



**Provost/Deans' Meeting
Minutes
January 21, 2020
10:00 a.m. – 11:30 a.m.
Thomas Edison Campus; Building I, Room 214**

Present: Dr. Eileen DeLuca (Provost)
Dr. Martin McClinton (Vice Provost)
Dr. Debbie Psihountas (Dean, School of Business & Technology)
Jennifer Baker (Associate Dean, School of Business & Technology)
Dr. Joyce Rollins (Interim Dean, School of Education)
Dr. Deborah Teed (Dean, School of Arts, Humanities & Social Sciences)
Dr. Brian Page (Associate Dean, School of Arts, Humanities, & Social Sciences)
Dr. Paula Tropello (Dean, School of Health Professions)
Dr. Patricia Voelpel (Associate Dean, School of Nursing)
Dr. Donald McGarey (Dean, School of Pure and Applied Sciences)

Others: Sherolyn Crawford, Recorder (Administrative Coordinator, Academic Affairs)

1. Introductions

Dr. DeLuca welcomed everyone and made introductions of FSW's new Dean of the School of Pure and Applied Sciences, Dr. Donald McGarey and the new Associate Dean, Dr. Patricia Voelpel from the School of Nursing. They both spoke and gave some insight to their backgrounds. The Deans and Associate Dean's also introduced themselves to the newest team members.

2. Review of Spring 2020 Registration

- a. Dr. DeLuca asked the Deans to share insights in regard to the beginning of their Spring 2020 semester.
- b. Dr. Rollins shared that the offsite Provost meeting day was great, and maybe some consideration could be given to having professional development days in December, or having the Provost meeting day on the second day of returning from the winter break.
- c. Dr. DeLuca expressed that some flexibility is possible with the PD meeting and faculty preparation days however, consideration has to be given to scheduling the dates so that everyone will be present to discuss important topics such as QEP.

- d. Dr. DeLuca also spoke about the offsite meetings being quite favorable for those on other campuses. Staff and faculty expressed feelings of appreciation for being included, which made them feel connected and supported. She also spoke about the idea of rotating meetings on different campuses for professional days going forward.

3. Class Scheduling and Individualized Study COPs

Dr. DeLuca provided copies of the Individualized Study COP and the Class Scheduling COP, which have been updated and endorsed by the Faculty Senate. The forms can be found on the Document Manager.

a. Dr. DeLuca asked the deans to monitor courses that have low enrollment and to set a goal for a target number of 15 per class. Per the COP, if enrollment is under 15 the Provost may approve justifications to low-enrolled courses include the following:

- The section is the only available section at a campus or center, or is the only available course in a day or evening cohort.
- The section is the only available section in the program sequence.
- The course is only offered in one semester in a program sequence.
- The course is part of a new program or initiative that will require time to build enrollment.
- The course is designated for Honors Scholar Program students.

b. In regard to Individualized Study, Dr. DeLuca shared that Individualized Study courses are permitted for the following circumstances:

- (1) A course required for graduation or planned program progression is not being offered on any campus and an appropriate substitute is unavailable.
- (2) A student and faculty have designed an individualized research project or practical experience that supports achievement of program outcomes.

b. Other

- a. Dr. DeLuca shared that she is excited about the possibilities of Zoom being used for various meetings, and Dr. Psihountas shared that a Courtroom Evidence course in the School of Business in Technology will remote to the Lee Campus using Zoom as well.
- b. Dr. DeLuca discussed that all departments will review syllabi for Gen Ed competencies and make any revisions. There will be a final review date at the end of the Spring semester.
- c. Deans had questions in regard to the upcoming budget process and Dr. DeLuca made the decision to review their budget requests and revisit what did not get approved from the last budget cycle, in the next Deans meeting.
- d. Dr. DeLuca informed the Deans that there will be 2 new Career internship positions opening on the Collier and Lee Campuses.

The meeting adjourned at 11:35 a.m.