

MINUTES
Palm Beach Community College
ACADEMIC DEANS' COUNCIL

August 3, 2006
Lake Worth, Conference Room B
8:30 a.m.

Attendance:

✓ Dr. Freddie Bennett	✓ Dr. Magdala Ray	✓ Dr. Sharon Sass
✓ Dr. Jim Mabry	✓ Jacqueline Rogers	✓ Edward Willey
✓ Dr. Ginger Pedersen		

ITEM 1. E-Packs

Discussion: When FT faculty, who have been teaching online, return to the traditional classroom, deans find that they don't have trained adjuncts or other FT faculty to teach the online courses. Question raised was "How do we prepare adjuncts and full-time faculty to teach online?" Do we have a plan for faculty development? Do we have a plan for what we want to be taught online? Do we have a plan for what the course standards would be for online courses?

Action: Deans recommended that the VPAA create a committee to discuss and develop a plan for an online program and training. Dr. Sass will discuss the recommendation with Dr. Beck. It was also suggested that Dr. Mabry represent the Deans' Council, 2-3 faculty should be on the committee, as well as representatives from IT, IRE, and the library.

Data Source: N/A

ITEM 2. Blended ESOL/Bilingual CDA Pilot

Discussion: Dr. Sass presented information on a pilot project conducted by Sheila Scott-Lubin for the 2006-7 year. She received a Jobs for Florida's Future grant that will address the growing need for DCA credentialed childcare staff to become lead teachers in the voluntary prekindergarten program, as well as increase the number of Spanish speaking childcare workers that become English proficient.

She will conduct the pilot, assess and evaluate, and report back to Deans' Council at the end of the academic year.

Action: None.

Data Source: Pilot Project Form

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ITEM 3. VP Update

Dr. Sass reviewed the following dates and activities:

- Convocation
- New Faculty Reception
- Meeting with staff
- Enrollment
- August 10 Training
- Performance Appraisal Training
- Legal Issues Training
- SACS Conference - December

ITEM 4. Faculty Credential

Discussion and Action:

Deans' Council recommended, and Dr. Sass approved, a candidate for the full time program instructor position in machining at Lake Worth. Dr. Sass will notify Human Resources and Dean Rogers will forward all materials and references to Ardease Johnson as soon as possible.

Data Source: Faculty Roster

ITEM 5. Review of Promotions

Discussion: Deans' Council, per United Faculty agreement, reviewed two faculty requests for promotion.

Action: Deans' Council recommended approval, and Dr. Sass agreed, on the request of one faculty member for promotion based on prior approval for completing coursework outside of field. The other faculty member's request for promotion was not approved because 18 gsh in field, or outside of field with approval, could not be documented.

Data Source: Promotion requests and transcripts.

ITEM 6. Program Learning Outcomes Timeline

Discussion: Dr. Sass explained the implementation of 3 projects in Academic Affairs: learning outcomes, reporting area outcomes, and Institutional Effectiveness. She went over the 2006-7 plan, training, and dates for training.

Action: None.

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ITEM 7. Reference Check of Faculty Candidates

Discussion/Action:

It was recommended, and approved, that the hiring supervisor will always call references of faculty and/or academic administrators. Hiring committee chairs should not do reference checks unless they are the direct supervisor.

Data Source: None.

ITEM 8. Cluster Liaisons

Discussion: Deans reviewed the current assignments for cluster liaison and made the following revisions:

Action: Helen Shub and Susan Bierster will be co-liaisons for Prep
Samuel Freas will be liaison for Health & PE
Health & PE will be a separate cluster
Math Prep will join the prep cluster
Diane Bifano will be the liaison for Communications
It was also requested that all clusters meet as one group PRIOR to breaking into separate cluster meetings.

Data Source: Cluster Chart

ITEM 9. Adjunct Roster

Discussion/Action:

Kiernan was approved as adjunct for oceanography.
Did not approve Tameka King for Boca Raton because she lacked the 18 gsh in English and/or Literature

Data Source: Rosters

ITEM 10. Limited Access applications

Discussion: Limited access programs submitted changes to their applications, which were reviewed by Deans' Council.

Action: The following were approved:
Paramedic – day A Shift in LW
Practical Nursing – LW
EMT – approved except the points for Veterans MUST BE DELETED
Dental Assisting and Dental Hygiene

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NEXT MEETING: Thursday, September 7, 2006, 8:30 a.m., Conference Room B

Submitted by:

Sharon Sass, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente

Dr. Ellen Grace
Dr. Dennis Gallon