

**Palm Beach Community College
DEANS' COUNCIL**

MINUTES

**November 1, 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: Provosts; Kathy Perez (Bookstore Manager); Dr. Ellen Grace

ITEM 1. Textbook discussion

Discussion: Kathy Perez from Follett Bookstore reaffirmed the company's commitment to provide good service to PBCC students. Dr. Ray asked about the situation that occurred with the shortage of SLS 1501 textbooks. Kathy explained that book orders were placed, but the publisher did not deliver the textbooks on time as they assured Kathy they would. Follett monitors the class master report daily for enrollments. Books are purchased by students from many sources including Follett, online vendors, BookSmart and used books. The formula Follett uses balances all those sources in deciding how many books to order. Currently, 11% of the profit from Follett book sales goes directly to PBCC student scholarships. The issue of custom packaging was also discussed. This can in some cases eliminate the possibility of a student selling the book back to the bookstore. We will keep communication open with Follett to make sure that any issues are discussed in a timely manner.

Action: None – Informational only

Data Source: Ordering model from Follett

ITEM 2. Discussion on CCE with Provosts

Discussion: The provosts presented their agenda items in regards to CCE. The deans responded to questions as to the practices on their respective campuses and duty areas.

Action: Continue discussions

Data Source: Provost agenda

ITEM 3. Discuss Block Schedule

Discussion: Dr. Sass mentioned that we could relook at the current block schedule for possible tweaking. Moving the current block schedule ½ hour later would allow the addition of a 7:00 AM “early riser” block that would end at 8:20 AM, allowing many people to be at work by 9:00AM. This would also allow evening classes to start a bit later, and also avoid the 8:00 AM rush with local traffic, such as occurs at Boca Raton with FAU classes also starting at 8:00AM. The earliest possible term this could be in effect is Fall 2008 (2009-1).

Action: Through the IRE office, conduct a student survey online to see if this change would be helpful for students.

Data Source: None

ITEM 4. Math Prep Faculty Contract

Discussion: Workshops were held for prep math and other math faculty funded through Title III. We cannot require these workshops, and through normal college funds there is not money available to pay adjuncts to attend. It was decided to continue these workshops through each campus' PTLC and the use of SPD funds administered through the VPAA.

Action: Continue Math Workshops through the campus PTLC offices.

Data Source: None

ITEM 5. Other

Discussion: Faculty and Instructor Meeting – January 4, 2008 (Friday) - Lake Worth

Schedule: Cluster Meetings – 8:30 AM – 10:30 AM

Faculty Meeting in Theatre – 10:45 – 12 noon – issues – Honors College, BAS degree, Assessment Overview and Timelines

Lunch 12 – 1:30 PM

New faculty from the last three years – 1:30 – 2:30

Campus Adjunct Updates – January 3, 6:00 – 9:45 PM

Action: As Above

Data Source: None

NEXT MEETING: Thursday, December 6, 2007 at 8:30 a.m. on the Lake Worth Campus in

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Submitted by:

Ginger Pedersen, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente
Anne Guiler

Dr. Ellen Grace
Dr. Dennis Gallon