

Academic Affairs Deans' Meeting
Minutes
August 20, 2019
9:30 a.m. – 11:00 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 (Interim Vice Provost, Academic Affairs/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. Fall Semester Start, Attendance Verification
 - a. Dr. DeLuca and the deans discussed classroom housekeeping, submitting work order tickets when needed, low to no availability of faculty offices, the need of a battery for the mobile X-ray machine utilized by Radiologic Technology, and the students who were inadvertently dropped from their classes and the efforts being made to reinstate them in their classes
 - b. Deans need to impart the importance of timely attendance verification to their faculty
 - c. Deans should forward the email from Jason Dudley (Assoc. VP, Information Technology & eLearning/Chief Information Officer) to faculty regarding attendance verification
 - d. Faculty should take attendance from the portal roster(s) for the first two weeks to verify students registered for their class(es)
2. Canvas Course Report, Canvas Gradebook
 - a. Deans were sent an email yesterday pertaining to faculty who have not setup classes in Canvas (a requirement)
 - b. Canvas Gradebook must also be utilized as of this term.
3. Scheduling COP 03-0603
 - a. Proposed changes were reviewed.
 - b. Additional language was added with regards to Provost approval justifications
 - c. Proposed changes will be discussed with Faculty Senate President
 - d. Deans need to send list of courses that are dependent on equipment; repairs to existing equipment or purchase of new equipment may need to be made

4. Updates on Negotiations
 - a. Meeting was held last week when faculty returned
 - b. Reviewed language of proposed CAN which now includes language for disciplinary action
 - c. Proposed document was approved by all parties last Thursday
 - d. Review of the chair model is next
5. QEP qep@fsw.edu
 - a. Dr. DeLuca displayed the new Quality Enhancement Plan (QEP) 2022 web-page (fsw.edu/fye/qep)
 - b. A new QEP topic is being explored
6. Office Hours-Review COP 03-1105
 - a. Office hours will be addressed in the negotiations process in the near future
 - b. Office hours need to be collected by the deans, reviewed, and approved
 - c. COP will remain in place
 - d. Items A & B also appear in the CNA
 - e. Remainder of the items are covered by the COP
7. Other
 - a. Deans reviewed a variety of challenges and concerns being expressed by staff and faculty
 - b. School of Business & Technology recently partnered with Cengage to offer tiered pricing/timelines to students for unlimited access to textbooks
 - c. This opportunity could also be a possibility for other Schools at the College
 - d. Scheduling of Honors Courses needs to be reviewed and discussed

The meeting adjourned at 11:00 a.m.

From: [Eileen DeLuca](#)
To: [Eileen DeLuca](#); [Paula D. Tropello](#); [Joycellen Rollins](#); [Debbie Psihountas](#); [Deborah D. Teed](#); [Martin A. McClinton](#)
Cc: [Barbara Miley](#)
Subject: Dean Meeting Agenda
Date: Tuesday, August 20, 2019 8:51:21 AM
Attachments: [03-0603 - Class Scheduling.docx](#)
[03-1105 Faculty Office Hours .pdf](#)

8/20/2019

9:30-11:00

- 1. Fall Semester Start, Attendance Verification* (see below)**
- 2. Canvas Course Report, Canvas Gradebook**
- 3. Scheduling COP 03-0603**
- 4. Updates on Negotiations**
- 5. QEP qep@fsw.edu**
- 6. Office hours-Review COP 03-1105**
- 7. Other**

Attention: Attendance and Grade Entry Update

Please read for important changes to the Faculty Academics section of the Portal. FSW has fully transitioned to the new Faculty Profile and Advisor Profile for Fall 2019 as the legacy version is no longer supported by Banner.

View these tutorial videos to learn how to locate important class details and the student roster: [Faculty Class List](#) (3:01 min), [Attendance Verification](#) (1:53 min), [Faculty Grade Entry](#) (3:19 min). The Advisor Profile offers additional functionality, such as student searches, schedules and unofficial transcripts.

Use the Faculty Dashboard to access the [Faculty Class List](#) to locate your classroom, view your student roster and complete attendance verification.



Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
OCE 1 800	THE LIVING OCEAN 2	17445	25	Active	08/19/2019 - 12/09/2019	Fall 2019 (202010)

1 To view your student roster click anywhere in the course row (*not Course Title or CRN links)

2 To locate your classroom location and times click the CRN link and then Instructor/Meeting Times menu item

For additional support please submit a [helpdesk ticket](http://www.fsw.edu/helpdesk) at www.fsw.edu/helpdesk.

College Operating Procedures (COP)



Procedure Title: Class Scheduling
Procedure Number: 03-0603
Originating Department: Provost

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions:

Adopted: 09/27/2010; 11/10/10; 2/10/11; 06/27/14; 08/04/17

Purpose Statement: This policy is to establish an efficient and effective procedure for class scheduling.

Guidelines:

The Office of the Provost has the authority to apply and enforce this scheduling policy so that an efficient and effective conflict-free schedule can be developed. Courses will be scheduled at times, days, locations, and modalities that meet the needs of students. Faculty have expertise and knowledge that guide and shape the curricular offerings.

