

**Academic Affairs Deans' Meeting**  
**Minutes**  
**January 22, 2019**  
**9:30 a.m. – 11:00 a.m.**  
**Thomas Edison Campus; Building I, Room 228**

Present: Dr. Eileen DeLuca (Interim Provost)  
Dr. Martin McClinton (Dean, School of Pure and Applied Sciences)  
Dr. Debbie Psihountas (Dean, School of Business & Technology)  
Dr. Joyce Rollins (Interim Dean, School of Education)  
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: Susan Bronstein (Director, Human Resources)  
Barbara Miley (Coordinator, Accountability & Effectiveness)

1. Meeting with Chairs (February 8), Chair Duties and Learning Assessment Coordinator Duties
  - a. Dr. DeLuca stated the CNA discussions will soon begin
  - b. Dr. DeLuca will be meeting with the department chairs on February 8 to discuss feedback that has been received pertaining to the scheduling process and a review of the Learning Assessment Coordinator duties
  - c. Dr. Peggy Romeo and Professor Ellie Bunting contacted Dr. DeLuca and asked if they could meet with her to begin initial discussions of a few areas prior to the negotiations process
  - d. Deans will not need to be present at the February 8 meeting
2. COP 05-0307 "Other Employment"
  - a. Ms. Bronstein reviewed the COP and stated that it applies to all full-time employees
  - b. The intent of the COP is to maintain the College's role of being the primary employer
  - c. There is concern that employees are not informing their supervisors of their part-time jobs outside of the College
  - d. Dr. Wright asked if there is a BOT policy in place that aligns with the COP; Ms. Bronstein stated there is not
  - e. Ms. Bronstein also stated the COP is not being followed consistently throughout the College
  - f. Ms. Bronstein recommended she set up a meeting with Dr. Doeble (VP, Administrative Services) to discuss the need for revising the COP, get it revised, and then roll it out to all employees
  - g. Dr. DeLuca stated this is a good time to review and revise the COP especially with the SACSCOC reaffirmation in 2022.

- h. Dr. McClinton stated it would be good to have the COP available for distribution in April before faculty leave for the summer
- 3. Master Teacher Awards and Faculty Excellence Awards
  - a. Dr. DeLuca stated the awards will be presented at the State of the College address on Friday
  - b. Dr. DeLuca informed the deans of the recipients and asked that they try and make sure they are in attendance on Friday.
- 4. Other
  - a. \$10,000-Degree
    - i. Any new degree plan requires the \$10,000-degree inclusion per the FLDOE
    - ii. Dr. Psihountas is revisiting the possibility of the BAS-IST degree and the \$10,000-Degree will need to be included
  - b. U Building Parking Lot Closure
    - i. Dr. Rollins stated the U Building parking lot will be closed on Thursday evenings this semester for student engagement activities and could become problematic for students and faculty, especially given the closure of an adjacent parking lot
    - ii. Dr. DeLuca asked Dr. Rollins to send her an email with the specifics and she will contact Dr. Doeble
  - c. Perkins Grant
    - i. Dr. Psihountas stated she will begin working on the grant soon and asked the deans to send her their wish lists no later than spring break
  - d. Guerilla Girls Exhibit
    - i. Dr. Teed encouraged everyone to go to the exhibit at the Bob Rauschenberg Gallery
    - ii. Dr. Teed stated the reception and lecture on January 17<sup>th</sup> by Dr. Wendy Chase were very good

The meeting adjourned at 11:00 a.m.

**1/22/2019**

**1. COP 05-0307 “Other Employment” (attached) -Guest  
Susan Bronstein**

**2. Meeting with Chairs, February 8, Chair Duties and  
Learning Assessment Coordinator Duties**

I have attached the current Chair job description. This document can also be found on the document manager via the following path:

[vp academic affairs](#) » [department chair](#) » department\_chair\_duties\_05102017

Also attached are governing documents for the Learning Assessment Committee.

