

MINUTES
Palm Beach Community College
ACADEMIC DEANS' COUNCIL

May 20, 2004
Lake Worth, Conference Room B
8:15 a.m.

Attendance:

Dr. Freddie Bennett
Magdala Ray

Pat Richie
Dr. Sharon Sass

Dr. Okolie Uwadibie
Edward Willey

Guests:

Dr. Ellen Grace
Dr. Ginger Pedersen

Bonnie Finsley-Satterfield

ITEM 1. New Faculty Position Recommendation

Discussion: Lake Worth Math Prep faculty recommendations were given by the committee chair, Associate Dean Bonnie Finsley-Satterfield. Strengths and weaknesses were discussed.

Action: Dr. Sass will forward the recommendation to Human Resources for processing.

Data Source: Candidates' materials

ITEM 2. Review of Class Size Guidelines

Discussion: Discussed current guidelines, goals of scheduling, facility issues.

Action: The guidelines for 2004-2005 will be finalized at the next meeting

Data Source: 2003-2004 Class Size Guidelines

ITEM 3. Imaging

Discussion Dean Willey updated the Council on the Imaging of Documents Committee. There will be a meeting with Provosts to discuss the imaging project and the possibility of hiring a consultant who would study paperflow and record keeping processes.

Action: None.

Data Source: None.

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ITEM 4. Dean's/President's List

Discussion: Under the reorganization the responsibility for assembling the Dean's List and President's List certificates, etc. will be by Academic Affairs. Associate Dean Pedersen will work with Information Technology to automate the process whereby the certificates will be printed with necessary signatures scanned. Deans approved the automated process.

Action: Associate Dean Pedersen will follow through with Information Technology and keep Deans' Council apprised.

Data Source: None.

ITEM 5. Florida Leadership Academy

Discussion: The Council nominated Associate Deans Witt and Finsley-Satterfield to participate in the academy. It will be in Tallahassee in October.

The next scheduled meeting of the Academic Deans' Council is Thursday, June 3, 2004 in Conference Room B at 8:15 a.m.

Submitted by:

Sharon Sass, Scribe

c: Provosts	LLRC Directors	Dr. Dennis Gallon
Deans (Academic/Workforce)	Kathy Gamble	Ginger Pedersen
Associate Deans (Academic/Workforce)	Dr. Ellen Grace	Dr. Sharon Sass
Department Chairs		