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Procedures:

It is the responsibility of the Academic Dean/Supervising Administrator to develop teaching assignments in collaboration with faculty. Consideration will be given to departmental priorities in scheduling teaching loads during the Fall and Spring semesters. Academic Deans/Supervising Administrators will ensure that the full-time faculty in their respective department(s) have the opportunity to provide initial input to section offerings during the beginning of the schedule development cycle for each term. Full-time faculty will have the opportunity to review the proposed course schedule prior to (and no later than) the opening date for student registration. Full-time faculty will have priority in class section assignments for base load and overloads before courses are offered to adjuncts. This includes summer course schedules. The Academic Dean/Supervising Administrator will make reasonable attempts to honor each faculty member's preference with regard to his or her assignments for the semester. A faculty member's seniority will be given full consideration in the course staffing process. The Academic Dean/Supervising Administrator will make the final decision in determining a faculty member's teaching schedule.

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Academic Deans will enforce the College's established Standard Meeting times and comply with applicable instructional contact hour requirements.

Courses with less than 15 enrolled students are considered "low enrollment." Deans are asked to submit a justification to the Provost's office for all courses that run with an enrollment below 15 (whether as an independent study or as a regular course-that is, one that counts towards load, overload, or as an adjunct assignment). At the end of the add/drop period, a spreadsheet will be sent to each Dean listing any course with an enrollment below 15, with a space provided for a brief explanation. The Provost may approve justifications to low-enrolled courses include the following:

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- The section is the only available section at a campus or center.
- 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.

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- The course is designated for Honors Scholar Program students,

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Scheduling Classes

Classroom scheduling is a dynamic process requiring reevaluation of class size, course enrollment averages, equipment specifications, and educational changes each term. The assignment of a specific room at a specific time in a given term may not mean continuing assignment of that space.

The Academic Deans have responsibility for the assignment of classrooms. The Provost/VPAA's Office publishes an Annual Term Scheduling Calendar with production dates and deadlines for planning the Schedule of Classes.

Scheduling Procedures

The Academic Deans will identify a primary scheduler who is responsible for receiving, updating, and maintaining the department's course offerings by term. Recognizing the critical responsibilities of the primary scheduler, the College will limit the number of schedulers to a minimum workable number, with appropriate back up scheduling provided by schedulers in other areas if the need arises. The primary scheduler receives training by the Master Scheduler/IT to use the Banner Information System and R25 to create, update, and modify sections that are to be offered. Access to update directly in the Banner system and R25 is granted only during scheduled planning windows, and update capability should be limited for sections of courses not yet published. All active and published sections that require changes are processed through the appropriate Academic Dean at the request of the department Chair, program Coordinator, or Associate Dean. Each Academic Division will assign one scheduling coordinator who communicates with the Master Scheduler.

The following general procedures apply when scheduling and assigning classes to available classrooms:

Credit-bearing classes have priority. Non-credit events and programs are assigned classroom space after credit classes have been assigned a classroom resource. This classroom assignment date will coincide with the Annual Term Scheduling Calendar.

Initial scheduling priority will be given to classes that follow the standard course offering times. Highest priority will then be given to sections with specific technology, equipment or seating style requirements in conjunction with projected enrollment. All sections offered within a department at a given day and time pattern will be reviewed to assure equity in space allocation (e.g., a department offering multiple courses/sections at the same time may not be fully accommodated with its first choice of general classrooms at the expense of departments offering limited sections at the same time.)

Room and resource assignments will be scheduled for those classes that are active for the term and have a capacity assigned to them greater than zero. A zero capacity may be used to control selective enrollments (learning communities or special cohorts). Justification for all zero capacity sections will be approved by the Academic Dean. To optimize classroom space use, the primary scheduler will match as closely as possible capacities of classrooms to the maximum enrollment cap stated by the department.

Classroom Resources

Departmentally controlled classrooms and labs are scheduled by the department that controls the room. The department should use these spaces to minimize demands on the general classroom pool. The academic department has priority in assigning courses to these classrooms through the preliminary deadline as published in the Annual Term Scheduling Calendar. After this deadline, those classrooms will be available for general assignment.

Associate Deans, Department chairs, and program directors that schedule instructional activities in departmentally or college controlled instructional spaces (classrooms, labs, seminar rooms, etc.) must provide subject, course number, course reference number (CRN), instructor of record, and, building and

room number to the primary scheduler.

Changes in Classroom Assignments

Within the first 12 days of the semester, the Associate Dean or Dean may request room changes for classes based on low actual enrollment. Sections may be reassigned to smaller rooms if they do not reach projected capacities. A request for room changes may also occur if the actual enrollment exceeds the room's capacity in compliance with the Fire Code. Classroom assignments may be changed when a location is determined inadequate for a disabled student or instructor. The Office of Adaptive Services makes these determinations. If for any of these reasons it is necessary to relocate a class, the Scheduling Coordinator will make every effort to work with the instructor and department chair to relocate the section to an appropriate and accessible space.

