

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

**June 3, 2004**  
**Lake Worth, Conference Room B**  
**8:15 a.m.**

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**Attendance:**

Dr. Freddie Bennett  
Magdala Ray

Pat Richie  
Dr. Sharon Sass

Dr. Okolie Uwadibie  
Edward Willey

**ITEM 1.      Class Size Guidelines**

**Discussion:** Reviewed the revisions to the draft. Class Size Guidelines should be used in all planning of new/renovated/remodeled classrooms. Deans are to use guidelines in assigning facilities to sections for maximum use.

**Action:** Approved the attached 2004-2005 Class Size Minimum Guidelines. Dr. Pedersen's office will verify class size guidelines for all sections for fall 2004 schedule.

**Data Source:** 2004-2005 Class Size Guidelines draft.

**ITEM 2.      New Faculty Roster Approval**

**Action:** Approved all new faculty rosters. Dr. Pedersen's office will credential these new faculty on the system.

**Data Source:** Faculty rosters.

**ITEM 3.      Service Learning**

**Discussion** A survey, by IE, will be conducted this fall to determine the extent of service learning activities by faculty.

**Action:** Associate Dean Bonnie Finsley-Satterfield will be asked to be the college liaison for the service learning initiative. She will chair a collegewide committee for the purpose of developing a college program of service learning. Two to three faculty will receive release time to assist in this initiative.

**Data Source:** None.

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**ITEM 4. International Education**

**Discussion:** Reviewed the models for International Education that were developed by Associate Dean Phil Rivera. Discussion followed on purpose and outcomes of this initiative.

**Action:** Associate Dean Phil Rivera will be asked to lead the initiative in International Education. He will chair the collegewide committee and work with faculty on study abroad courses, faculty and student exchanges, internationalizing curriculum, etc. Two to three faculty will receive release time to work with Associate Dean Rivera on this initiative.

**Data Source:** None.

**ITEM 5. Credentialing Manual**

**Discussion:** Discussed revisions. Dr. Pedersen will ask for clarification on all health and some T & I courses for credentialing purposes.

**Action:** All revisions will be approved at next Deans' Council meeting.

**Data Source:** Credential Manual

**ITEM 6. Thoughtful Education**

**Discussion:** Dean Ray discussed a proposed outline in which Susan Morris would deliver a presentation to faculty the subject of "Thoughtful Education." Activities and research that Morris had presented earlier, in a workshop at Lake Worth, were discussed.

**Action:** Deans Council approved a proposed agenda for Susan Morris to speak to faculty in January at convocation, followed by campus workshops over the next day and a half.

**Data Source:** None

**ITEM 7. Fall New Faculty Orientation**

**Discussion:** Dean Ray presented a draft of the fall new faculty orientation. Deans also discussed the need to have a mid-term workshop each semester for new faculty.

**Action:** Draft was approved. The Deans will work together to develop the orientation. October 25 is the scheduled date for the fall meeting of new faculty.

**Data Source:** None.

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**The next scheduled meeting of the Academic Deans' Council is Thursday, July 22, 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		