

**Palm Beach Community College
ACADEMIC DEANS' COUNCIL**

MINUTES

**January 24, 2008
Lake Worth, Conference Room B
8:30 a.m.**

Attendance:

Jim Mabry
Barry Moore
Ginger Pedersen

Magdala Ray
Pat Richie
Jacqueline Rogers

Sharon Sass
Edward Willey

Guest: Brian Kelley

ITEM 1. Academic Software Purchasing and Selection Process

Discussion: Brian Kelley reviewed the process for the purchase of academic software (non-library). Each campus can “pay its share” for software based on campus FTE, or the campus may opt out based on the campus consensus. Currently there is no inventory of these types of software packages at each campus. The policy will be added to the Academic Affairs manual for 2008-09.

Action: Add policy to the Academic Affairs manual.

Data Source: Handout with policy.

ITEM 2. Final Exam Schedules

Discussion: This is a reminder that faculty must adhere to the final exam schedule (<http://www.pbcc.edu/X3383.xml>) as published. Faculty deciding to change the time or day can adversely affect students. There also should not be “early” final exams – the calendar establishes 15 weeks of instruction and 1 week of finals for 16 week classes.

Action: Deans should remind faculty of the policy.

Data Source: Final Exam Schedule - <http://www.pbcc.edu/X3383.xml>

ITEM 3. Development of yearly schedule for Honors, Distance Learning and specialty courses

Discussion: Program wheels were developed in 2005-06 for all programs, general education and other AA courses. Campuses should maintain their general education and program wheels for all AS/AAS/ATD/PSAV and ATD programs. Deans Council will develop college-wide schedules for distance learning, honors and the “specialty” AA courses at their February 28th meeting. Data will be sent before the meeting to review.

Action: Hold meeting February 28 to review and develop honors, distance learning and AA specialty course schedules.

Data Source: None.

ITEM 4. Associate Dean Training

Discussion: With many new associate deans and other needs for training, a workshop will be designed and presented by the deans on various topics. Dean Rogers will chair the effort. The workshop will focus on “nuts and bolts” issues in policy and procedure, but should also focus on soft skills, possibly using a case-study approach. Dean Rogers will poll the associate deans on topics they are interested in, using a SWOT analysis approach. The workshop will be finalized at the February 28 Deans Council meeting.

Action: Design workshop for associate deans.

Data Source: None.

ITEM 5. New Faculty/Instructor meeting SWOT analysis

Discussion: The Deans Council reviewed the notes from the January 4 meeting with new faculty and instructors. There were some common themes in the results, such as the need for better explanation of the continuing contract process, the mentoring process and performance appraisal.

Action: Review and finalize changes to the faculty orientation at the next Deans Council meeting.

Data Source: New Faculty/Instructor Meeting Notes.

ITEM 6. Discussion of clusters and professional development, etc.

Discussion: Currently clusters are required to meet four times per year, before each semester and during development day. The proposal at hand would have required cluster meetings twice per year on development day. Clusters would be free to meet more than the required two meetings. Each meeting on development day would be scheduled for two hours. The Deans support this change in the cluster meetings.

Action: Deans approved that faculty cluster meetings will be scheduled twice a year on professional development day. This change will become effective fall term, 2009-1.

Data Source: None.

ITEM 7. Online Student Assessments

Discussion: Deans and Associate Deans were asked to take into account the yield of responses when analyzing the results from the student assessments. The student assessments are one part of the total system of performance appraisal of faculty. Institutional Research and Effectiveness is planning a marketing campaign for this semester to raise student awareness of the online assessment process. IRE will also prepare a paper on "best practices" and present suggestions from faculty who did have high response rates. Also, before any data are analyzed in the system at the end of the term, any student identifiable information will be removed from the data file.

Action: Increase marketing efforts and provide list of best practices to increase response rates.

Data Source: Online student assessment response rates.

ITEM 8. CCE Items

Discussion: Dean Rogers discussed some confusion that exists among CCE staff in regard to the awarding of CEUs. In the definition of contract training it was stated that such training does not award CEUs. Dean Rogers said that these courses could award "professional CEUs" by a certificate and not "institutional CEUs." Dr. Pedersen expressed concern that such awards would not be transcribed nor stored in any protected records system that was auditable. Dr. Sass said we will research this and report back as to any SACS issues on awarding CEUs.