Additional scheduling procedures follow:

Faculty may not move their class from a room assignment without prior approval from the Associate Dean or Academic Dean and notice to the Scheduling Coordinator.

Exceptions to capacity restrictions may only be granted in the event that enrollment will not exceed mandated Fire Code room capacities.

All changes affecting classroom assignment, such as scheduling special events, must be requested and arranged through the Central Scheduling Coordinator. Changes in meeting days or meeting times will be processed based on classroom availability. The academic department requesting the change is responsible for contacting the impacted students if the time and/or meeting days change.

In the event of maintenance requirements or evacuation of a classroom or a building, the Central Scheduling Coordinators will attempt to relocate classes to temporary locations.

Special requests for activities related to regularly scheduled classes, (i.e., review sessions, exams, films, combined lectures) must be requested through the Scheduling Coordinator to secure appropriate space. Special requests uses of scheduled classrooms for events or activities that may attract visitors to campus are subject to the approval of the appropriate Dean.

Scheduling courses outside of the standard time can only be approved by the Provost.

Class Cancellation

Any classes that have been canceled must be updated immediately in the Banner system by the scheduling coordinator or the master scheduler.

Classroom Furniture, Fixtures and Equipment

Information on the capacity of each classroom is maintained by the Scheduling Coordinators in conjunction with Facilities Planning and Management to enable appropriate assignment of classes to rooms on the basis of projected enrollment. Room capacities are determined by Fire Code Regulations. Chairs or other furniture affect the rooms' rated capacity and thus should not be moved from one room to another. If a larger classroom is required, arrangements should be made with the Associate Dean or Academic Dean.

Conflict Resolution

The Scheduling Coordinators will make every effort to resolve any room conflicts. In the event that conflicts cannot be resolved, the Registrar, Deans, and Provost's Office staff may assist in resolving the conflict. In case a conflict cannot be resolved the Provost holds final authority over assigning space.

Compensation for Large Class Size (change effective beginning January 1, 2015)

Sections of courses of at least 3 credit hours with enrollment above 47 students, faculty will be assigned additional compensation (rate will be based on the Overload rate per the most recent Collective Negotiations Agreement), according to the following chart. Class size will be determined by the number of paid students enrolled at the conclusion of the add/drop period. Approval of compensation for large enrollment sections is done by the Provost. This compensation is not considered part of faculty load.

Number of Students	3 credit lecture or blended course	4 credit lecture or blended course	Online Course (3-4 credits)
48- 64	1.0 credit	1.33 credits	-----
65 - 79	2.0 credits	2.66 credits	1.5 credits
80 and above	3.0 credits	4.00 credits	2.0 credits

Definitions Related to Scheduling Policy

Primary Scheduler

An appointed representative of an academic department who enters the initial schedule in Banner after receiving it from an Associate Dean or Campus Dean. Working in conjunction with an Associate Dean or a Campus Dean and consulting with the fulltime faculty in accordance with scheduling policy, the Scheduler continues working and making changes until the schedule is considered complete. The process lasts approximately six weeks.

Scheduling Coordinator

One appointed representative from each academic division who, working in conjunction with a scheduler and an Academic Dean may make changes to the schedule after it has been deemed complete and locked down in Banner.

Master Scheduler

An appointed representative who has ultimate responsibility for the final schedule under the direction of the Provost.

College Operating Procedures (COP)



Procedure Title: Faculty Office Hours
Procedure Number: 03-1105
Originating Department: Provost

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code **6A-14.0411**

Procedure Actions: Adopted: 06/01/10; 02/15/11; 08/21/17

Purpose Statement: Describes the process for scheduling and posting faculty office hours.

Guidelines:

Professors must be available to students outside of class in order to support course success.

Procedures:

- A. Full-time faculty are required to schedule a minimum of ten (10) hours per week of office hours, during Fall and Spring semesters. Office hours will be posted on or adjacent to faculty office doors by means of a "Class and Office Hours Schedule." Additional office hours beyond the required ten (10) hours may be scheduled and students may also be seen by appointment.
- B. In order to accommodate online student needs, a faculty member may keep office hours in proportion to his/her teaching load. That is, teaching 15 online hours as base load equals up to 5 online office hours, 12 online hours as base load equals up to 4 online office hours, 6 or less teaching hours as base load equals up to 3 online office hours.
- C. The configuration of these office hours is subject to the approval of the professor's supervisor but should be distributed equally over the five work days each week. An office hour ideally is a minimum of one hour in length. When scheduling office hours, stated time should be no sooner than ten minutes before or after a class on the same day.
- D. Finals week office hours should be submitted to the Dean, disseminated to students, and posted on or adjacent to faculty office doors.

Adjunct faculty and full-time faculty teaching overload classes are required to make themselves available for student consultation before or after class. They may make themselves additionally available by appointment, phone, phone mail, or electronic messaging. Availability to students should be appropriately noted in the class syllabus.

Supervisors of adjunct faculty will attempt to identify suitable student consultation space or provide an available classroom or a common office, if requested.

Approved office hours are on file in the office of the Dean.