

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

MINUTES

**April 3, 2008
Lake Worth, Conference Room B
8:30 a.m.**

Attendance:

Barry Moore
Ginger Pedersen
Magdala Ray

Pat Richie
Jacqueline Rogers
Sharon Sass

Joe Simplicio
Edward Willey

Guest: Dr. Ellen Grace

ITEM 1. Recommendations for new faculty hires

Discussion: Recommendation for massage therapy can move forward to Human Resources. Carol Sperr will set up a weekly conference call to discuss future faculty selections or selections can be reviewed via email.

Action: Approve massage therapy hire.

Data Source: Strengths/weaknesses documentation.

ITEM 2. Fitness Testing

Discussion: Dean Rogers presented documentation on the current practices for fitness testing in HSC2100. Each campus has a different process for students in regard to the fitness testing. A subcommittee headed by Associate Dean Nancy Zinser with representation from each campus (appointed by the Academic Dean) will assemble to make recommendations on having one fitness test process college-wide without being fully dependent on college wellness facilities and resources. This will also include a reevaluation of the \$15.00 special fee attached to the course. The recommendation should be ready for the May Deans' Council meeting.

Action: Form subcommittee for recommendations on HSC2100.

Data Source: Documentation from Dean Rogers

ITEM 3. Leadership courses

Discussion: Dr. Sass distributed materials developed by Lori Crane and Joe Millas regarding the SLS2661 leadership course. The Deans' Council reaffirms the following – The leadership course may be offered by any campus. As we value team teaching, any number of faculty may teach the course who agree to split the points assigned to the course.

Action: Reaffirm that in team teaching situations, faculty split the points assigned to the course.

Data Source: None.

ITEM 4. Credentials

Discussion: Dr. Ray presented a request to de-credential an instructor. Deans' Council approved the request.

Action: Approved de-credentialing of an instructor.

Data Source: None.

ITEM 5. Performance appraisal training

Discussion: Dr. Sass announced that Human Resources is presenting performance appraisal training. Please inform all interested.

Action: As noted above.

Data Source: None.

ITEM 6. Finalize agenda for associate dean training (TABLED)

ITEM 7. Faculty recommendations for hire (Duplicate item)

ITEM 8. Instructional Credentialing Manual – Changes/Approval

Discussion: The group discussed and made changes to the credential manual as noted in the documents. Dean Willey will rework the credentials for radiography, respiratory and sonography to be consistent. Dean Rogers will rework the HIM credentials in regards to needed degrees and certifications. The revised documents are due April 30.

Action: Approve revisions; rework credentials as noted above and submit by April 30.

Data Source: None.

ITEM 9. Minutes – Psychology Cluster

Discussion: Dr. Sass discussed proposed changes made by the psychology cluster in their minutes. Many of the recommendations require documentation as to the need for the change.

Action: Dr. Sass will email the cluster as to the needed documentation.

Data Source: Psychology cluster minutes

ITEM 10. Other

Discussion: SACS Substantive Change

Action: SACS has redefined the need for submitted a substantive change when institutions start new programs. This could affect the scheduled start dates for the FPL, HIM and Sugar technology programs. Dr. Sass is submitting a document to SACS that these new programs are not substantially different than programs we currently offer.

Data Source: None.

Meeting adjourned at 12:30 P.M.

NEXT MEETING: Thursday, May 1, 2008 at 8:30 a.m. on Lake Worth Campus in Conference Room B

Conference Calls to Discuss New Faculty Recommendations:

Thursday, April 8 @ 9:00 a.m.

Thursday, April 17 @ 9:00 a.m.

Thursday, April 24 @ 9:00 a.m.

Thursday, May 8, @ 9:00 a.m.

Submitted by:

Ginger Pedersen, Scribe

c: Provosts
Academic Leadership Council
Department Chairs

Kathy Gamble
Betty Dente
Anne Guiler

Dr. Ellen Grace
Dr. Dennis Gallon