

MINUTES



ACADEMIC SUPPORT TEAM

November 23, 2010
Staff / Student Seminar Study Room - SC266
10:00 AM



Attendance:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Susan Adamski | <input type="checkbox"/> Shelly Jirinec | <input checked="" type="checkbox"/> Janet Ramirez |
| <input type="checkbox"/> Lisa Averill | <input checked="" type="checkbox"/> Sona Kundalkar | <input checked="" type="checkbox"/> Lisa Rappa |
| <input checked="" type="checkbox"/> Ken Badaracco | <input checked="" type="checkbox"/> Sue Levine | <input type="checkbox"/> Jackie Shepherd |
| <input checked="" type="checkbox"/> Michele Balik | <input checked="" type="checkbox"/> Kathy Lydiard | <input checked="" type="checkbox"/> Bob Van Der Velde |
| <input checked="" type="checkbox"/> Pat Castro | <input type="checkbox"/> Lindsey McMullen | <input checked="" type="checkbox"/> Bonnie Walton |
| <input checked="" type="checkbox"/> Andrea Ferro | <input type="checkbox"/> Rene' Milici | <input checked="" type="checkbox"/> Edward Willey, Chair |
| <input checked="" type="checkbox"/> Rob Gingras | <input checked="" type="checkbox"/> Laraine Montgomery | <input checked="" type="checkbox"/> Teresa Woolfe |
| <input checked="" type="checkbox"/> Sue Hutz | <input checked="" type="checkbox"/> David Pena | |

ITEM 1. On-line Grade Change

Action:

Dean Willey informed the group about the on-line grade change process for changing of final grades for individual students through the web. The elements are the same as the paper process. Faculty input the change and the request goes to the Associate Dean who has the option to reject or no action. This is being piloted this semester with plans to have it be in full effect for Spring. Faculty will receive instruction on this in January.

The new process will automatically load the grade change once a week. If you are aware of students who may need the grade change loaded to enable registration for the next level class, admittance to a limited access program or having an accurate transcript to attend another institution, please contact the Dean so he may make a call for it to be processed sooner.

Please be aware that this Grade Change Process is not to be used for the "L" Late Grades. The entire class Late Grade will be handled manually as in the past (in order to expedite). **Please do NOT put this in an envelope for inner office mail service or slipping it under someone's office door as this is time sensitive information.** Please walk through the steps by hand for the

appropriate signatures and finally to the Campus Registrar's Office.

Data Source: n/a

ITEM 2. Start-up process

Action: Dr. Gingras indicated that start-up preparations are going well. The date for the all faculty meeting was discussed. The popular pot-luck will be planned again with the help of Patty Braga and Michele Balik. Letters are being prepared to send out via email.

Data Source: n/a

ITEM 3. Adjunct Faculty Training

Action: Dean Willey shared that as of January all adjunct faculty will be required to complete on-line training. The training is an excellent program with the *League for Innovation in the Community College* designed for adjunct faculty. It has high quality video components viewed on-line, with a pedagogical kind of process for the modules with components in Creating a Community of Learners, Planning for Outcomes, Active Teaching and Learning, Moving Beyond the Classroom, Teaching with Technology, along with Assessing Teaching and Learning in addition we can add our own college specific information. It is really very well put together.

Adjuncts will have one calendar year from the time they start a teaching assignment to complete the self paced modules but after that time frame if they have not finished then they will not be eligible to teach the next semester. They will automatically be loaded into the program similar to a course. Once the entire training is finished there will be proposed, taxed, flat rate of approximately \$100 awarded. Completed training will remain valid even if there is a break before the next teaching assignment. There is also being developed an in person workshop (non-paid) as *this* method of meeting the requirement is optional.

We anticipate once training requirements are finished a certification of completion is emailed to the adjunct and department chair. We understand that there will be a report generated periodically to keep the Department Chairs and Associate Deans informed.

As we understand, HR will track and a box on the roster will be populated once complete. Plans are for a letter to go out to all credit adjunct faculty explaining the process, time-line, along with

the importance and value to their development for which the students will benefit.

At our next Semester Start-up / All Faculty Meeting we will give an overview of this excellent training program being made available to our adjuncts. Please promote the benefits.

Data Source: “Getting Results: A Professional Development Course for Community College Educators” is the League for Innovation’s NSF-funded project at the heart of our new online adjunct training program, and will comprise six of the college’s 12 projected modules: <http://www.league.org/gettingresults/web/>

ITEM 4. Status of Full-Time Faculty Screening Committees

Action: Dean Willey informed the group that the full-time faculty positions are open on the web. We anticipate several multi-campus positions / screening committees (Biology, Education and Economics). Campus based committees will be for Chemistry and Reading. English and Math are pending funding. HR is scheduled to forward to the Dean any faculty transfer requests on November 29th.

We also have a request for a position in Ophthalmology or Ophthalmic Technology for a new program that requires a full-time faculty position. These positions will be presented to the ELC – *Executive Leaders Council* (Previously termed “President’s Staff”) to look at budgetary feasibility.

Data Source: n/a

OTHER **Syllabi** – 318 of PBG class sections (125 people) were identified as not having their syllabi posted on their faculty home page which is required by state statute. Any help you can provide to assist full-time and adjunct faculty post is appreciated.

District Board of Trustees Policy [6Hx-18-2.051](#) --
<http://intranet.pbcc.edu/boardpolicies/policies/section2/2.051.pdf>
requires that faculty and instructors post syllabi to their faculty/instructor home page according to the following deadlines:
Spring Term 2011-2 - **Post syllabus by November 1, 2010**
<http://www.pbcc.edu/x15142.xml>

Syllabi Checker tool:
<http://intranet.palmbeachstate.edu/utilities/sylchecker/index.asp>

Broken Links – It seems there are still a large amount of broken links on the web for the college as a whole. All documents that

are posted to the web like course syllabi, handbooks, handouts and PDF files that may contain hyperlinks should be checked by the originator. It is important to note that just because a link looks correct in the address you must also “mouse over” the link to be sure the hyperlink information has also been updated.

Demographics – If the demographics / Contact information on People Finder isn’t correct; it should be fixed through Employee Web or with HR.

Submitted by: Teresa Woolfe, Scribe

c: Academic Support Team
Academic Management Council
Dr. Jean Wihbey
Edward Willey *

Rob Gingras
Libby Handel
David Pena
Bob Van Der Velde

* Ex Officio

File: minutes 2010 11-23