

# MINUTES



## Academic Management Council

Friday, May 6, 2011  
Smith Conference (AD207)  
10:00 AM

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### Attendance:

<input checked="" type="checkbox"/> Oleg Andric	<input checked="" type="checkbox"/> Rick Madson	<input checked="" type="checkbox"/> Vicki Shaver
<input checked="" type="checkbox"/> Silvio Arango-Jaramilo	<input type="checkbox"/> Idell McLaughlin	<input checked="" type="checkbox"/> Sherry Stephens
<input checked="" type="checkbox"/> Lisa Averill	<input checked="" type="checkbox"/> Jessica Miles	<input checked="" type="checkbox"/> Bob Van Der Velde
<input checked="" type="checkbox"/> Roy Boulware	<input type="checkbox"/> Rene' Milici	<input checked="" type="checkbox"/> Nancy Weissman
<input checked="" type="checkbox"/> Patty Braga	<input checked="" type="checkbox"/> Glenn Pate	<input checked="" type="checkbox"/> <b>Edward Willey, Chair</b>
<input checked="" type="checkbox"/> Colleen Courtney	<input checked="" type="checkbox"/> David Pena	
<input type="checkbox"/> Leonie Escoffery	<input type="checkbox"/> George Rogers	
<input checked="" type="checkbox"/> Rob Gingras	<input checked="" type="checkbox"/> Barbara Scheffer	
<input checked="" type="checkbox"/> Libby Handel	<input checked="" type="checkbox"/> Cathy Seyler	

### ITEM 1. Summer Class Schedule

**Action:** Dean Willey reviewed the summer registration grids with the group. Palm Beach Gardens campus has a total headcount increase of 14.98% compared to this time last year. There are very few classes with low enrollment.

**Data Source:** Registration Comparison Summary

### ITEM 2. New Faculty Positions/update

**Action:** Dean Willey shared that everyone has been working diligently on the process of hiring the faculty positions. The screening committees finished the process yesterday. The following are the new positions:

- ~~Dr. Sanaz Dovel~~ (in-process), Chemistry
- Dr. Raymond Pacovsky, Biology
- Prof. Deborah Thorsen, Economics
- Prof. Elizabeth Wilber, Reading
- Prof. Eliana Mukherjee, Education

Those involved in the screening process gave very positive comments on the selected candidates.

**ITEM 3. Faculty Development Online Course**

**Action:** Dean Willey stressed the importance of having the adjunct faculty complete the required online course. The purpose of the training is to better equip the faculty by providing an overview of the college resources which will help the students. It will be mentioned to faculty at fall start-up.

Associate Dean Van Der Velde reviewed the web page with the group. The training is taken using Blackboard and it takes between 3 to 5 hours to complete. Once quizzes are completed, a certificate will be awarded. The curriculum office will send a spreadsheet once a month to Human Resources and then the \$150.00 (pre-tax) stipend will be processed. The Associate Deans will be sending a letter to all adjuncts explaining the training process and will provide the link. Adjunct participation can be confirmed by contacting the appropriate Associate Dean's office.

**Data Source:** <http://www.palmbeachstate.edu/x14894.xml>

**ITEM 4. Academic/Faculty Committees**

**Action:** Dean Willey encouraged faculty to join the Academic Affairs committees that were sent out in an email from Dr. Sass. There are five of our faculty that have signed up for the General Education and QEP committees. Usually a letter is sent to notify those faculty who have signed up.

**ITEM 5. General Education Course Approvals**

**Action:** Dean Willey and Associate Dean Van Der Velde attended the General Education Course Approval meeting at Lake Worth campus. A list of college wide faculty gave a three minute presentation. Palm Beach Gardens campus had two faculty present; namely, Dr. Klass, and Dr. Gorgevska. Dean Willey shared that they did extremely well and commends both faculty. They each received a unanimous vote by the recommending body.

**ITEM 6. Final Exam/Grades, Schedule**

**Action:** Dean Willey discussed with the group that there is a concern that grades are being posted too early. This needs to be monitored. Professor Courtney mentioned that she doesn't receive notification when the instructors have posted grades. Other faculty agreed. Need to see if there is a way to track grade posting.

**ITEM 7.****Other****Action:**

Dean Willey shared that the speech position won't be filled until spring 2012 term. Course sections will be filled with adjunct faculty. Associate Dean Gingras mentioned that Professor Escoffery resent letters to FAU graduates as a possibility for hiring as adjuncts to teach speech.

Dean Willey mentioned that Dean Lourdes Rey and Associate Dean Sal Manuele will be retiring this year.

Professor Andric shared that both the solar panels and the poles with wind turbines have been constructed behind the BioScience building.

Dr. Pena gave an update that the Library Technician II position is open and will close on May 8<sup>th</sup>. Then the selection process will begin.

Dr. Handel gave an overview on the Life Sciences Banner Center. They will be offering industry driven modules. A space coast visit took place to implement these courses. The FAU campus in Jupiter is interested in creating a bachelor degree for BioScience courses. Our biotechnology department has two new employees; Jill Diodato, Banner Center Grant Program Manager; Bradley Zale, Science Department Specialist.

**Data Source:**

<http://www.lifesciencesbannercenter.com/>

SLC Manager Cathy Seyler informed the group that the summer hours for the Student Learning Center will be Monday – Thursday, 7:30am – 9:00pm, effective May 9<sup>th</sup>.

Dean Willey stressed the importance of faculty attending Commencement on May 9<sup>th</sup> and everyone must sign in. Attendance is being tracked. Associate Dean Gingras shared that our campus participation at Commencement is very good.

Submitted by:

Lisa Averill, Scribe

c: Academic Management Council  
Dr. Sharon Sass, VPAA  
Dr. Jean Wihbey, Provost  
Rob Gingras  
Libby Handel  
David Pena  
Bob Van Der Velde  
Edward Willey\*

\*Ex Officio