

**Palm Beach Community College**  
**ACADEMIC DEANS' COUNCIL**  
**MINUTES**

**June 21, 2007**  
**Conference Room B**  
**8:30 a.m.**

**Attendance:**

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

**Guest:** Dr. Ellen Grace

**ITEM 1. Addition to instructional performance appraisal**

**Discussion:** The Deans' Council discussed the current evaluation instrument with Dr. Grace and reviewed the process by which it was developed. It was agreed that a committee would be formed to review the instructional performance appraisal for any needed additions.

**Action:** Form committee to review instructional performance evaluation.

**Data Source:** Current instructional performance evaluation instrument.

**ITEM 2. Minimum class size guidelines review and approval (AA Manual, pg. G-15)**

**Discussion:** Some updates were made to the class size guidelines. All classes that had a minimum class size of 35 were moved to 36. Dr. Pedersen will coordinate the changes to update class records in PantherNet.

**Action:** Update Class size guidelines as indicated by the Deans and VPAA.

**Data Source:** 2006-07 Class Size Guidelines.

**ITEM 3. E-pack policies (revised)**

**Discussion:** Dr. Mabry presented the draft E-pack policy which was discussed by the group. This will be incorporated into the Academic Affairs policies and procedures manual.

**Action:** Approve guidelines for E-packs.

**Data Source:** Draft E-pack policy.

**ITEM 4. Faculty hiring process** (AA Manual, pg. G-67 and attachment)

**Discussion:** The group discussed the draft faculty hiring process document. A meeting will be set-up with Dr. Grace to see how these ideas can be incorporated into the faculty hiring process.

**Action:** Meet with Dr. Grace to discuss the faculty hiring process.

**Data Source:** Draft faculty hiring process.

**ITEM 5. S&PD process**

**Discussion:** Dr. Sass presented the revised SPD process. Some suggestions were made such as adding check boxes to the approval section instead of having signature lines. It was also clarified that SPD is approving travel funds, not the leave for travel. Approval of leave only occurs on the leave form.

**Action:** Revise forms as indicate above.

**Data Source:** Revised SPD process.

**ITEM 6. New faculty training in WebCT**

**Discussion:** Dr. Sass proposed that WebCT training be made a part of every new faculty member's development plan. All new faculty should be trained to Level III as part of the continuing contract evaluation. This should also include PSAV instructors. There should also be additional opportunities for faculty development in learning styles and pedagogy. A committee should be formed to look at a training model for new faculty, or developing a community college teacher training program with FAU as a graduate certificate or through continuing education.

**Action:** Form committee to develop a training model for new faculty and program instructors.

**Data Source:** None.

**ITEM 7. Dual enrollment issues**

**Discussion:** Public and private K-12 schools should understand the policy that only their K-12 students can participate in a dual enrollment class – no regular college students can enroll in dual enrollment only classes. The 12 credit policy was discussed where degree-seeking students must initiate prep classes. Because dual enrolled students are not degree-seeking, it was agreed that this policy does not apply to them. Early admit students however have to place into college-level classes to be classified as early admit students. Also, it is not mandatory that we accept 9<sup>th</sup> grade students. It was also agreed that the next agreement should enforce the 3.0 GPA rule for students who want to enroll in SLS 1501 in lieu of the current 2.5.

**Action:** As noted above – the new 3.0 GPA standard for SLS will need to be added to the 2008-09 agreement.

**Data Source:** Dual Enrollment Notes – Susan Lang.

**ITEM 8. Cluster assignments**

**Discussion:** The group reviewed the cluster assignments and updated the document as needed.

**Action:** Update cluster assignment document.

**Data Source:** Cluster Assignment document.

**ITEM 9. Faculty credential request (Sonja L. Lutz)**

**Discussion:** (TABLED)

**ITEM 10. Math education courses at NSU**

**Discussion:** The current list of accepted math courses at Nova Southeastern University was reviewed. Dean Willey had additional courses examined, but the group agreed that the current list was accurate.

**Action:** Confirm accuracy of current Nova Southeastern math courses acceptable for credentialing in math.

**Data Source:** NSU course list.

**ITEM 11. Faculty load (AA Manual Ref: pg. G-15)**

**Discussion:** The current policy regarding faculty load in distance learning was reviewed. It was agreed to by the Deans that the current policy would remain in effect with no changes.

**Action:** Current policy affirmed.

**Data Source:** Policy on distance learning faculty loads.

**ITEM 12. Fitness testing (AA Manual Ref: pg. G-36)**

**Discussion:** The current fitness testing guidelines are accurate.

**Action:** Affirm current fitness testing guidelines.

**Data Source:** Fitness testing guidelines.

**ITEM 13. Committee assignment**

The following assignments to state meetings were made:

1. OESC – Pat Richie, Jacqueline Rogers, Dr. Ginger Pedersen
2. Distance Learning – Anne Guiler or other designee by the VPAA
3. CASEC – should be attended on a rotational basis by the deans
4. CIA – VPAA as the voting member
5. SACS – Dr. Sass, Dr. Pedersen

When attending a meeting, the participant should prepare a brief summary of major issues and distribute to the Deans' Council.

**Action:** As noted above.

**Data Source:** None.

**ITEM 14. Prep/EAP recommendation**

**Discussion:** The charts prepared as guidelines for advisors were discussed. These charts were distributed to student deans at each campus.

**Action:** As noted above.

**Data Source:** Prep advising guidelines, PSAV and TABE.

**ITEM 15. V-tel scheduling**

**Discussion:** Dr. Sass asked the campuses to coordinate the scheduling of the video conferencing classes, taking into account the needs of the Belle Glade campus.

**Action:** Coordinate video conferencing schedule.

**Data Source:** None.

**ITEM 16. Certificate Recognition**

**Discussion:** Dean Rogers wanted further clarification on the types of certifications that could be accepted much as degrees are currently accepted for additional salary. No detail has been released though Human Resources as to what certifications may apply.

**Action:** None.

**Data Source:** None.

**ITEM 17. TABE Remediation proposal**

**Discussion:** The recommendations regarding the policy that PSAV students be tested with TABE prior to admission was affirmed. Programming is not yet in place to have PantherNet enforce such a requirement, but it has been requested through the consortium.

**Action:** Approved TABE remediation proposal.

**Data Source:** TABE proposal.

**ITEM 18. Other**

**Discussion:** None.

Submitted by:

Ginger Pedersen, Scribe

c: Provosts  
Academic Leadership Council  
Department Chairs

Kathy Gamble  
Betty Dente  
Anne Guiler

Dr. Ellen Grace  
Dr. Dennis Gallon