

Academic Affairs Deans' Meeting
Minutes
April 30 2019
10:30 a.m. – 12:00 p.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Provost)
Dr. Martin McClinton (Dean, School of Pure & 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. Paula Tropello (Dean, School of Health Professions)

Others: Barbara Miley (Coordinator, Accountability & Effectiveness)

1. Dr. DeLuca thanked everyone for their support and participation during the week faculty and administrators from UPOLI (Polytechnic University of Nicaragua) were on campus.
2. Academic Calendar
 - a. Susan Bronstein discovered the Duty Day Calendar did not align with the Academic Calendar and an error was also discovered on the Academic Calendar
 - b. Both calendars will be revised and resubmitted to the Board of Trustees for approval.
 - c. Academic Calendar will be resubmitted to the FDOE.
3. Commencement
 - a. Arrival time for 10:00 a.m. ceremony: no later than 9:00 a.m.
 - b. Location: Suncoast Arena, Hospitality Suite
 - c. Breakfast refreshments will be available
 - d. Lunch will be provided immediately following the first ceremony
 - e. Ceremony duration: approximately 1 hour 45 minutes per ceremony
 - f. Arrival for 2:00 p.m. ceremony no later than 1:00 p.m.
 - g. 10:00 a.m. ceremony: baccalaureate and workforce programs
 - h. 2:00 p.m. ceremony: AA program

4. End of Term Procedures
 - a. Deans need to remind faculty that grades are due May 3, 2019 by noon
 - b. As soon as the missing grades report start being distributed, deans and support staff need to review and start calling faculty
 - c. Classroom clean up:
 - i. Deans need to remind faculty to clean up their classrooms (i.e., remove folders, anything with student identification, items that may have been hung on the wall, etc.)
 - ii. Good time to make note of anything in the classrooms that needs to be repaired or replaced and submit a work order.
5. Budget Updates
 - a. First budget meeting with the Cabinet held recently
 - b. Waiting for official notification from the State regarding funding for the fiscal year (should be received around May 3, 2019)
 - c. No budget decisions can be made until funding known
6. Search Updates
 - a. Dr. Teed stated the Speech faculty search may need to be completed again; preferred candidate from recent search is not pleased with salary offer
 - b. Dr. Teed stated an associate dean for the School of Arts, Humanities & Social Sciences has been identified.
 - c. Dr. Teed stated a candidate for teaching the new Italian courses has been identified and is about to be hired
 - d. Dr. McClinton stated the candidates for the Chemistry and Math faculty positions are good
 - e. Dr. DeLuca is meeting with Sarah Clouse (Acting Registrar) and Andrae Jones (Assoc. Dir., Academic Advising, Career and Transfer Services) soon to review the Registrar applicants
7. Collective Negotiations Updates
 - a. Meeting scheduled with the bargaining unit today for continued discussions
8. SACSCOC Updates
 - a. Should have response to Monitoring Report from SACSCOC sometime in July 2019
 - b. Faculty will be attending the SACSCOC Institute on Quality Enhancement and Accreditation this summer in Dallas
 - c. Dr. DeLuca stated a committee will need to be convened this fall to identify the next QEP topic.

The meeting adjourned at 11:30 a.m.