllabi, supply orders, and orientation.

Collaborates with Academic Deans to hire faculty with a primary assignment of Hendry/Glades. Serves as a liaison to Academic Deans in regards to student concerns.

Serves as the academic leader for community outreach in Hendry and Glades counties. Represents FSW's academic interests with community groups and partners.

Ensures compliance with the College's academic policies and procedures.

Monitors academic quality and consistency as defined by the Provost.

Ensures compliance with Southern Association of Colleges and Schools (SACS) accreditation standards for Center initiatives and related assessment strategies.

Provides leadership in the evaluation of programs and services; provides a system for timely review of service systems and employs continuous improvement strategies.

Collaborates with the Head Librarian to ensure that access to Learning Resources Center materials is adequate and aligned with the specific needs of the Center's students.

Director, Hendry/Glades Center

Consults with appropriate Deans concerning Hendry/Glades school district articulation initiatives and dual enrollment agreements.

Collaborates with Center staff and district admissions staff in scheduling visits to local high schools and in participating in career day activities.

Consistent with district enrollment management, implements initiatives to promote special events designed to recruit students and promote the College and the Center.

Expands academic and student support programs that are community and needs based. Hosts student recognition events to celebrate academic achievements.

Hires, supervises, trains and evaluates Center staff.

Collaborates with district Student Affairs staff for delivery of on-site student services, including admissions functions, new student orientation, assessment, advising/scheduling, registration, fee payment, financial aid, dual enrollment information, and Student Support Services.

Monitors an effectiveness dashboard for academic and student achievement at the Center; implements continuous improvement strategies.

Actively manages and pursues unique scholarship programs targeted to the Hendry and Glades community. Proactively participates in grant submissions with federal, state, and community agencies and local school districts.

Plans and coordinates community and student surveys in collaboration with the Office of Assessment and Effectiveness.

Oversees submission of local news releases and public service announcements regarding Center activities to the Academic Affairs marketing team.

Administers budget and submits new activity requests to maintain growth and development at the Center.

Supervises the facilities, grounds, security, and custodial staff/contractors to ensure quality service and ensures the facility and physical environment is maintained to reflect the standards of Florida SouthWestern State College.

Provides for the safety of all staff, students, and community members at the Center.

Collaborates in the development of and implements a strategic plan for the long term development of the Center. Develops innovative unit plans for the Center, implements effective strategies, and acts upon the results.

Maintains records, tracks utilization of services, administers/monitors course fee expenditures, and maximizes available resources.

Director, Hendry/Glades Center

Performs other duties as assigned.

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Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in business or public administration, education, or an academic discipline.

Three (3) years of full time, professional work experience in a higher educational setting in the areas of program development, budget administration, instructional administration, and/or student services.

Demonstrated competence in working with various community groups and leaders to promote, structure, and evaluate College programming.

Personal and educational philosophy compatible with the mission, goals, and objectives of Florida SouthWestern State College.

A commitment to teamwork and collaborative decision-making.

Must be highly motivated and work independently with limited supervision.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

Director, Hendry/Glades Center

- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

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- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

