

# PALM BEACH STATE COLLEGE

**CLUSTER MINUTES**  
**Friday, August 19, 2016**  
**11:00 – 12:00 am BA134**  
**Lake Worth Campus**

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Introducing our new career advisor who started this week: Nikki Champagne. Also welcoming Lisa Byard full time, and Kalisha Walden from Boca Raton campus, and Erin Sullivan for North Campus.

Dean Susan Bierster addressed the Cluster about possible changes that could be coming. She has discussed the lopsided fall/spring enrollment in SLS1501 with Dr. Berkowitz and they are in discussion about how best to manage this. One idea was to meet faculty load requirements by spreading the classes over two terms. It is not known if there is a contractual issue with this or not, or if it would even be possible.

**ITEM 1. Integration of SLS with other College departments.**

Discussion: Monica reminded us of an email discussion on a Florida Colleges listserv which included a list of successes by Central Florida, including reaching out to our academic departments to seek input on how to make SLS1501 relevant to other disciplines. Jeannette asked if anyone knew how Central Florida obtained input from the other departments- if they used a survey or formal instrument of some type. Magdala noted that her Collegiate High School classes could act as a model, as this class integrates its curriculum with STEM classes in Gardens Campus. Susan suggested we have focus groups with each discipline, or selected disciplines, on each campus. Magdala pointed out that we could benefit from the process life cycle utilized by Daytona to make this class a General Education class.

Data/data source: Other Florida Colleges, particularly Central Florida.

Action: It was decided that we would table the Gen Ed notion in favor of focusing on integrating SLS with the College as a whole. Monica will send the email chain and Jeannette will forward it to the Cluster and ask Jana Bernhardt in that chain of emails for more information about how Central Florida was successful with this endeavor.

**ITEM 2. Chairs to share Cluster Agenda / Invitation with Adjuncts.**

Discussion: The Cluster agreed that adjunct input should be sought on a voluntary basis.

Action: Chairs are Magdala Ray, Jyrece McClendon, and Pamela Mason-Egan and Monica Hamlin. Vanger said she could take the minutes or forward to the appropriate person on Belle Glade Campus.

**ITEM 3. Create Bank of Best Practices in Blackboard**

Discussion: Sandy suggested we create a bank of lesson plans and best practices akin to the one the Cluster utilized several years ago. Joyce suggested we organize the topics by our four learning outcomes.

Action: Sandy will create a space in our Blackboard site for faculty to add their preferred lesson plans and ideas for topics as they relate to each learning outcome.

**ITEM 4. Bookstore has price matching for books.**

Discussion: Cluster members were reminded that the increase in price of our textbook might be slightly offset by telling students that the bookstore will honor price matching – that is, if the student can show that the book is available elsewhere for a lower cost. Joyce said it is not really a bargain at a used price, because students must then pay for the access code provided by the publisher, which costs \$40, in addition to the price of the book. Several faculty said they did not require the access code.

**ITEM 5. Our union is currently looking for a steward from each cluster.**

The steward will act as an information gatherer and disseminator by bringing cluster issues to the union and explaining E-board policies to the cluster. He or she will help determine whether or not contractual issues for faculty exist, and if so, be a conduit to the grievance committee and/or an informal mediator if the need arises. The cluster steward will also help spread information to the cluster and report information to the union's E-board. The workload is quite light, likely less than five to ten hours per semester, and we think cluster members are in a perfect position to help their colleagues because so many issues are discipline specific.

Discussion: Sandy DeMauro volunteered to act as Cluster Steward.

Action: Jeannette will notify the Union that Sandy is our contact person.

**OTHER.**

**Attendance:**

Jyrece McClendon  
Erin Sullivan  
Pam Mason-Egan  
Monica Hamlin  
Magdala Ray  
Sophia Munro  
J. Marc Davis  
Sandy DeMauro  
Vanger A. Simmons  
Kalisha Walden  
Lisa Byard  
Joyce Kevetos  
Nikki Champagnie  
(Guest)

**Absent:**

None

Submitted by:

Jeannette Sullivan  
Jeannette Sullivan, Scribe

c. Minutes Distribution List