**3. Master Teacher Awards and Faculty Excellence Awards**

<https://www.fsw.edu/tlc/recognition>

**4. Other**

## **Department Chair Duties**

### **Leadership, Planning, and Curriculum**

- Serves as the academic leader and advocate for the department within the College
- Oversees and manages the development and revision of curriculum, department-wide
- Monitors consistency of the departmental syllabi
- Fosters procedures designed to ensure the integrity of the completion of the department assessment process
- Is a vital member of the leadership team and provides input and recommendations to unit planning and program review
- Organizes, leads, and oversees the documentation of proceedings from department meetings
- Regularly communicates with departmental faculty and fosters an atmosphere of collegiality and professionalism
- Is accessible to faculty on all campuses, in keeping with the one-college model

### **Administrative and Organizational**

- Uses expertise and knowledge to lead departmental faculty in guiding and shaping the curricular offerings and the course schedule
- Assists in preparing and maintaining the department budget
- Provides departmental information to faculty committees
- Oversees selection process of textbooks for the department
- Provides department information to appropriate administrative offices
- Provides organizational vision to the department, including faculty, staff, and students
- Is current with accreditation standards as relevant to the department discipline(s) and oversees the department's contribution to compliance

### **Faculty Searches, Evaluation, and Development**

- Participates in departmental searches for faculty positions, full time and adjunct
- Ensures mentoring to new faculty in the department
- Evaluates departmental adjunct faculty credentials and performance and determines eligibility for course assignments
- Provides feedback to the supervising administrator in regard to departmental faculty's contributions to the department and the College
- Suggests opportunities for growth to inform the supervising administrator's evaluation of, and goal-setting with, departmental faculty

## **Coordinator of Departmental Assessment**

### **Specific Duties:**

- Administer, in cooperation with the Dean and/or Department Chair, assessment activities related to the department.
- Regularly communicate with department faculty regarding assessment
- Work with department faculty to develop assessments, to prepare for scoring, and to administer assessment activities.
- Assist Dean and/or Department Chair in updating and maintaining college-wide assessment databases.
- Work with the Dean and/or Department Chair and the appropriate assessment administrator to develop assessments and an assessment process for dual enrollment courses.
- Serve as the Department's representative to the Learning Assessment Committee.
- Complete research related to Departmental assessment planning.
- Participate in one of the following subcommittees: Assessment Newsletter, General Education Assessment, and Professional Development.

### **Selection Process:**

Faculty may nominate themselves for this role, with current LAC members having preference. The Coordinator of Departmental Assessment is then recommended by the department chair or program coordinator (if there is one) to the Dean. The formal recommendation for appointment is made by the Dean to the Provost/VPAA. The Provost/VPAA has final appointment authority.

### **Compensation:**

The Coordinator of Departmental Assessment will receive a \$1500 annual stipend for the academic year. Appointment may be renewed annually at the discretion of the Dean and Provost/VPAA.

### **Positions available:**

Fine Arts and Humanities, Sciences, Mathematics, English, Speech and Foreign Language, Social and Behavioral Sciences, Health Professions, Education, Business and Technology, College and Career Readiness, Library, and College Success [TBA].

# Learning Assessment Committee

## Committee Charge

### Responsibility

The Learning Assessment Committee is charged with developing and recommending procedures and best practices which provide the college with measureable data to assess student learning.

The Learning Assessment Committee will assist academic disciplines develop plans to develop assessment strategies, rubrics, and methods for using data to make changes in the delivery of course material to promote student success.

- Make formal recommendations on the best practices for data collection, assessing results, and making changes to promote student success in General Education.
- Make formal recommendations on the best practices for data collection, assessing results, and making changes to promote student success in academic disciplines.
- Work with other facets of the College to develop training for all faculty in assessment strategies, developing and using rubrics, and making course modifications.
- Each faculty committee member is their discipline's assessment liaison and has responsibility to keep the department involved in the assessment process.

### Membership

Membership should include faculty from Lee, Collier, and Charlotte Campuses and the Hendry/Glades Center: Director of Course Level Assessment and Registrar; one member of the Office of Research, Technology, and Accountability; one Academic Dean, and one faculty member from each of the following departments/disciplines:, Education, Business and Technology, Mathematics, Biological Science, Physical Sciences, English, Humanities, Fine Arts, Foreign Languages, Speech, Health Sciences, Library, Social and Behavioral Sciences, History, and Student Life Skills. Faculty members will serve for a three year term and are limited to two consecutive three-year terms (with the exception of the Chair who will serve for a maximum of two additional years after assuming the role of Chair.)

### Committee Chair

The Provost/VPAA had appointed the Learning Assessment Committee Chair to serve up until 2016-2017. Starting 2017-2018, the Learning Assessment Chair will be elected from the faculty membership on the committee and will serve for a two year term, subject to the approval of the Provost/Vice President of Academic Affairs.

### Meetings

Monthly September through April.

### Reporting

The Learning Assessment Committee Chair will meet with the Provost/VPAA twice a semester to update him/her on the Committee recommendations and suggested actions. Meeting minutes must be maintained and will be posted for all College review within 2 weeks of each meeting. Committee members will make sure their discipline's Learning Assessment plan, results, and actions taken are updated once a semester on the Learning Assessment Website.

