

MINUTES
Palm Beach Community College
ACADEMIC DEANS' COUNCIL

June 1, 2006
Lake Worth, Conference Room B
8:15 a.m.

Attendance:

✓ Dr. Freddie Bennett	✓ Lourdes Rey	✓ Dr. Sharon Sass
✓ Dr. Ginger Pedersen	✓ Jacqueline Rogers	✓ Edward Willey
✓ Dr. Magdala Ray		

ITEM 1. Faculty Positions

Discussion: The remaining open faculty positions were discussed. Some positions remain open in Belle Glade with candidates needing reference checks which will be done as soon as possible. Boca Raton will fill a few late resignations with adjunct faculty for the coming year. The candidate for the paramedic faculty position was not recommended for hiring.

Action: Make sure all open faculty positions are filled as soon as possible. Do not recommend the candidate presented for Paramedic faculty.

Data Source: N/A

ITEM 2. Meeting Times for Academic Deans Council

Discussion: The group discussed the current meeting structure. It was decided that Dean's Council will meet the first Thursday of each month and that the combined Academic Affairs/Student Services Leadership Council will meet the third Thursday of each month. All meetings will begin at 8:30 AM. Carol Sperr will send an updated meeting schedule list.

Action: Academic Deans' Council - Meets 1st Thursday each month
Academic & Student Affairs Leadership Council - Meets 3rd Thursday each month

Data Source: N/A

ITEM 3. Online Faculty Credentialing Database – Kathy Gamble/David Edmonds

Discussion: Kathy Gamble and David Edmonds demonstrated the new online faculty database and credential approval system. The council made a few suggestions on some minor changes. Training will occur in July and August. Palm Beach Gardens will be the "pilot" campus in July to work out any "bugs" in the system. All credentialing will then shift to the online system in September. This will replace the current paper roster system. All existing rosters will be transitioned to the new system during the next year by Academic Services.

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Action: Approve the new faculty credential database system. The Council thanks Kathy and David for their hard work on this project. It was also recommended that the project could be submitted to national conferences to share our innovation.

Data Source: Online faculty database system

ITEM 4. Gordon Rule

Discussion: The council reviewed the revised "Gordon Rule" language in Florida Administrative Code rule. The council agreed that PBCC's emphasis on "writing across the curriculum" is in compliance with the revised rule language. A review of the rule changes and an emphasis on the importance of writing across the curriculum will be prepared for faculty and distributed at convocation in August.

Action: Leave existing Gordon Rule course assignments as is. Notify SCNS on how PBCC is in compliance with the revised rule language.

Data Source: Revised Gordon Rule materials

ITEM 5. Release Time

Discussion: Dr. Sass discussed the allocation of release time that is given to each campus for department chair, non-chair and sabbaticals. Each campus may use the allocated release time using the guidelines as established.

Action: Each campus may use their allocated release time points, using the guidelines, at their discretion.

Data Source: Policy on release time

ITEM 6. Web CT Training and Qualifications

Discussion: Dr. Sass distributed an updated list of faculty who have been trained to use the WebCT system. The question has arisen if WebCT training should be required before faculty may teach an on-line class. There was also a question on how the current distance learning schedule is developed. Although there are some suggested "minimum" number or type of distance learning classes, by and large a class becomes distance learning because a faculty member desires the class to be on-line. Although access to the PBCC Web-CT system is limited to those who have been "mentored" or trained, faculty could develop their own web content or use a textbook publisher's "e-pack" in WebCT/Blackboard and not have been trained or mentored. The Council discussed the need for a truly online AA degree, with no need for students to travel to campus, so that all orientations and tests are administered on-line. It was also suggested that WebCT training be moved to Human Resources as part of a larger effort in faculty technology training. Dr. Pedersen mentioned that Manatee Community College's QEP was on the subject of online courses and through that they developed a training program for distance learning faculty.

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Action: Continue discussions on the need for faculty training in WebCT.

Data Source: List of faculty training in WebCT.

ITEM 7. Online Teaching Guidelines

Discussion: Dr. Sass presented the revised guidelines for online teaching loads. The final version of the policy appears in the action item below.

Action:

Assigning Full-time Faculty Load

It is the obligation of the associate dean and dean to assign a full load of 90 points to a fulltime faculty member, preferably on the faculty member's home campus. If a full load cannot be assigned on the home campus, then the associate dean and/or dean should make arrangements with the dean and/or associate dean on another campus to schedule a course(s) to complete the full-time faculty member's load of 90 points. When assigning full-time faculty members' loads on a campus other than their home campuses, permission **MUST** be received from the faculty member's supervisor **BEFORE** assignment and loading can be completed.

A full-time faculty load is 90 points for the fall and spring terms. A minimum of 45 points **MUST** be taught in face-to-face instruction. A hybrid course is considered face-to-face instruction. No more than 27 in-load points (typically 3 sections) can be pure online in any major term. Any points over 45 (overload) in a term may be face-to-face, or one of the types of distance learning which would include pure online. All overloads are subject to approval of the appropriate academic dean.

Data Source: N/A

ITEM 8. Information Technology & Release Time Parziale/Burgess

Discussion: Tony Parziale and Jeannine Burgess discussed the possibilities of topics for faculty training workshops and the need for faculty to help with training efforts. IT is requesting some release time for faculty at each campus so that Jeannine can "train the trainer" and help faculty learn classroom technology. Dr. Pedersen suggested others in professional roles who could also help in the training efforts. Dr. Sass stressed the need for assessment of effectiveness of new technologies – do they help student success? Dr. Ray commented that many faculty still need basic training in building their faculty web page and uploading syllabi.

Action: Campuses to consider using allocated release time points.

Data Source: Handout listing workshop topics

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ITEM 9. OTHER – Program Review

Discussion: Dr. Pedersen distributed the draft program review process, which will include “program health indicators,” learning outcomes, and DACUM. The final version will include the detailed layout of the program health indicators and a DACUM schedule. Comments and suggestions are welcome to the draft document.

Action: None

Data Source: Draft Program Review Document

NEXT MEETING: Thursday, August 3, 2006, 8:30 a.m., Conference Room B

Submitted by:

Ginger Pedersen, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente

Dr. Ellen Grace
Dr. Dennis Gallon