Dr. Ray discussed the difficulties that CCE adjuncts are experiencing in being placed in the correct pools for program manager review.

Dean Richie reported some difficulties in having some Command Spanish courses to be managed and staffed by the person who has college-wide responsibilities for these courses.

Action: As noted above.

Data Source: None.

ITEM 9. Business Partnership Council

Discussion: Dr. Sass asked the group as to the status of business partnership council membership lists. Such lists are kept by program staff. Dr. Pedersen will look at the feasibility of having a central Access database where all the information could be stored and more easily retrieved when needed for the President's office. There was a database that Beryl Mancuso maintained which could be moved to a shared server where all could access college-wide. The BPC booklet has been updated this past year and copies are available through Academic Services.

Action: Look at moving current BPC file to server where all could access.

Data Source: None.

ITEM 10. PBG Bioscience/Summer Institute/Honors Offerings

Discussion: Dean Willey outlined the PBG Summer Institute where two tracks will be offered in Environmental Science and Biotechnology. The biotech courses are currently being submitted to curriculum to have their honors versions approved. Students in these courses will meet the same criteria for honors as other PBCC honors courses.

Action: The PBG Summer Institute program must meet the same criteria as have been established for other honors courses.

Data Source: None.

ITEM 11. Summer Chairs

Discussion: Requests for summer department chairs should be presented in February.

Action: None – informational only.

Data Source: None.

ITEM 12. Release Time

TABLED

ITEM 13. Academic Program Responsibilities List

Discussion: Dr. Sass presented the updated Academic Program responsibilities list. This is similar to sheets that deans prepare, but this list has all responsibilities college-wide. Mail station and support staff names are things that could be added to the current list.

Action: Recommend changes to the current layout.

Data Source: Academic Program Responsibilities List.

ITEM 14. OTHER

Discussion:

1. Policy on Distance Learning and Faculty Load –The ad hoc Distance Learning committee requested that the Deans Council review this policy. The current policy states that no more than 50% of the inload courses should be scheduled as online courses. The consensus was that the deans wanted to remain with the current policy.
2. Dr. Sass presented a paper that Rob Krull found from Amherst on the use of student assessments. The questions that currently make up the student assessments will be reviewed by faculty committees this fall.
3. Biology/AP position at Belle Glade – Deans Council reviewed the credentialing requirements and it was decided that dropping botany would satisfy both the biology and AP requirements.
4. Promotion of the Stewart Foundation Award – This award is available to faculty who present a lesson plan along with an assessment of learning outcomes – this was the piece missing from many applications submitted last year – what difference did the lesson plan make for students? The program's details are located at <http://www.pbcc.edu/x11340.xml>
5. SLC Coordinator/Stipends – Palm Beach Gardens and Boca Raton will proceed with requests for new positions to manage the SLC at their respective campuses.
6. Accounting Courses – Glenn Pate, representing the accounting cluster, has indicated that it is difficult to cover all the material with the present 4 credit and 3 credit courses in Financial and Managerial Accounting. Dr. Pedersen collected data from SCNS which showed that some community colleges are using a 3 course model to teach the curriculum, but that the majority still follow the two course model. Every university teaches the two course model. These data may be valuable when the cluster makes a formal proposal to increase credits.
7. The Deans and Dr. Sass will review faculty applicants on February 14th from 8:00 – 5:00 PM in IT 206.
8. Reminder Notes – All interview committees, grids and questions should be to Ardease Johnson by February 4th. All recommendations to hire must be presented by the May 13 DBOT meeting.

Action: As noted above.

Data Source: None.

Meeting adjourned at 12:15 p.m.

NEXT MEETINGS: Thursday, February 7 - CANCELLED (regularly scheduled meeting)

Thursday, February 14, 8:00 a.m.-5:00 p.m. on Lake Worth Campus in IT-206 (review faculty applications)

Thursday, February 28 at 8:30 a.m. on Lake Worth Campus in Conference Room B (special working meeting)

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Academic Deans' Council
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Submitted by:

Ginger Pedersen, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente
Anne Guiler

Dr. Ellen Grace
Dr. Dennis Gallon