

**Palm Beach Community College
DEANS' COUNCIL**

MINUTES

**October 4, 2007
Lake Worth, Conference Room B
8:30 a.m.**

Attendance:

Jim Mabry	Magdala Ray	Sharon Sass
Barry Moore	Pat Richie	Edward Willey
Ginger Pedersen	Jacqueline Rogers	

Guest: Richard Becker

ITEM 1. **Prioritization of new faculty positions for 2008-09**

Discussion: Mr. Becker discussed the budget outlook for next year. Economists are predicting less than a positive outlook for Florida revenue over the next 18-24 months, which could affect community college budget allocations in the coming years.

The current budget outlook will be affected by the special session now underway in Tallahassee. The campuses submitted their faculty requests and justifications. Based on that, the Deans Council prioritized the top 10 requests for new faculty. These recommendations are attached.

Action: Recommendations on new faculty positions (attachment)

Data Source: Campus requests for new faculty positions

ITEM 2. **CCE Schedule**

Discussion: Dr. Sass discussed the CCE schedule that is now being assembled by Ella Cassidy. In this, the provosts and CRM must decide how CCE is to be marketed, as the schedule booklet is obsolete once published and distributed. The avocational courses will also be added to future editions of the CCE booklet.

Also, a chart was distributed that lists the CCE scheduling responsibilities that remain with one person due to regulatory issues, certifications and other reporting requirements (attached). If a campus wishes that such classes be held on the campus, the designee as listed on the chart must be contacted for scheduling of the courses and staffing with an instructor. The campus will assist with room scheduling and support. FTE will be assigned to the campus on which the course is held. A question arose on scheduling and reporting Children First classes – Dr. Pedersen will meet with Pat Richie and develop a procedure for Children First to distribute to the campuses.

Action: Dean's Council approved the recommendations on CCE Scheduling responsibilities (see attachment)

Data Source: CCE responsibility chart

ITEM 3. 2-3 Year Schedule

Discussion: Dr. Sass discussed the one-year schedule of classes and the possibility of a two-year schedule. A meeting will be called in early spring (tentative date January 24) to begin working on this with the associate deans. Special scheduling needs such as distance learning and video conferencing must also be accounted for in this schedule.

Action: Schedule meeting for a workshop on multi-year scheduling for January 24

Data Source: None

ITEM 4. Summer full-time faculty loads

Discussion: This item was a follow-up from Dr. Ray's email on points for full-time faculty in the summer. The PantherNet system is currently set for 54 points to be assigned among all summer sessions before the system issues a warning. The system only warns and does not stop assignment of more than 54 points.

Action: Informational only

Data Source: Email from Dr. Ray, data on faculty loads

ITEM 5. Faculty hiring questions & answers

Discussion: Dr. Sass distributed Human Resources responses to the questions on the faculty hiring process. All expressed the need for more information on recruiting practices to ensure diverse applicant pools and that the deans should play a more active role in that process. The deans are requesting that the recruitment plan be shared with the Deans Council, and that the deans have input into the development of that plan to ensure increased diversity in faculty pools.

Action: Collaborate with Human Resources on the development of a recruitment plan

Data Source: Human Resources clarification document, Equity Goals.

ITEM 6. Other

Discussion:

1. Dr. Sass distributed information on the upcoming International Conference on Teaching and Learning to be held in April.
2. Hybrid course scheduling – Dr. Sass distributed information on how hybrid classes are scheduled. Such classes should have at least 50% of the instruction in the classroom and students should be informed of the exact class meeting dates in the PantherNet schedule, the faculty syllabus and in the Blackboard course management system.
3. Distance Learning grade distributions – Dr. Pedersen distributed grade distributions for three reporting years on how online students compare to classroom students in success rate and withdrawal rate. These data need to be carefully examined in light of the emphasis on increasing distance learning. In most cases, distance learning students have significantly lower success rates and higher withdrawal rates than classroom classes.

Action: As noted above

Data Source: Hybrid course information, distance learning grade distributions

NEXT MEETING: Thursday, November 1, 2007 at 8:30 a.m. on the Lake Worth Campus in 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

Palm Beach Community College
Academic Affairs
Campus Request for New Faculty Positions – 2008-09

1. CAMPUS REQUESTS			
Palm Beach Gardens	Lake Worth	Boca Raton	Belle Glade
1. Prep Math 2. Physics/Astronomy 3. Nutrition 4. Speech 5. Biology/A&P 6. History 7. Psychology 8. Political Science 9. Reading/Strategies 10. Paralegal	1. Nursing 2. Organic Chemistry 3. Strategies (SLS) 4. Early Childhood Education 5. English prep/reading prep 6. Biology 7. English credit 8. Fine arts 9. Speech 10. EPI	1. English credit 2. History 3. Art 4. Architecture 5. Strategies 6. Physics/Astronomy	1. Nursing

2. REPLACEMENT POSITIONS TO BE ADVERTISED (12 positions)
<p>Belle Glade</p> <ul style="list-style-type: none"> • Math credit/prep • Business (accounting and/or economics) • Speech <p>Lake Worth</p> <ul style="list-style-type: none"> • Biology • English prep • Physics/Astronomy • Accounting • Pilot • Industrial Mgmt <p>Palm Beach Gardens</p> <ul style="list-style-type: none"> • Foreign Language (Spanish) <p>Boca Raton</p> <ul style="list-style-type: none"> • Foreign Language(multi) • Psychology

3. RECOMMENDATIONS FOR NEW FACULTY POSITIONS
1. Nursing (LW) 2. Nursing (BG) 3. Organic Chemistry (LW) 4. Prep Math (PBG) 5. English credit (BR) 6. Nutrition (PBG) 7. Physics/Astronomy (PBG-LW share) 8. History (BR) 9. Strategies (LW) 10. Speech (PBG)
<p>Budget Neutral (PSAV)</p> 1. Medical Transcription 2. Massage Therapy

4. BAS REQUIREMENTS
1. Health 2. Public Safety 3. Business Administration
Dean, Academic Coordinator, student services positions, library position, administrative assistant

October 4, 2007

Palm Beach Community College

Academic Affairs

CCE Responsibilities

The following areas are to be scheduled by the designated person as listed in the chart. All requests by the campuses for courses which fall under the areas should contact the designee for class loading and instructor assignment. The campus will assist with room scheduling and materials/equipment/audio-visual.

Area of Responsibility	Designee
Language Institute, Command Spanish, American Sign Language	Kim Ardila-Morgan
Corrections/Law Enforcement Advanced Training (Trust fund and non-trust fund)	Jill Reiter
Health/Allied Health/Dental – all mandatory health courses, massage therapy, Palm Beach Gardens health CCE, CE Broker	Lake Worth Campus Health Program Manager
Real Estate, Insurance, Mortgage Broker	Gwen Nicholson
Fire, EMS, American Heart Association, ITLS, BLS, ACLS, PALS, CERT, First Aid for Child Care	Liz Carracher
Trade & Industry, Cosmetology, Construction, Welding, HVAC, Pilot, Machining, Automotive, Plumbing, Electrical, Drafting	Sandi Barrett

October 3, 2007

Academic Affairs