*Minutes*

August 6, 2013 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs |  | X |
| Dr. Erin Harrel | X |  |
| Dr. John Meyer |  | X |
| Mary Myers | X |  |
| Dr. Edith Pendleton | X |  |
| Dr. Thomas Rath | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Discussion on campus coverage by academic deans and support network**
   1. At both Charlotte and Collier, there will be support staff to assist faculty
      1. To be determined within the next two weeks
      2. Also a regular visiting schedule for deans
2. **Adjunct Faculty coordinators/Academic Services Coordinators**
   1. What is the intent for these people to do?
   2. They are used very little by the School of Health Professions, School of Education, Edison Online, and College and Career Readiness. Arts and Sciences do use them.
   3. Main focus is to fine adjuncts and help process adjunct faculty through the hiring process
      1. Are they beating the bushes looking for adjuncts?
      2. Dr. Rath is meeting with them weekly
   4. Adjunct support – if they are working to support adjuncts, then maybe a later day schedule is more appropriate
   5. Some of what adjunct support people are doing is conflicting with a school or division. Some adjuncts get confused and think the adjunct coordinator is the supervisor. Dr. DeLuca is doing everything without the support of adjunct coordinators. We need role definitions and clarity.
   6. They could become academic support professionals who support all student concerns academically on the campuses.
   7. Campuses need the support.
   8. Dr. DeLuca does currently need much support.
      1. Adjunct coordinators went ahead and scheduled meetings at their campuses without consulting the deans. This issue needs to be addressed.
   9. For what we are doing for new full-time, we need to do for adjuncts. Maybe adjunct orientation has to be at the Lee campus and they are paid a stipend for attending.
   10. Next year, we will have an event with combined meetings for the adjuncts and then break-out sessions by discipline. Use technology for a piece of it.
   11. School of Education has meetings that adjuncts attend and so does College and Career Readiness
   12. Dr. Wright wants to make sure that adjuncts get the appropriate support
   13. Adjunct coordinators should have roles that do not interfere with school and division activities
   14. Dr. Wright has asked the Adjunct Coordinators to keep doing what they have been doing
       1. Dr. DeLuca does not want the Adjunct Coordinators staffing classes
3. **Faculty Portfolio process discussion**
   1. Faculty timeline for evaluation
      1. Anything deans do not like about the schedule
         1. Turning things in to early and they are not motivated to continue with activities in the spring
         2. School of Education needs data before they can report things to its accrediting agency
         3. The evaluation timeline works backwards from the Board Meeting
      2. From Dr. Wright’s past experience and for annual contracts, we do not have to provide a reason in advance for not continuing a contract
   2. Since we do not have a ranking system, what does the evaluation system mean? They are developmental in nature for areas of improvement. For annual contract, the evaluation process is used to determine whether they will get a continuing contract.
   3. How do we get around the problem of reviewing the evaluations to meet the April board meeting deadline?
   4. Can the SIR II be used on previous spring and current fall
      1. Dr. DeLuca would like to see SIR II included for full-time faculty in the spring
      2. Dean Myers would like to see evaluations for full time for all terms
      3. In Health Professions, evaluations are used as documentation for accrediting agencies
   5. The time is right this year to discuss changes in the evaluation process
      1. Representatives from all schools and divisions need to be included
      2. If we are really going to have representation, we have to get away from bullying from a dominant small local group of faculty.
   6. Problems with the portfolio process
      1. Rubric issues. The measurement is not effective. We will have to spend this year working on the rubric.
      2. Deans are evaluating the portfolio but not the faculty
      3. What are we measuring?
      4. SIR II does not indicate if students have met learning outcomes
      5. Develop a process for every faculty that has a learning assessment plan that they do every year. A learning outcome project.
      6. What about faculty members that go above and beyond? There is no way to distinguish softer job performance issues.
         1. Maybe awards programs
      7. What standards do we uphold?
4. **Course deletions from Catalog, etc.**
   1. List distributed to the deans and deans are to follow-up with Michelle regarding the courses that will be deleted.
   2. Courses that deans do not want deleted, should go through the curriculum process
5. **Schedule 25 discussion** 
   1. One board member has brought up room utilization twice
   2. When we first started to use Schedule 25, somehow there were too many stipulations and it did not work. Example, faculty being scheduled in the same room each term
   3. Schedule 25 may come back for discussion
6. **Fall class offerings and enrollment**
   1. We are not finding classrooms
      1. Schedulers need to remove assigned rooms when cancelling classes
      2. Enrollment capacities in Edison Online are different than in-class. They should be the same. The 25 cap is historical from When Dr. Noreen Thomas was here. Speech stays at 15 because of technical requirements. Dean Myers indicated that from her research, 30-35 is usually the cap for online classes.
         1. Should the decision for course enrollments come from the appropriate dean?
      3. Minimum is 12 for a class to run
7. **Change in qualifications for Math Developmental Education**
   1. Dr. Wright will be allowing faculty with baccalaureate degrees to teach developmental math. They are being alternatively qualified.
8. **Approval of coursework toward salary schedule advancement**
   1. Do the hours have to be in their field to count as plus 30 or plus 60?
   2. HR says it does not matter if it is in the discipline
   3. Stop approving anything that does not apply to the discipline
   4. The form should say that faculty need prior approval
   5. Tuition reimbursement is a benefit of employment
9. **Convocation and Faculty Professional Development plans**
   1. Convocation will be held in September
   2. Monday, August 19th will be the college-wide day for full-time faculty only
   3. Is lunch provided? Yes.
   4. Tuesday Professional Development activities for those who wish to attend
10. **Dean of Pure and Applied Sciences Search**
    1. Three candidates are interviewing in three days
    2. Dr. Wright would appreciate any feedback about the candidates from the deans
11. **AVPAA Search and Screening Committee**
    1. There are 18 candidates who have been screened out of the 65 who applied
    2. Dr. Pendleton will lead the search and Dr. Meyer will be on the committee as well
    3. The AVPAA will work with workforce and baccalaureate programs
12. **CCSSE Information**
    1. See the provided copy for detailed information.
13. **Other Issues**
    1. Central scheduling issues in Collier. It is taking too long to schedule rooms
    2. We are not finding classrooms to add additional sections
    3. There is a new Gallery director, Jade Dellinger, he comes from Tampa
    4. SPOL is no longer operational
       1. Will old information be moved over?
       2. Deans need an update from IT and Institutional Research
          1. Dr. Wright will invite Jason and Dr. Stewart to come to the August 20th meeting
    5. What about the PR and SPD budgets? Still underway.
    6. School of Health Professions will present at the next meeting

The next meeting will be Tuesday, August 20, 2013 at 10:00 a.m. in I-122