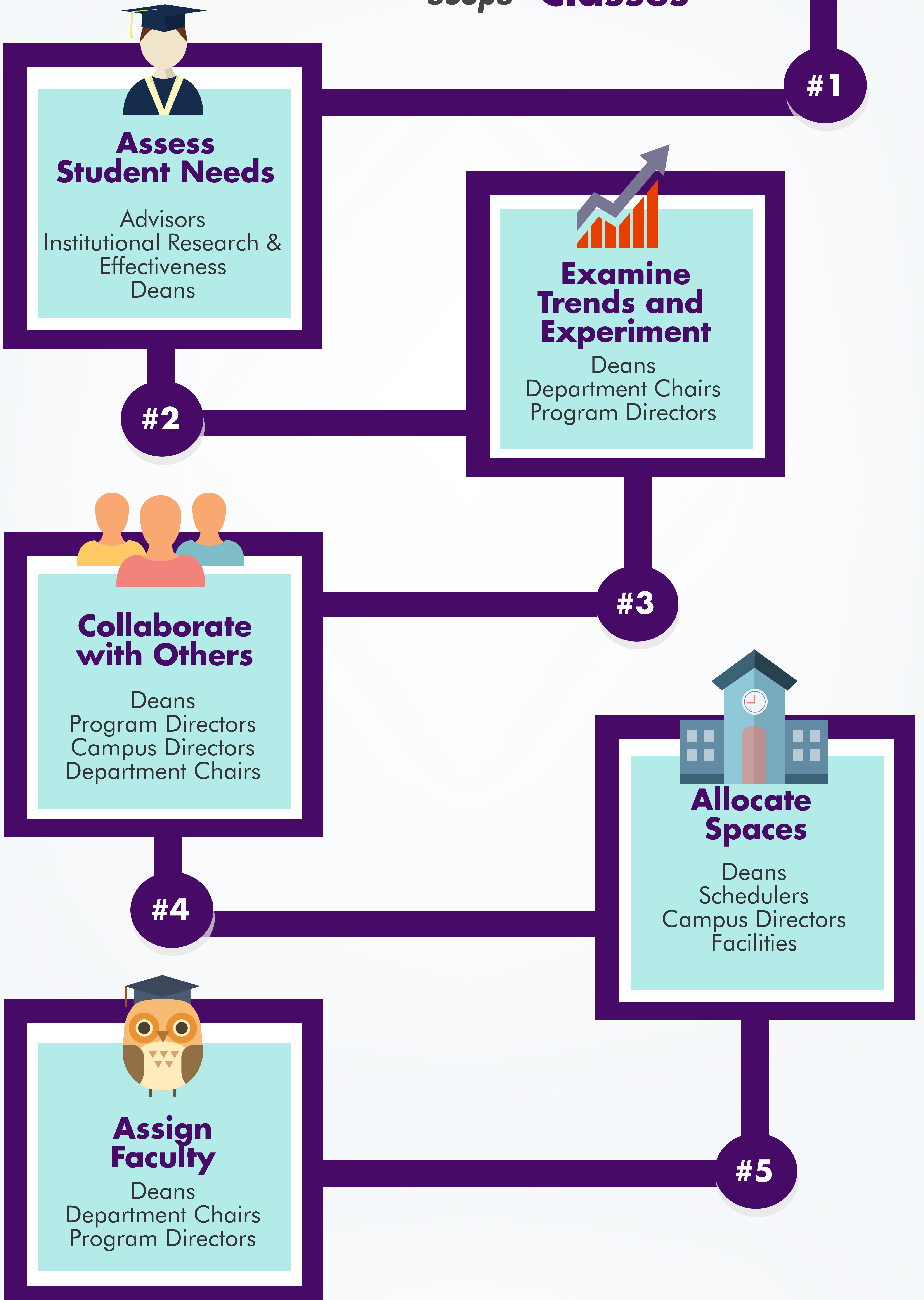
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Originated: June 1, 2012. Revised: November 29, 2012, July 1, 2014, May 18, 2017. August 15, 2017.

5 *steps* Scheduling Classes



Action	Stakeholder
<p>Assessing student needs with advising Cohorts and multi-year planning Enrollment considerations</p> <p>School/Dept/Program Surveys SLS 1515 Focus Groups</p>	<p>Data Collection</p> <ul style="list-style-type: none"> ● Advisors ● Institutional Research and Effectiveness ● SLS 1515 Faculty <p>Interpret/Review Data</p> <ul style="list-style-type: none"> ● Program Directors ● Deans ● Chairs
<p>Reviewing previous schedules for patterns and trends</p> <p>Experimentation</p>	<ul style="list-style-type: none"> ● Deans ● Chairs ● Program Directors ● Campus Directors
<p>Collaborating with other departments, schools, and campuses</p>	<ul style="list-style-type: none"> ● Deans ● Chairs ● Program Directors ● Campus Directors
<p>Physical classroom space, lab availability, and off-campus clinical capacity</p>	<ul style="list-style-type: none"> ● Deans ● Chairs ● Program Directors ● Campus Directors ● R25 Master Scheduler ● School Districts ● Hospitals ● Cabinet ● Donors ● Information Technology ● Facilities
<p>Considering requests of full-time faculty</p>	<ul style="list-style-type: none"> ● Deans ● Chairs ● Program Directors
<p>Filling in gaps with qualified and available adjunct faculty</p>	<ul style="list-style-type: none"> ● Deans ● Chairs ● Program Directors ● Provost ● Cabinet ● Human Resources