

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

MINUTES

**February 28, 2008
Lake Worth, Room ETA-101
8:30 a.m.**

Attendance:

Barry Moore
Ginger Pedersen
Magdala Ray

Pat Richie
Jacqueline Rogers
Sharon Sass

Joe Simplicio
Edward Willey

ITEM 1. Develop schedule for online courses, honors courses and specialty courses

Discussion: Dr. Sass discussed the course wheel for online courses. She distributed listings and frequency of course offerings from the current academic year and noted some areas that may need additional online classes – economics, non-major science courses, speech, nutrition, HSC2100. Rather than adding new sections, existing classroom sections could be converted to online classes, as online classes have an average class size of 30, compared to 25 in the classroom for the same types of classes.

The College Honors wheel was distributed as developed by Dr. Valerie Burks. It was agreed that Academic Services (AS) will work with the campus on staffing the schedule and securing rooms, and AS will manage and load the classes, including monitoring enrollment and cancellation following established college guidelines. If a campus wishes to schedule an honors class that is not on the wheel, Dr. Burks should be consulted.

Specialty courses are mostly a campus-based issue as the faculty who developed the course are typically the only ones who offer the course. These can be scheduled at the discretion of each campus. Dr. Pedersen will email a specialty course wheel that each campus can update electronically.

Action: Add additional online classes as noted above; Academic Services will manage the College Honors courses following college guidelines and with campus assistance; update specialty course wheel via email.

Data Source: Distance Learning Course Data.

ITEM 2. Finalize agenda, date and time for Associate Dean training

Discussion: Dean Rogers is coordinating this workshop. A date in May or June will be set for a half-day training session. Deans should send any additional ideas for training beyond what was mentioned in the SWOT analysis that Dean Rogers compiled and distributed.

Action: Finalize agenda for this training at the next Deans Council meeting.

Data Source: SWOT analysis.

ITEM 3. Finalize new faculty orientation program

Discussion: Dr. Sass distributed a draft of the new faculty orientation schedule. It would be a two-day schedule where on day one several issues would be discussed such as continuing contract, faculty appraisal, student assessments, mentoring, and online certification levels. This would take place in the morning with the afternoon being a campus-based orientation. Day two would be a Human Resource orientation.

Action: Above draft agenda was approved.

Data Source: Draft Agenda.

ITEM 4. Guidelines for multiple instructors on one course

Discussion: The issue of having multiple instructors assigned to a class where there is no statutory guidelines was discussed. Some programs (criminal justice, EMS, etc.) have statutory student-teacher ratio guidelines. One example is the PTK leadership course, where two instructors are assigned and each receive the full 9 points. Due to the current budget situation, this opportunity for the full nine points can no longer be offered. If two instructors agree to teach this course, they would split the 9 points. This course should follow the guidelines for all other team taught courses.

Action: As noted above.

Data Source: None.

ITEM 5. Other

1. FD (First Day) Designator – research conducted by the IRE office to determine the effectiveness of the FD designator on student performance. Research shows that students in FD designator courses do not perform significantly different than students in non-FD designator courses. Therefore, Deans Council agreed that the FD designator will not be used starting with the 2009-1 term. Dr. Pedersen will send a list of courses designated as FD in the 2009-1 through the 2009-3 terms.

Faculty may still have an attendance policy, which must be posted on their online syllabus. The DBOT policy regarding syllabi is being amended to require that all syllabi be posted online for student review when each registration period opens.

Review of Belle Glade Science faculty – please vote online to confirm your approval.

2. Ratio Information – Dr. Sass distributed the information on full-time teaching ratios that was presented at the presidential retreat. This shows suggested strategies that may be employed at the campus level to increase our ratio of full-time faculty to 55%, which we must achieve prior to the next reaffirmation of accreditation.

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Meeting adjourned at 11:30 AM.

NEXT MEETINGS: Thursday, March 13, 2008 - CANCELLED

Thursday, April 3, 2008, at 8:30 a.m. on 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