

# MINUTES



## Academic Management Council

Friday, September 2, 2011  
Smith Conference (AD207)  
10:00 AM

---

### Attendance:

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

### ITEM 1.                    **Debriefing of Fall Start-up**

**Action:** Dean Willey held a discussion with the group on Fall Start-up (Extra Duty Day, Convocation, Orientation, etc.). The overall consensus was that it went smoothly and was well attended. Some of the comments made were:

- Patty Braga did a wonderful job with the potluck
- The room/tables were beautifully set
- The schedule was followed
- Dean/Associate Deans provided a lot of detail which was helpful to the department chairs prior to holding their meetings

Some of the suggestions made were:

- Provide more chairs
- Consider BB Building outdoor patio or Meldon Hall

Dean Willey mentioned that an upcoming Academic Support Team meeting will be held on the patio to try it out. The group attending the faculty fall start-up may be too large for the patio. The Meldon Hall has sufficient seating, but the lobby doesn't accommodate such a large group. Also limited by fixed seating.

**Data Source:** n/a

**ITEM 2. Upcoming SACS Visit**

**Action:** The SACS visiting team will arrive the evening of Monday, October 10<sup>th</sup>. The Lake Worth campus District offices will be home base. The visiting team will travel to our campus and the Belle Glade campus. The team will be on our campus Tuesday, October 11<sup>th</sup>. Faculty files will be reviewed in Lake Worth. All faculty files in HR have been reviewed, again, this month.

A specific group meeting for QEP is being organized with Manager, Karen Pain on October 11<sup>th</sup> and 12<sup>th</sup>. Additionally, faculty groups for distance learning, dual enrollment and support services (LLRC, SLC, SS) are being structured.

As noted: It is important to be sure that everyone understand that this is not the time for individual agendas, complaints, self-promotions...period. The team will be looking to see that we as a college support the outcomes of what we say that we do, and that we have the adequate services to support our programs. The exit interview will be a small group meeting configured by the VPAA/President.

**Data Source:** n/a

**ITEM 3. Faculty Development Online Course**

**Action:** Dean Willey informed the group that there are currently 480 enrolled in the online training. Everyone needs to encourage the faculty in a positive manor to participate and complete the training.

Associate Dean Van Der Velde gave an update that approximately 1/3 of faculty have registered for the training and about 1/3 have completed the training. Once available, an updated list will be sent out. In addition, an email reminder will be sent out to adjunct faculty and the department chairs will be notified.

**Data Source:** n/a

**ITEM 4. Spring Staffing**

**Action:** Dean Willey reminded everyone that staffing and hiring of adjunct faculty is a daily/weekly on-going activity. Each department is responsible to have a system in place to keep potential adjunct hire information available and on hand. One of the best ways to get adjuncts is word of mouth through other faculty.

**Data Source:** n/a

**ITEM 5. Enrollment Report update**

**Action:** Dean Willey sent the latest enrollment report to the group via email. It reflects the good work that everyone is doing. Our campus is close to having 9000 students. Associate Dean Gingras mentioned that our occupancy is the highest at 90%. These figures will more than likely increase after the 12 week session starts.

**Data Source:**



sections\_082611.pdf

**ITEM 6.**

### **FT and PT Faculty Observations**

**Action:** Dean Willey informed the group the the SACS files have been reviewed to be sure observations are in each file. The following directive was sent in an email by Dr. Sass:

For those files that do not have classroom observations, and if the faculty/instructors are employed this fall, then  
**Observations MUST be conducted immediately.**

Everyone is responsible to get observations done regardless of where or how the course is delivered (H.S., online, hospital, etc.). All instructional observations must be on file in the faculty HR file.

**Data Source:**

n/a

**ITEM 7.**

### **Other**

**Action:** Dean Willey reminded the group of the following upcoming meetings:

- Campus Forum on September 9
- All Faculty meeting on October 21
- All Faculty meeting on November 18

The agenda has been sent out for the Campus Forum which includes a SACS update to be given by Dr. Sass. The agendas for the All Faculty meetings are being worked on and will include such items as Assessments and Technology. The Learning Objects Project will be discussed at the next meeting.

Faculty searches are underway for Speech and Chemistry positions. Associate Dean Van Der Velde will be chairing multi-campus Chemistry committee.

Key issues – a letter will be sent out by the Dean's Office to the individuals that have not returned keys.

Dean Willey shared that Cathy Seyler held a very comprehensive training session/workshop with all Tutors and SI leaders on August 19<sup>th</sup>.

The new Corporate & Continuing Education Director will be invited to the next meeting.

Cathy Seyler – advertising is in place for Chemistry tutors which are needed desperately in the SLC.

Dr. Scheffer – a discussion regarding online course development.

Professor Boulware – Critical Thinking Math will be starting in a few weeks.

Dr. Shaver – is in the process of investigating a possible educational/allied health systems visit to China.

Dr. Handel – completed Banner Center curriculum, rolling out non-credit life science workshops which are open to the public. The schedule is on their comprehensive website. The workshops are being offered here, IRSC, and FAU.

Associate Dean Van Der Velde – a program (A.S., other) fair will be held with Student Services near the end of October.

An Outlook invite will be sent regarding Weave Training to be held on September 16<sup>th</sup>. Those involved should have received an invitation-- A.S. programs (Ophthalmic, Power Generation, Allied Health, Environmental Sci, etc.).

Discussed student attendance reporting. WN grade was extended one day. After today a change of grade form is needed. Suggests that the process would be much more effective in 3<sup>rd</sup> week instead of 2<sup>nd</sup> week. Adjunct faculty need to be reminded. Associate Dean Gingras advised that an email went out to a list of adjuncts yesterday.

Professor Courtney – adjuncts teaching on the weekends have difficulty getting their ID cards and parking decals.

Dean Willey welcomed two new members to the Academic Management Council:

- Dr. Alex Gorgevska, Natural & Physical Sciences Department Chair
- Professor Heather Naylor, Social Science Department Chair

**Data Source:** n/a

Submitted by:

Lisa Averill, Scribe

cc: 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