*Minutes*

August 5, 2014 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs |  | X |
| Dr. Erin Harrel | X |  |
| Dr. Theo Koupelis | X |  |
| Dr. John Meyer |  | X |
| Dr. Mary Myers | X |  |
| Dr. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from July 22, 2014 meeting sent out. Any other changes?**
	1. One minor change made
2. **(Garnett Salmon) Revised late drop procedure – Student Reinstatement**
	1. In the past students were added back to a course sometimes long after the class had started
	2. Changes the process to less steps
	3. Form could be stored in the school or division
	4. Once the form is signed, it is sent to the Registrar’s Office
		1. Denied forms should be sent to the Registrar’s Office as well
	5. The form will help control financial aid issues
	6. This form is not used when the student is dropped for a financial aid issue
	7. There are problems when students are added back into the class directly in the Registrar’s Office and the course is at capacity
	8. When a student is dropped from an institutional error, students should be referred to the Registrar’s Office
	9. The Reinstatement Form can now be used
3. **Faculty credentialing based on updated matrix**
	1. It is now complete
	2. Changes from the matrix has changed the credentialing of the faculty
	3. Dr. Wright will support allowing faculty one year to remedy credentialing issues
	4. Moving forward, we have to be sure we are following the credentialing matrix
	5. The FQF has to be submitted along with the hiring packet
	6. No one can teach the first day of class if the FQF is not complete
	7. Example: Humanities credentials were updated for those who do not have a Humanities degree, and Dr. Alford has had to notify some faculty that they need additional credits
4. **Spring 2015 schedule building and S-25**
	1. Dr. Wright thought the process was interactive
	2. The schedule is built and then S 25 assigns the classrooms
	3. Then there will be an error report
	4. What happens when a class is added late? Michelle will ask Kerri.
	5. Deans can start building the Spring schedule now
	6. Debra Kelly will send out the scheduling calendar
5. **Discussion of Flex-Registration…issues**
	1. Dr. Wright heard there were some issues
	2. What is and is not working?
	3. Dr. Collins has built her schedule. It looks like it will work fine.
	4. In Health Professions, corporate will mean an organization is paying for it
		1. Once the agreement is approved, finance will invoice
	5. Flex registration does not integrate into CE Canvas
		1. This is an IT issue
		2. CE courses have been manual registration in Canvas
	6. Someone needs to train the Schools about the registration process, Canvas, etc.
	7. Wendy can help train for Canvas registration
		1. Schedulers have to make sure that people have only one Canvas username
		2. The Schools need to know the workflow for Flex Registration and Canvas
			1. A meeting with IT may need to be scheduled
		3. Dr. Wright got the sense that everything was working
6. **FLAC – Faculty Load and Compensation - BANNER**
	1. There was a meeting about FLAC
	2. It will be tested in Spring with the School of Business and Technology
	3. It will allow us access to the faculty schedules, generate overload forms, etc.
	4. Will this help with faculty load issues? No, this is a scheduling issue that is completed in Banner
7. **Baccalaureate program enrollment and graduation projections (5 years)**
	1. Dr. Wright and Dr. Weir will be asked for these reports very soon
	2. Deans need to work with Dr. Weir about appropriate projections
	3. Dr. Wright asked if they want high or low projections
		1. There was no specific answer
		2. It is hoped that when we get the request, it will be more specific about projections
8. **Prior Learning Assessment?**
	1. Do we have any interest in prior learning assessment?
	2. The Florida College System is now looking at this information
	3. Last year, 19,000 students got prior learning credits in the Florida College System
	4. Some institutions are doing portfolio analysis, which has been going on in many other states for years
	5. This process can be very problematic especially for students who want to transfer
	6. Dr. Collins does not prefer to do this process because of program accreditation issues
	7. Students have been able to test out of classes
	8. Prior learning assessment issues credit
	9. Dr. Wright will have the Academic Standards Committee look at Prior Learning Assessment
9. **Internships and the website (handout)**
	1. Dr. Wright has put together how the Internship website will look and there will be a link on the homepage
	2. Wording is for both students and employers
	3. The student will select the School
	4. Dr. Wright needs a list of the contacts for each school to include email addresses and telephone numbers
	5. Some of the information for the School of Health Professions may be incorrect. There are no internships in the School of Health Professions
	6. There may be a problem with the School of Education as well. Students have to be enrolled in the program to complete the internship
	7. Information can be updated and sent to Dr. Wright
	8. The internships are primarily very prescriptive and part of a program
	9. There may be some opportunities to create more traditional internships
	10. Dr. Wright needs to get this information on the website quickly
	11. The Internship Link may help spur student questions about programs
10. **Faculty evaluation update (handout)**
	1. Dr. Wright has completed his interactions with Union representatives
	2. The current evaluation process will continue for the next two years
	3. See the handout for updates and changes to the process
	4. Dr. Wright will share this information with the faculty on Tuesday during Professional Development Days
	5. Documents will be uploaded to the Document Manager
	6. What is the problem with the weighted system?
		1. There is not a lot of written statements
		2. Dr. Collins wishes we were using a 360 process for evaluation
	7. SIR IIs will be used for the last time this fall
		1. The new survey will be called the SEI and it will be used the first time in the Spring.
			1. Form will be completed online
			2. Will the instrument be the same for online courses?
			3. The students will take the SEI in Canvas
			4. IT has not communicated to FSW Online about how it would work
				1. Dr. Myers will talk with Jason
				2. Can Dr. DeLuca and others have one last time to review the form and how it will look for online classes?
				3. Dr. Koupelis is concerned about the completion rate if the form is completed online
				4. Dr. Koupelis feels that we are going backwards by completing the evaluation online. Students may have taken the SIR II more seriously when they completed it in class.
	8. Dr. Wright will be implementing a new reward system for faculty as well
		1. Deans should send the names of their top 10-15% of faculty
		2. A group will pick the award winners
11. **“Duty Days” schedule discussion**
	1. It will be sent for one final review and then sent to the faculty in the next 24 hours
12. **Enrollment for Fall**
	1. Sections have opened up with the drop last night
13. **Faculty searches update**
	1. Tabled
14. **Other items**
	1. **Load issues**
		1. It is problematic when faculty have release time and are scheduled for 21 credits
			1. Dr. Wright prefers 18 credits counting release time
			2. It is problematic with clinical and internships
			3. We need to be sensitive to these issues starting in the spring

Next meeting is Tuesday, September 2, 2014 at 10 AM in I-122