## Learning Assessment Committee Subcommittees

Each member of the Learning Assessment Committee has the opportunity to serve on one of three enriching subcommittees. The duties of subcommittee members are listed below. Subcommittee lists will be open for sign-up during the first meeting of the academic year.

### General Education Assessment Subcommittee

- Provide input on General Education procedures, such as attaining artifacts and responding to results.
- Participate on a scoring team for General Education Assessment
- Coordinate opportunities where General Education results can be shared with other faculty

### Professional Development Subcommittee

- Participate as one of the facilitators of the online Assessment 101 workshop
- Attain feedback from faculty on professional development needs and interests
- Develop and coordinate assessment-related professional development opportunities with FSW Teaching and Learning Center
- Implement faculty feedback attain through assessment-related professional development offerings.

### Communications Subcommittee

- Plan and edit the monthly assessment newsletter
- Choose the subject of the “faculty spotlight” section of assessment newsletter
- Collaborate with designers and edit the newsletter before publication
- Plan and create LAC communication for events
- Incorporate feedback from other LAC members and other faculty members

## College Operating Procedures (COP)



**Procedure Title:** Other Employment  
**Procedure Number:** 05-0307  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:5.02  
Florida Statute 1001.64, 1004.65  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 1/15/10; 11/1/10; 7/30/15

**Purpose Statement:** To provide all employees with guidelines for being employed outside of their primary position at the College.

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**Guidelines:**

**External Employment**

Full-time College employees may be employed on a part-time basis outside the College provided:

1. Such outside employment does not interfere with the assigned duties and responsibilities or the efficiency or productivity of the employee.
2. The official connection of the employee with the College is not used by the employee to obtain outside employment, and that the name of the College, including the use of College stationery, seal or logo is not used in the performance of outside employment without the specific permission of the President or designee.
3. The employee does not perform any duties associated with the outside employment while on duty for the College.
4. The employee does not request that any other College employee assist him or her with activities related to the outside employment during the time the other employee is on duty at the College.
5. The employee does not use College supplies, materials or equipment, including, but not limited to, telephones, copying machines, faxes or computers with any outside employment during either duty or non-duty hours at the College.
6. No supervisory personnel shall offer or provide outside employment to a College employee serving under that person's direction or control.
7. Before an employee engages in outside employment the employee must inform his/her immediate supervisor, in writing, of the outside employment opportunity in order for the supervisor to determine if the outside employment will interfere with the employee's duties at Florida SouthWestern State College.



8. Per College Operating Procedures 05-0903 - No employee shall have or hold any employment or contractual relationship with any business entity which is doing business with the College; nor shall an employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his/her private interests and the performance of his/her public duties or that would impede the full and faithful discharge of his/her duties.

Violation of any of these conditions may be grounds for termination or discipline or for the College's requiring that the employee terminate his or her outside employment.

Individuals may utilize vacation leave, personal leave with pay, or in extenuating circumstances, personal leave without pay to perform outside employment, provided proper approvals for the leave have been obtained prior to each activity.

In addition, it is recognized by the institution that employees are asked from time to time to provide highly specialized professional services to individuals and/or groups outside the college on a non-paid or volunteer basis. Florida SouthWestern State College believes such services rendered by employees are beneficial to the requesting group, to the person from whom such services are requested, and to the institution at large. Since requests for such services quite often involve work during scheduled working hours at or for the institution, approvals of such requests will be given on the basis of the merits of each individual case by the employee's immediate supervisor.

### **Internal Employment**

Florida SouthWestern State College employees may accept other College-related positions in addition to their normal duties (i.e. part-time teaching, test proctoring) given the employee meets the minimum qualifications for the position and provided:

- The additional work or teaching assignment is not during normal work hours, unless approved by the supervisor and appropriate Vice President.
- The other employment does not detract from or conflict with normal duties in the individual's regular position.

Generally, non-exempt (hourly) employees, whether full or part-time, are not authorized to accept any other employment with the College that is classified as exempt; likewise, exempt (salaried) employees, whether full or part-time, are not authorized to accept other employment with the College that is classified as non-exempt. This restriction precludes non-exempt employees from teaching credit or non-credit classes at Florida SouthWestern State College. Any exception to this procedure must be approved by the appropriate Vice President and Director, Human Resources, and applicable laws regarding compensation and overtime will apply. The Payroll Office and the Office of Human Resources must be notified in advance if an exception is being requested to this procedure.

In the case of part-time teaching, a contract/personnel action form for Adjunct and/or Continuing Education instruction shall be properly completed prior to commencement of the activity.