*Minutes*

September 16, 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 September 2, 2014 meeting sent out. Any other changes?**
	1. Minor updates from Dr. Alford
2. **Faculty qualifications and FQF finalization issues**
	1. Getting close to being done
		1. There were issues where the electronic database and hard copies do not match
	2. Most issues are close to being resolved
	3. One infraction catches the attention of SACS, which brings the hard copy files under scrutiny
	4. Alternative qualification has been added to Banner and will show in the electronic database for applicable faculty
	5. With Masters + 30 and Masters + 60 faculty, no more than 12 dissertation hours can be counted
	6. There is no special credentialing requirement for writing intensive courses
		1. It is a judgment call for the Deans
	7. Deans can qualify for only one class or all classes in the discipline, Deans make the call
3. **Online classes: # of, procedures for identifying faculty**
	1. Is the system working?
		1. Currently 22% of online students are taking classes online only
		2. 13% of total enrollment is online
	2. Dr. Alford has had issues with the spring schedule
		1. Example: all online sections of a course and no ground classes
		2. Brings about the problem of who is building the schedule
		3. Dobin already scheduled classes
		4. Dobin is now meeting with the Deans to make these decisions
		5. There are many long-term adjuncts in the School of Arts, Humanities, and Social Sciences
		6. It should be a partnership between the Dean and FSW online
	3. For Business and Technology, some students are gravitating to online classes
		1. Dr. Meyer is controlling and monitoring online courses
		2. Online courses will sometimes take enrollments from on-campus classes
	4. FSW Online monitors sections
		1. Full-time faculty sections are opened first
		2. Sometimes when an adjunct section is opened, students move
		3. FSW Online did a brief survey of 7 sections, only 3 students were dropped for non-payment
4. **Scheduling classes at Hendry/Glades for Spring 2015**
	1. The B building will be offline beginning Spring 2015
		1. The Spring 2015 schedule will need to be adjusted
		2. LaBelle High School will be used for evening classes
		3. Deans should stay in touch with Jeff Gibbs
		4. All evening classes should be scheduled at LaBelle High School
	2. One of the issues is the science classes
		1. The high school does not want FSW to use their science lab but do have an Agr Science lab
		2. Science classes should be scheduled during the day
5. **Scheduling discussion – how will faculty choose classes?**
	1. How are the Deans getting faculty on the spring schedule?
		1. There has been some feedback from full-time faculty
	2. Dr. Meyer is working with his full-time faculty first
		1. There were some issues with days and times, which are scheduled to cater to student needs
	3. Dr. DeLuca has always scheduled faculty using the same process
	4. Not many problems for Dr. Koupelis
	5. Dr. Alford is using the faculty load sheet
		1. He is running the schedule from last spring without the courses that were cancelled
	6. Dr. Wright has not heard much negative feedback
	7. If we have a downturn in enrollment, we may be using less adjuncts
6. **Program review discussion (Dr. DeLuca)**
	1. Dr. DeLuca discussed a standard program overview
	2. Handout was provided with bulleted points following a meeting with Dr. Hibbard and Abby Wilcox
		1. Bullets are operational outcomes
		2. Deans will identify learning outcomes
		3. When *Institutional Research* is listed first on the handout, Abby will supply the data at one time during the year, midsummer
			1. Data could be reviewed with faculty at first department meetings
			2. Deans will have to supply course information to Abby by July 1 for data they want
		4. Dr. Collins may need some FTE or different data based on the program
			1. Dr. Collins will need to provide this information to Abby
	3. Faculty to student ratios may be problematic especially for independent study sections
		1. Dr. Wright asked that only classes with 7 or above be used in the data
		2. It could be reviewed based on the assigned program
		3. When classes with less than 6 students are included, it makes the data problematic when we are looking at data for institutional use
	4. For the items that indicate *Institutional Research*, they will be doing a pilot with data from last year
	5. Can meta-majors be included in the information?
		1. Dr. DeLuca did ask about meta-majors and this information she will share with the Deans
		2. Dr. DeLuca has asked for Excel spreadsheets with this data
			1. The meta majors are identified in addition to declared majors
			2. Reports will be available soon
			3. Can Pre admission codes be included as well? Dr. DeLuca will ask
				1. Will meta-majors information include campus location?
				2. The campus location is included in the application process
	6. Dr. DeLuca told Dr. Hibbard that they would not meet the September deadline
		1. A new deadline will be set once the list is built in Compliance Assist
7. **Portfolios and Digital Option (handout for review)**
	1. Dr. Wright wants to send out this information via email unless the Deans want anything changed
		1. Dr. Wright incorporated changes that were sent
		2. Correction to #3 under training language
		3. Dr. Wright will send out the email
	2. Training for Deans is up-coming
		1. Dobin sent the Deans an invitation to join the Canvas course
8. **Email from Faculty Union Leadership (added to agenda)**
	1. One faculty member reported that they were told that their TLC workshops would not count.
	2. TLC workshops, no matter what subject, count as professional development for faculty
9. **Arts and Sciences Academic Support Specialists**
	1. The new job description is currently being revised
	2. The only people they will support are Dr. Alford and Dr. Koupelis
	3. For Hendry/Glades, Jeff Gibbs will supervise that person
	4. Wendie Thompson will now work for Dr. Alford
	5. Dr. Koupelis is hiring a new staff assistant
	6. Bonnie Lawler has moved to the VPAA’s Office and will still support Lee activities
10. **Strategic Directions (handouts)**
	1. The President has established, with the BOT, the strategic directions for the College
	2. Cabinet individuals will be responsible for updating the BOT on performance
	3. Look for items like 1.3.4, 4.2.2, that affect Academic Affairs
		1. These items will start showing up on agendas
	4. Honors Students
		1. How do we distribute Scholarship funds?
	5. Dr. Wright is sharing information with everyone so they are aware of what is going on with the strategic directions
11. **Faculty searches update**
	1. See handout
	2. There are only three openings in Mathematics
		1. A math position was lost? Yes
		2. Before the transition, Dr. Wright and Dr. DeLuca moved the math position to SLS
	3. SB 1720 and SLS 1515 have changed the course taking patterns of students
	4. In the spring, we will look at needs areas for faculty
	5. Michelle will add a column to track the hiring process
12. **Other items**
	1. Nothing

Next meeting is Tuesday, September 30, 2014 at 10 AM in I-122