*Minutes*

June 9, 2015 at 10:00 a.m. in I-225

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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. Martin McClinton | X |  |
| Dr. Larry Miller | X |  |
| Dr. John Meyer |  | X |
| Dr. Mary Myers | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from July 7, 2015**
	1. Changes submitted by Dr. Alford and Dr. DeLuca
2. **Spring Schedule Building discussion and faculty input (attachment 1)**
	1. Deans have asked for two weeks to prepare the spring schedule
	2. Cancelled classes should be removed from the schedule first
	3. Then review the numbers of sections, times, etc.
	4. We need a system where faculty can go to someone and list the classes they want to teach
	5. FSW Online has been using a Qualtrics survey to get faculty input on the schedule
	6. Dobin is working on creating a Qualtrics survey for on-campus courses
	7. Some schools use a form that faculty fill out with their course requests
	8. How will the deans decide what system they will use to select faculty for courses when more than one person requests the same class?
	9. Qualtrics will only allow faculty to select courses in existence
		1. What is the next stage in the Qualtrics model?
	10. Dr. Alford used the time submitted for determining who should be assigned first to a course
	11. In the BSN, Dr. Collins uses seniority or expertise for the course
	12. Qualtrics can be set up according to the deans’ needs
	13. Qualtrics will be used for faculty schedule input this spring
	14. August 28 and September 11 are the dates that will complete the Academic Schedule Calendar
	15. Dobin does not have a role in scheduling. He is available as a resource for the deans
3. **FQF training for everyone, especially new Deans (Michelle Fanslau) - list**
	1. The list should be everyone who touches an FQF from each school
	2. Michelle will set up the training in the Fall
	3. Is the problem that people are completing the process incorrectly or only the new people involved in the process?
	4. The annual training will be used for documentation for SACS
	5. When will we have a workflow for the FQF process?
4. **ARC Grant Program discussion**
	1. Academic Research Council (ARC) will begin this fall
	2. It is Dr. Wright’s academic research process based on discussion with President Allbritten
	3. Dr. Wright would like this finalized for the open faculty meeting in August
	4. Dr. Wright welcomes thoughts from the deans regarding this process
	5. Dr. Wright does not know how many research grantsaaplications we will receive. The intent for the new ARC is:
		1. To stimulate faculty student research together
		2. To stimulate faculty to think bigger than they currently think by giving them seed money
		3. To stimulate faculty who have not done research in a while to complete quantitative or qualitative research
	6. Do we have an IRB?
		1. Research proposals are currently reviewed by Dr. Hibbard
		2. We need to tighten up this process
		3. We could have an expedited review or limit projects that would not need to be reviewed
		4. We could be at risk if we do not have an IRB
	7. This funding is specifically for faculty
	8. What about full-time clinical associates?
	9. A full-time faculty member has to be a primary researcher
	10. Can we tag along with FGCU’s IRB?
		1. Dr. Wright will discuss this possibility with Dr. Hibbard
	11. It is important to note that we spend money on research and not make money
	12. Deans should think about what the ARC will look like
		1. Dr. Hibbard will serve on the committee
		2. The rest of the membership would be 2-3 faculty with a couple of administrators
			1. It needs to be people with experience in this process
		3. The maximum Dr. Wright would like on the committee is seven
			1. Faculty member or dean, program coordinator, etc.
	13. This is not a travel grant only, it is more for research
	14. We may want to include some process for people who want to apply and are serving on the committee
	15. Maybe convocation could include an agenda item with someone who has conducted research
	16. Are there any faculty who are heavily involved in research?
5. **Incomplete Grade discussion**
	1. Dr. Wright recomposed the Incomplete Grade Request Approval Form
		1. Added the 2/3 at the beginning
		2. In Part II, Dr. Wright included language about the percentage of course requirements completed and grade percentage
	2. As incomplete grades are reported to the Registrar’s office, the form will be sent to faculty to complete if they have not completed it prior to assigning an Incomplete
	3. Dr. Alford will have Angie Hartsell attend his meeting for adaptive services issues and incompletes
	4. There is testing center at the Lee Campus but they only proctor tests for online students
6. **Common starting times for Spring**
7. Will use 8, 9:30, 11, 12:30, 2, 4:30, 6:00, 7:30 as common start times. Exception will be 4 or 5 hour classes which might start before 8 a.m. but will definitely end by 9:15 a.m.
8. Is there anything stopping us from having common start times?
9. Can we have the Monday/Wednesday schedule have the same start times as Tuesday/Thursday?
10. Can we have a 4:30, 6:00, and 7:30 PM for the evening sections?
11. Will the start times change our room utilization?
12. Use the three credit courses as a guide
13. Can we have a shadow schedule for 4 and 5 credit courses with a common end time?
14. Dr. McClinton raised the possibility of using either a start time or an end time since he has 4 and 5 contact hour classes that do not fit into the 1.5 hour blocks. Proposed schedule:

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| --- | --- |
| Start Time  | End Time |
| 8:00 | 9:15 |
| 9:30 | 10:45 |
| 11:00 | 12:15 |
| 12:30 | 1:45 |
| 2:00 | 3:15 |
| 4:30 | 5:45 |
| 6:00 | 7:15 |
| 7:30 | 8:45 |

1. Dr. Wright would like the deans to try to use his schedule
2. **Classroom observation training (updated 7/22) (Dr. Linda Serro – will be during Professional Development Week, Friday, August 21st from 1:30-3:30 p.m.)**
	1. Dr. McClinton asked about department chairs attending the classroom observation training
	2. Can the training be scheduled during professional development days?
3. **Other items**
	1. Dr. Alford asked if we should be concerned about printing costs? Yes
	2. Dr. Wright thought that the printing budgets were fixed
	3. For offices that have their own printer the cost is higher

Next meeting is Tuesday, August 4, 2015 at 10 AM in I-225

Submitted by Michelle Fanslau, 7/22/2015