

MINUTES
Palm Beach Community College
ACADEMIC DEANS' COUNCIL

February 3, 2005
Lake Worth, Conference Room B
8:15 a.m.

Attendance:

Dr. Freddie Bennett	Patricia Richie	Jacqueline Rogers
Dr. Magdala Ray	Edward Willey	Dr. Okolie Uwadibie
Dr. Ginger Pedersen	Dr. Sharon Sass	

ITEM 1. Class Size Guidelines

Discussion: Dr. Barbara Scheffer requested that some PLA courses required a maximum class size that was less than the standard 35. Dean Willey recommends that PLA 2229/2209 should be adjusted to 20. All other PLA courses remain at 35 students per section.

Action: Change class size guidelines for PLA2229/2209 to 20.

Data Source: None.

ITEM 2. Summer Department Chair Recommendations

Discussion: All requests for summer and 2005-2006 department chairs should be emailed by February 17 to the VPAA.

Action: Email requests for Summer and 2005-06 department chairs by February 17 so they can be compiled.

Data Source: None.

ITEM 3. Prior Learning Assessment, Internal Course Credit, Transfer Credit

Discussion: Dean Pedersen reviewed the new procedures for Prior Learning Assessment, evaluation of transfer courses in PSAV, Internal Transfer of Credit from PSAV to Credit, and Prior Learning Assessment. In the existing process, all of these activities were handled under Experiential Learning. Questions still exist on the status of challenge exams in this process and course substitutions between PSAV and credit (e.g. HSC0003 and HSC1000). The process will continue refinement.

Action: None.

Data Source: Prior Learning Assessment web pages.

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ITEM 4. SPD request sign-offs

Discussion: Some SPD forms are still being signed off on with requests for registration and food. Dr. Sass is asking that these items be crossed off prior to signing the forms by the dean, and to initial the changes.

Action: All requests for food and registration through SPD should be removed and initialed by the dean before signing the request.

Data Source: None.

ITEM 5: Math Prep Update

Discussion: Dean Pedersen reviewed the data packet on college prep performance that was given to the math prep faculty. Similar sessions will be held with all college prep faculty to review recent data trends. Some of the things under consideration are requiring all prep students to take SLS1501, and that MAT1033 should really be a prep course since it is not college-level mathematics.

Action: Continue updating prep faculty on data trends.

Data Source: College Prep Data Packet.

ITEM 6: Equity Report

Discussion: Dr. Sass shared the data from the Equity report as prepared by Ardease Johnson. The equity report data was for different employment groups at PBCC.

Action: None.

Data Source: Equity Report Data.

ITEM 7: Faculty Hiring Process

Discussion: The first round of faculty transfers has finished – the resultant positions will be the second round of transfer possibilities, which will be announced via email from Dr. Grace. After the conclusions of these rounds, committees can be formed for the positions to be filled.

Action: Await results of faculty internal transfers

Data Source: None.

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Submitted by:

Ginger Pedersen, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente

Dr. Ellen Grace
Dr. Dennis Gallon