

Palm Beach Community College
ACADEMIC DEANS' COUNCIL
MINUTES

March 1, 2007
Conference Room B
8:30 a.m.

Attendance:

Freddie Bennett
Ginger Pedersen
James Mabry

Magdala Ray
Pat Richie
Jacqueline Rogers

Sharon Sass
Edward Willey

Guests:

Dr. Jennifer Campbell
Jeff Nowak

Geoff Schlackman
Judy Ferguson

Helen Shub

ITEM 1: CCSSE – Campbell/Nowak

Discussion: The CCSSE can be administered after Spring Break to the end of the term. There is a script to be read to the students in each envelope. The results should be back by the end of summer. All questions should be referred to Jeff Nowak.

Data Source: None

Action: Informational only

ITEM 2: Title III Activities/Assignments on each campus

Discussion: Helen Shub reviewed the campus based projects that Title III has helped fund. She gave an overview of the grant's objectives and how we have met those objectives. Many of these activities have occurred at one campus. Where success has been noticed, projects should be expanded across the district.

Data Source: Title III reports

Action: Informational only

ITEM 3: Adjunct Distribution List – Schlackman/Ferguson

Discussion: Judy Ferguson and Jeff Schlackman gave a demonstration of the procedure to generate emails from data sources such the data warehouse or from Excel, which could be used to generate emails to adjunct instructors. IT will work with IRE on developing the plan to implement use of the list by piloting it over the summer at one campus. Training will need to be conducted with staff.

Data Source: IT Manual

Action: IT will work with IRE on implementation plan

ITEM 4: Distance Learning Class Schedule Posting

Discussion: Anne Guiler has asked that faculty update web pages with summer information for students.

Data Source: None

Action: Informational only

ITEM 5: Distance learning summer and AA course comparison

Discussion: Anne Guiler analyzed the summer schedule on what classes need to be added so that students in pre-majors in the AA can satisfy requirements.

Data Source: List of needed courses

Action: Deans should consider adding the needed courses

ITEM 6: Review process of faculty credentials; transcripts

Discussion: For the April Deans' Council meeting, deans should review the current process and make recommendations on what should be changed. One possibility is having rosters for only face-to-face interview candidates. Also, could there be a standard set of questions for each cluster/discipline area? This would save time as HR would not have to approve already approved questions. Program managers as well as associate deans could serve as chairs. Policy should also be set for transcripts – that regular transcripts should be sent in hard copy, not computer generated transcripts.

The question of the 18 hours in discipline or in degree was explained. If a person holds a Master's degree in a given field, but within that degree there are 18 hours that could satisfy another discipline, that person can be credentialed for both areas. The 18 hours do not have to be above and beyond the degree.

The English cluster's recommendation on the specialty courses will also be discussed at the April meeting.

Data Source: None

Action: Discuss credentialing issues at the April meeting

ITEM 7: Coordination of video conferencing courses

Discussion: The number of videoconferencing classes has been on the decline in recent years. If they are scheduled, these need to be coordinated among the campuses.

Data Source: None

Action: Informational only

ITEM 8: Teacher Academy/Dual Enrollment

Discussion: PBCC has never received the detailed reports requested from the School District on student performance in the teacher education academy. The Council agreed that the current three educational courses can be offered, but not any specialty educational courses.

Data Source: None

Action: Limit enrollment to the three educational courses (EME 2040, EDG 2701, EDF 2005)

ITEM 9: Course in a Box

Discussion: The council discussed the drawbacks of CIAB – lack on interactive materials, materials are dated, only were available on the Lake Worth campus, etc. Many of the courses could be converted to online or hybrid. Related to this is faculty use of self-designed web pages or e-packs that come with textbooks. Dr. Mabry and Dr. Ray will work on guidelines on their use for the April Deans' Council meeting.

Data Source: None

Action: Develop recommendations on e-packs and instructor designed web sites.

ITEM 10: Release Time

Discussion: The issue of faculty release time for developing on-line versions of current courses was discussed. Since this is not developing new curriculum, but developing delivery method materials, the decision was made not to grant release time for such development.

Data Source: None

Action: Release time will not be granted for development of on-line courses

ITEM 11: Electronic SPD Proposals

Discussion: Dr. Sass asked the deans to make sure that all SPD proposals are first approved by the dean before it is sent to Carol Sperr. Also, faculty and staff need to be more aware of dates and file the request in a more timely manner to allow for airline tickets, registration and hotel. The deans are asked not to send forward requests that cannot meet the stated deadlines.

Data Source: None

Action: Make sure that SPD requests are approved by the dean and sent in a timely manner to allow for reservations

Minutes
Academic Deans' Council
March 1, 2007
Page 4

ITEM 12 – Other (NONE)

Meeting adjourned at 11:30 AM.

NEXT MEETING: Thursday, April 5, 2007 8:30 a.m., Conference Room B

Submitted by:

Ginger Pedersen, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente
Anne Guiler

Dr. Ellen Grace
Dr. Dennis Gallon