

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

MINUTES

**April 2, 2009
Lake Worth, Conference Room B
8:30 a.m.**

Attendance:

- | | | |
|---|---|--|
| <input type="checkbox"/> Barry Moore | <input checked="" type="checkbox"/> Magdala Ray | <input checked="" type="checkbox"/> Mattie Roig-Watnik |
| <input checked="" type="checkbox"/> Ginger Pedersen | <input checked="" type="checkbox"/> Pat Richie | <input checked="" type="checkbox"/> Sharon Sass |
| <input checked="" type="checkbox"/> Roger Ramsammy | <input checked="" type="checkbox"/> Jacqueline Rogers | <input checked="" type="checkbox"/> Edward Willey |

ITEM 1. Release Time

Discussion: The document was reviewed and corrections made as needed for Summer/Fall/Spring.

Action: As noted above.

Data Source: Draft Release Time assignments

ITEM 2. Hybrid Course Definition M. Roig-Watnik/Roger Ramsammy

Discussion: Drs. Roig-Watnik and Ramsammy presented the proposed edited language for defining a hybrid course, defining it as 50% of the class, and that it must be evenly distributed throughout the semester with the face-to-face portion.

Action: The proposed new language was approved and will appear in the next Academic Affairs Policies and Procedures manual.

Data Source: Draft Hybrid course guidelines

ITEM 3. Business Cluster Recommendations – E-Learning and Business Law

Discussion: There were concerns from the business cluster on vendor e-learning courses that duplicate PBCC programs or courses. The deans recommend that there be a more of a link between CCE and the credit or PSAV program when a planned vendor course duplicates a PBCC program. A CCE member should be at each cluster meeting and have dialogue with the cluster on planned online offerings. Online courses need to be reviewed by the campus administration prior to being offered. Dean Rogers will remind CCE staff on cluster meeting attendance.

The cluster also recommended that the 1000/2000 level business law should substitute for the 3000 level business law in the BAS program. A 1000/2000 level course cannot substitute for a 3000 level course. Students in the BAS program must take the 3000 level course.

Action: CCE staff will attend cluster meetings; campus administration must approve online vendor courses; 1000/2000 business law cannot substitute for 3000 level.

Data Source: Business Cluster Minutes

ITEM 4. New Faculty Hire Recommendations

Discussion: Reminder that Dr. Sass must receive faculty rosters for all candidates requested for in-person interviews. Each campus updated where they are with the faculty hiring process. Dr. Pedersen will send out the link for the strengths/weaknesses forms to be used for faculty review. A regular conference call will be scheduled weekly to review finalists with the Deans, Dr. Sass and HR.

Action: As noted above.

Data Source: None

ITEM 5. Prep Science

Discussion: Dr. Ramsammy proposed that the College develop a "prep" science course for remediating students with little science background or students who have forgotten basic science from high school. The course could be an AA elective; current state statute specifies that courses funded under "college prep" should remediate students in writing, reading and mathematics. This initiative would fit well with the STEM initiative and help many students interested in health programs. Dr. Pedersen will research the possibilities surrounding this course.

Action: Look at possibilities for prep science.

Data Source: None

ITEM 6. Proposed changes to the Instructional Credentialing Criteria

Discussion: The Deans and Dr. Sass reviewed the proposed changes to the current criteria. A discussion ensued about the requirements for the biology courses. Dr. Roig-Watnik, Dr. Roger Ramsammy and Dean Edward Willey developed revised criteria for the biology courses.

Action: Changes are as noted on the proposed changes.

Data Source: Proposed changes to Credentialing Criteria

ITEM 7. First day attendance policy

Discussion: The question has arisen if faculty can drop students for non-attendance on the first day if drop and add is still ongoing. As college policy supersedes faculty policy, faculty cannot drop a student for non-attendance during the drop and add period. If the student has not attended the first week and drop and add has ended, what is the campus practice on dropping the student

with a refund versus the faculty member issuing a WX? This question will be posed to the student deans/registrars so that we can develop one policy district-wide.

Action: Poll Student Service deans/registrars on nonattendance policy and issues a drop with refund versus a WX grade with no refund.

Data Source: Email from an associate dean

ITEM 8. Honors Campus Liaison description of duties and responsibilities

Discussion: The group reviewed the proposed duties of the appointment. It was decided to change the title to "Honors Campus Liaison" as the term coordinator is used in many regular 12 month position titles. Non-chair release time from the campus allotment was approved.

Action: Approve Honors Campus Liaison with release time as determined by the campus.

Data Source: Proposed duty description

ITEM 9. Accounting Courses

Discussion: A proposed schedule with three accounting courses was presented. Because of the effect on the number of sections, cost to students, and on enrollments, the Deans Council does not support the creation of an additional accounting course. Faculty should be encouraged to look at the learning outcomes of the course and see what needs strengthening through assessment. Helen Shub and Dr. Ray will work with the accounting cluster to see different ways to address the issues at hand.

Action: Additional accounting course not approved; Dr. Ray and Helen Shub will work with the cluster to improve attainment of the established learning outcomes of Financial and Managerial accounting.

Data Source: Sample Accounting Schedule

ITEM 10. Other

Discussion: Dr. Sass made several announcements:

- 1) Stewart award entries are being reviewed by Dr. Ray's committee;
- 2) New faculty orientation is being formulated – Dr. Ray distributed a draft of the plan;
- 3) Convocation faculty speakers have been confirmed;
- 4) The SACS visit for the BAS will occur in January 2010;
- 5) Strategic Planning Workshops will be held at the campuses to explain how the committee process will work in implementing the 2009-2012 plan;
- 6) SACS reaffirmation visit will occur in Fall 2011;
- 7) AST1002L is a general education course as it accompanies AST1002 as an optional lab.

Action: As noted above.

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Data Source: None

Meeting adjourned at 12:25 PM

Next Meetings: **Review Faculty Hires, 8:30 a.m., LW, Conference Room B or by phone**
Thursday, April 9, 2009
Thursday, April 16, 2009
Thursday, April 23, 2009
Thursday, April 30, 2009
Thursday, May 7, 2009
Thursday, May 14, 2009
Thursday, May 21, 2009
Thursday, May 28, 2009

Academic Deans' Council (Regular Meeting)
Thursday, May 7, 2009
8:30 a.m.
Lake Worth Campus, Conference Room B

Submitted by:

Ginger Pedersen

c: Academic Leadership Council
Department Chairs
Anne Guiler

Kathy Gamble
Betty Dente
Dr. Ellen Grace

Dr. Dennis Gallon
Provosts
Vice Presidents