

Palm Beach Community College
ACADEMIC DEANS' COUNCIL
MINUTES

May 3, 2007
Conference Room B
8:30 a.m.

Attendance:

Freddie Bennett	Magdala Ray	Sharon Sass
Ginger Pedersen	Pat Richie	Edward Willey
James Mabry	Jacqueline Rogers	

Guest: Helen Shub

ITEM 1: Faculty Recommendations

Discussion: The Deans' Council reviewed recommendations for credit math, prep math, history and accounting.

Action: Deans should move forward with reference checks for the recommended candidates.

Data Source: Faculty Rosters, Strengths/Weaknesses.

ITEM 2: Update on Title III and Recommendations

Discussion: Helen Shub provided an update on Title III activities. Among the recommendations is that the College Student Inventory (CSI) be conducted in the SLS classes. In addition, students testing into all three college preparatory areas should have mandatory academic advising. Three prep students may also benefit from a "cohort" environment that provides with support to be retained. It was suggested that just taking the CSI by itself may not help students, and that the administration of the CSI needs to be part of a bigger plan to help retain students. Helen also discussed the use of reading coaches and how it can help students in prep math and in critical thinking skills. The program has been piloted at Lake Worth, and needs to be expanded to the other campuses.

Action: As noted above.

Data Source: Title III Update report.

ITEM 3: Review Faculty Credentialing Manual

Discussion: The Deans' Council reviewed all the proposed changes to the faculty credentials for 2007-08. The changes will be made to the existing criteria.

Action: Update Credentialing Manual with approved changes as noted.

Data Source: 2006-07 Credentialing Manual and proposed changes.

ITEM 4: Selection/interview process for faculty and program instructors

Discussion: Dr. Sass asked the deans to review the process of hiring full-time faculty and make any proposed recommendations at the next Deans' Council meeting May 24.

Action: As noted above.

Data Source: None.

ITEM 5: Recommendations on e-packs and instructor designed web sites

Discussion: Drs. Mabry and Ray presented their recommendations on the use of e-packs. The deans are asked to review and report back at the May 24 meeting.

Action: Review proposed guidelines.

Data Source: Draft guidelines for e-packs.

ITEM 6: Revised SPD approval process

Discussion: Dr. Sass presented the revised SPD process for requesting travel funds. Deans are urged to expedite the process for approval so that reservations can be made in a timely fashion.

Action: Approved revised SPD process.

Data Source: Revised SPD process forms.

ITEM 7: Team Teaching Points

Discussion: Deans are reminded that the policy on team teaching states that faculty must split the assigned point value for the course on a percentage basis (i.e. 50/50, 60/40). The only exception to this is the PTK leadership course.

Action: As noted above.

Data Source: None.

ITEM 8: Honors Program and Distance Learning

Discussion: In the effort to build PBCC's Honors program and create a "college within a college" environment, honors courses are not to be offered as fully online courses at this time. As the program grows, this policy can be reexamined in the future.

Action: Honors courses are to be scheduled as face to face classes.

Data Source: None.

ITEM 9: Science and Physics Recommendations

Discussion: In examining the cluster proposal for withdrawing from lecture and lab classes with are co-requisites, the Deans' Council agrees with the recommendation that students would be allowed to withdraw from the lab with an override, but not from the lecture. Each campus will develop a process for granting such an override.

Action: As noted above.

Data Source: None.

ITEM 10: Convocation Program - DRAFT

Discussion: Dr. Sass distributed a draft of the convocation agenda. Please review it and send any corrections.

Action: Review draft convocation agenda.

Data Source: Draft agenda.

ITEM 11: OTHER (None)

Meeting adjourned at 11:45 AM.

NEXT MEETING: Thursday, June 21, 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