

Agenda/Meeting Minutes

Public Safety
October 8, 2010
1:30-3:00 p.m.
Lake Worth Campus

ITEM 1: Adjunct Pool

Discussion:

Discussed the continual issue of recruiting qualified adjunct faculty and instructor personnel. The applications are pooled in the Human Resource applicant pool and the reviewer must use code and passwords to retrieve the application data.

Transcript issues are still prevalent. Suggestions have been made to Human Resources to eliminate the issue. Presently all transcripts from students and applicants alike are mailed to the college mailing address. Staff then must collate and disseminate the transcripts and thus far this has not worked well.

Human Resources is requested to announce policy or guidelines in how long applications are held, reporting application deficiencies to the reviewer so input can be gathered from the end user.

Credentialing of adjuncts has become a SACS issue due to transcripts and other issues. Dr. Sass has advised that all adjunct personnel will be required to take an instructional education course for accreditation purposes. Discussion was had if the adjunct has already had such instructions such as CJSTC certification would this additional training be mandated? If mandated will adjuncts be paid for the training.

It was noted that we are losing adjunct personnel to the proprietary schools due to higher salaries, issuance of laptops and that there is much less administrative responsibility such as preparing syllabi that is required of them in contrast to Palm Beach State College.

ITEM 2: Staffing Needs

It was noted that rosters and staffing needs are difficult to predict one year out as requested by administration. The Criminal Justice Institute and Fire Academy are responsive to community needs and these needs are changing rapidly due to economics, department budgets and projections as it related to state and municipal funding streams.

ITEM 3: Syllabus and Textbook Adoptions

It is noted that very often the text book adoptions are driven by the publisher with edition changes and often the chairs cannot meet the textbook adoption policy to the time allotments. This issue will be addressed with the publishing representatives and the bookstore.

Attendance:

Doug Trawick
Liz Carracher
Kerry Weiss
John Treanor
Shari Turner
Barbara Cipriano
Bruce Arbett
Paul Friedman

Submitted by:

Paul Friedman, Scribe

Cc: Minutes Distribution List