*Minutes*

September 2, 2014 at 10:00 a.m. in I-122

|  |  |  |
| --- | --- | --- |
|  | 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 August 5, 2014 meeting sent out. Any other changes?**
	1. Two instances of SCI changed to SEI
2. **Memo concerning faculty qualifications**
	1. The memo is to clarify and make sure everything is correct. Once the electronic database matches the Human Resources permanent files, we will declare the electronic files completely correct.
3. **S-25 discussion**
	1. Are the Deans working on the Spring schedule? Yes, some are working on it
	2. There are some problematic issues with S-25
	3. Dr. Alford is investigating with Garnett the possibility of including in the course titles additional information. It is possible to make change in the course’s title in SSASECT, but it does not currently transfer to the Open/Close reports or to the published schedule, or to the student’s transcript

                              i.e., ENC 1102 – Comp (Lit), (TechWrt), (Essay) etc.

                              i.e., IDS 2930 – SpecTopics: \_\_\_\_\_ (fill in the blank with the Title = Extlism in 19th c., etc.)

* 1. We need to have another meeting to clean up the issues
	2. How does S-25 work for online classes?
	3. Michelle will follow-up
1. **Program review discussion and decisions (handout)**
	1. Everyone has done Compliance Assist and responded
	2. We want something that will be the same for everyone, a dashboard
		1. Potential items are in the handout and would become standard
		2. Some data will be provided to the Deans
		3. We should have a structured reporting format
	3. Are there additional things that need to be included and some removed?
	4. Dr. Hibbard will build the information in Compliance Assist
	5. Dr. Harrel has trepidation about standard reporting
		1. There will be comparative data
	6. What we currently do not have, is comparable data if we need it
		1. Reports are being completed differently
	7. We often do not have information about what we are doing with the information collected
		1. It will allow for follow-up
	8. Will we look at learning? Items can be added
	9. Student learning outcomes can be added to Compliance Assist
	10. The purpose of the items on the list is for standardization
	11. Items local to the program can be added
	12. The purpose is for one system for all to have access that need it
	13. Is there going to be help from Dr. Stewart’s office in collecting graduate information?
	14. Any items that lead to performance funding will be added if necessary
	15. For limited enrollment programs, it is problematic when students are admitted but never enroll
		1. This issue is on the list for the Baccalaureate Council
	16. It is important to look at admission issues
	17. Many things need to be resolved
	18. Dr. Wright spoke with Scott Parke at the FCS office about creating another category for admission
	19. If there are any items on the list the Deans think should not be on the list, let Dr. DeLuca and Dr. Wright know
	20. Can service to other programs be extended to include other items? Yes.
	21. Operational and student outcomes goals can be added
	22. Have departments been doing separate reporting. Yes
		1. Departments will still report on items in the AA program
2. **Portfolios and Digital Option?**
	1. Some Deans have accepted digital faculty portfolios in the past and some have not
	2. If we allow them to submit then digitally, they need to be an exact representation of the hard copy file
	3. If Dr. Wright creates the statement, do the Deans agree?
		1. Yes, Dr. Wright will address it in future negotiations
		2. As a group, they have an option if they choose to submit the portfolio electronically
		3. It must be in the format requested
	4. Canvas has a e-portfolio option that can be used
		1. An e-portfolio can be set-up in Canvas
	5. The State is looking at a standard LMS which might impact our use of Canvas
3. **Dean access to online courses**
	1. There will be a new ability for Deans to access online courses, administrative view
	2. Should be complete by the end of this week
	3. Dr. Myers and Dobin will set up appointments to show Deans how it will work
	4. There is an interesting feature that tracks faculty access to a course
4. **Academic Support Specialists role at campuses/center**
	1. We continue to have discussions about these roles
	2. We need to look at the job description and revise it
	3. We need to look at redoing the job description
	4. What they should and should not be doing?
	5. Anyone want to talk about the role?
		1. Theo believes in local representation
		2. Theo is preparing to remove all roles for his School to his office
			1. Decisions were made by local people and not communicated to the Dean
			2. There are disagreements about who completes paperwork
			3. It has led to two to three times the work
			4. What is left?
	6. Dr. Alford is using these staff
	7. Dr. DeLuca is not
	8. Dr. Meyer does everything in his school
	9. Is there a role that exists at the Charlotte, Collier, and Hendry/Glades center?
	10. Is there an opportunity for a new role?
		* 1. Is there a role to support adjunct faculty
	11. Dr. Harrel advocates for these roles to move to something else
	12. Dr. Wright does not like the adjuncts not having support at the locations
	13. Everything has to be redefined and communicated clearly
	14. Conflicting information from location to location and person to person
	15. Everything is still confusing and needs to be resolved
5. **Faculty evaluation changes feedback?**
	1. Anything positive or negative?
	2. Nothing much but LOG questions
		1. There are workshops on the schedule regarding LOG
		2. E-SIRs this fall? Yes.
	3. When will we get the list of faculty up for review? Michelle will ask Bonnie Etheridge
6. **Adjunct faculty access update**
	1. Adjunct Access – Adjunct faculty access is granted upon assignment to a course and will be deactivated when any of the following conditions are met
		1. Termination of employment during the Fall or Spring semester (or summer terms) for disciplinary, health, or other human resource reasons
		2. Not assigned to a course for the current or future semester and has not had an active assignment in the previous two regular semesters
	2. This includes access to email
7. **Faculty searches update**
	1. There will be 6 in Pure and Applied Sciences, 2 in Business and Technology and 2 in Arts, Humanities and Social Sciences.
8. **Other items**
	1. Did the Deans get the unaccounted or missing inventory list?
		1. Deans did not receive it
		2. Dr. Wright will send it to all the Deans
	2. FSW Online has a part-time videographer if anyone should need anything
	3. Can Dr. Stewart’s office create a list of who is doing what in his office?
		1. Dr. Wright will ask
	4. There is no Interim Director of Human Resources as of now
	5. Dr. DeLuca will send an invitation to the Deans about critical thinking workshops for students
	6. Is there a list of meta-majors?
		1. Abby and Milana are working on it
		2. Dr. DeLuca will follow-up
	7. One of the pushbacks about students completing surveys online is the response rate
		1. Dr. Wright and Dr. van Gaalen met with a company that works on these types of issues
		2. Phones and iPads can be helpful
		3. The data will be able to be segmented
		4. It will allow faculty the time to review feedback for updating what they do in a class
		5. Dr. Wright is meeting with some faculty today to discuss the questions
		6. Questions for specific schools, online, etc. can be added

Next meeting is Tuesday, September 16, 2014 at 10 AM in I-122