

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

MINUTES

**October 2, 2008
Lake Worth, Conference Room B
8:30 a.m.**

Attendance:

<input checked="" type="checkbox"/> Barry Moore	<input checked="" type="checkbox"/> Magdala Ray	<input checked="" type="checkbox"/> Jacqueline Rogers
<input checked="" type="checkbox"/> Ginger Pedersen	<input checked="" type="checkbox"/> Lourdes Rey	<input checked="" type="checkbox"/> Sharon Sass
<input checked="" type="checkbox"/> Roger Ramsammy	<input checked="" type="checkbox"/> Pat Richie	<input checked="" type="checkbox"/> Edward Willey

ITEM 1. Blackboard Certification Levels

Discussion: Deans Council approved the proposed definitions of functions for Blackboard certification levels. This will be added to the Academic Affairs manual and shared with faculty. As part of this, hybrid classes were defined as classes where at least 50% of the class time is face-to-face and classes are scheduled regularly throughout the term.

Action: Approve functions for Blackboard Certification Levels.

Data Source: Proposed Blackboard Certification Level Functions.

ITEM 2. V-Tel Classrooms

Discussion: The group discussed the current usage of the video conference classrooms. Right now the Palm Beach Gardens campus does not have a video conference room set up and does not have plans to dedicate a room in the remodel. It is not known if the video classroom used for nuclear medicine is compatible with the other campus video systems. The Belle Glade room used for video conferencing only seats five students. The deans are not sure as to the future of video conference classes. Distance learning may have effectively made the video conference system obsolete. Although this could be used to deliver hard-to-staff classes in Belle Glade, with the capacity of only five students, it does not seem to solve that issue. Belle Glade is furnishing a new room for video conferencing with a technology grant, so this could be a possibility for the future.

Action: Continue to look at video conferencing as a way to deliver classes to Belle Glade, facility permitting.

Data Source: None.

ITEM 3. Department Chair Recommendations

Discussion: A recommendation on department chairs, stipends and release points was approved.

Action: Recommendation on department chairs, stipends and release points.

Data Source: Department chair utilization.

ITEM 4. Scheduling classes with multiple instructors – reasons, effect on FT-PT ratio, effect on student assessments

Discussion: Dr. Pedersen discussed the issue of having classes with multiple instructors. Although appropriate for a true “team teaching” situation, it is being used to combine clinical or lecture courses as a way to save section loading and classes with low enrollment. This causes problems with student assessments in that only the primary instructor is evaluated through the online system; others must be evaluated via paper forms (inventory of paper forms is low). Documentation is then required to explain courses with 12 or fewer students. Dr. Sass stated that the emphasis should be on occupancy goals, not on the number of sections or the number of students.

Action: Discuss enrollment occupancy model.

Data Source: Classes with multiple instructors.

ITEM 5. Dual enrollment courses as feeder system to the BAS degree

Discussion: Dr. Ray discussed a meeting she had with Anne Killets and Bill Graham about dual enrollment. They were not aware that the majority of dual enrollment occurs with high school students attending classes at one of the PBCC campuses, rather than having dual enrollment classes at high schools. There is a desire by the school district to have more all dual enrollment classes at high school by targeting certain high schools. The School District thinks this could create a “feeder” to the BAS program by having students stay at PBCC through their baccalaureate degree. Dr. Ray wanted to make the deans aware of this possibility. Dr. Sass reminded the deans of the new rules regarding final exams being reviewed and returned to the College for all dual enrollment classes held for high school students at high schools.

Action: Awareness that the School District would like additional all-high school dual enrollment classes.

Data Source: None.

ITEM 6. Out of state instructors

Discussion: Dr. Sass distributed an email from Human Resources that due to insurance and tax issues, PBCC will not be able to employ out-of-state instructors to teach online classes.

Action: None – information only.

Data Source: Email from HR.

ITEM 7. International Conference on Teaching and Learning

Discussion: Dr. Sass distributed an information packet on the International Conference on Teaching and Learning held at FCCJ in Jacksonville next April. PBCC can nominate a distinguished faculty member and a new faculty for awards at the conference by December 1. Nominations should be made at the October 30 meeting.

Action: Make recommendations on faculty recommendations at the October 30 meeting.

Data Source: Conference Information Packet.

ITEM 8. Change in course wheel for sociology

Discussion: The South campus is requesting a change in the course wheel for SYG courses. The deans agreed that the wheel should go back to the cluster to summarize and provide rationale for the proposed changes, comparing them with the current wheel.

Action: Ask cluster to provide rationale for the proposed changes to the SYG course wheel.

Data Source: Proposed SYG course wheel.

ITEM 9. Online class observations

Discussion: To observe Blackboard classes, the department chair or associate dean must request access to specific sections. To date very few have requested access. Deans, associate deans and department chairs should request access to observe online sections in Blackboard as needed through Anne Guiler.

Action: Access to Blackboard classes for observation needs to be requested through Anne Guiler.

Data Source: None.

ITEM 10. Other

Discussion:

1. New Faculty Requests – The Deans Council will meet October 30, 8:30am -10:30am in conference room B to discuss requests for new faculty positions. Dr. Sass distributed the current full-time/part-time ratios for Fall term.
2. Faculty Cluster Meeting Survey – The majority of faculty supported the change to hold cluster meetings on development day. Faculty clusters are free to meet as often as needed, but are required to meet on development days.
3. The placement of the SLC information in the syllabus template was questioned. A committee of faculty will be convened to review the syllabus template and checklist.
4. Student assessment committee – IRE is convening an ad hoc committee to review the student assessment instrument, with a goal of developing different evaluation instruments for labs, clinicals and online classes.
5. Textbook ordering issues will be discussed with Kathy Perez. Follett is almost ready to roll-out a more detailed book ordering online system by reference number similar to what they have at Polk and

FCCJ. A state committee is preparing guidelines for the new textbook law; once those have been distributed an ad hoc committee will be convened to ensure PBCC is in compliance with the new requirements.

6. Dr. Sass presented the SACS review documents on the principles of accreditation and substantive change. These documents include timeliness which must be observed. The documents are located at www.pbcc.edu/sacs.xml.
7. Associate dean training is scheduled for November 14 and will include information on the “nuts and bolts” of PantherNet and class scheduling.
8. Dr. Pedersen presented the mock-up of the proposed changes to the faculty home page that was prepared by Susan Bierster and Diane Bifano. The item will be placed on the cluster agenda for recommendation.

Action: As noted above.

Data Source: As noted above.

Meeting adjourned at 11:45 a.m.

NEXT MEETING: **Special Academic Deans' Council Meeting:**
Thursday, October 30, 2008 at 8:30 a.m. on Lake Worth Campus in
Conference Room B

Academic Deans' Council Meeting:
Thursday, November 6, 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