

MINUTES

**Palm Beach Community College
ACADEMIC MANAGEMENT COUNCIL**

**Friday – January 9, 2009
BioSci Multi-Media Lec Hall SC127
10:30 A. M.**

Attendance:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Silvio Arango-Jaramilo | <input type="checkbox"/> Scott MacLachlan | <input checked="" type="checkbox"/> George Rogers |
| <input checked="" type="checkbox"/> Roy Boulware | <input checked="" type="checkbox"/> Rick Madson | <input checked="" type="checkbox"/> Barbara Scheffer |
| <input type="checkbox"/> Patty Braga | <input type="checkbox"/> Idell McLaughlin | <input checked="" type="checkbox"/> Vicki Shaver |
| <input checked="" type="checkbox"/> Colleen Courtney | <input checked="" type="checkbox"/> Jessica Miles | <input type="checkbox"/> Nancy Weissman |
| <input checked="" type="checkbox"/> Leonie Escoffery | <input checked="" type="checkbox"/> Rene' Milici | <input checked="" type="checkbox"/> Edward Willey, <i>Chair</i> |
| <input checked="" type="checkbox"/> Samuel Freas | <input checked="" type="checkbox"/> Frank Mossadeghi | <input checked="" type="checkbox"/> Teresa Woolfe |
| <input checked="" type="checkbox"/> Alessandra Gieffers | <input checked="" type="checkbox"/> Glenn Pate | |
| <input checked="" type="checkbox"/> Rob Gingras | <input checked="" type="checkbox"/> Carrie Pasquale | |
| <input type="checkbox"/> Libby Handel | <input checked="" type="checkbox"/> David Pena | |

Guest: Professor Stephanie Harwood-Parlamento and Chris Cobb

ITEM 1. BioScience Multi-Media Lecture Hall / Bells and Whistles

Chris Cobb demonstrated the capabilities of the newly equipped BioScience Multi-Media Lecture Hall including advanced graphics, sound enhancement, multiple projections, split-screen capabilities and more all controlled by a custom instructor podium/panel. Chris thanked everyone who was involved in helping to bring the equipping of this room together. If you need any assistance with the room or learning more about its capabilities, please contact Media Services.

Dean Willey shared that this room was purposefully made to be flexible in the furniture configuration to allow not only for various functions but for teaching as well. This campus already has a shared instruction with IRCC and our Sonography and Medical Imaging programs in the Lewis Center by distance learning delivery methods. So, keep this room in mind that we can broadcast and/or receive seminars and instruction in this space as well.

Action: n/a
Data Source: n/a

ITEM 2. New/ Replacement Faculty Position 2009-2010

Dean Willey outlined the time line for faculty positions and reminded screening committee chairs of their deadlines. Today is the last day HR has before they will notify the Dean of and requests for transfer for any of our campus' open positions.

Action: Screening Committee Deadline Dates
Data Source: n/a

ITEM 3. Spring Term Enrollment

Dean Willey reviewed the Spring Semester enrollment figures. Our enrollment is expected to be up by as much as 21%, an unprecedented figure.

Any low enrollment sections will need to be justified line by line. Some concurrent courses might be an example of what is picked up as low enrollment. For example a section for Ceramics I & II are each taught by the same instructor in the same room at the same time but when you are only looking at the individual section it appears that these two courses have low enrollment where in fact if you combine the enrollment of the two classes they meet the enrollment requirements. Another might be sequenced feeder courses that a student needs to get into a pre-requisite programmatic course which is only offered once a year etc.

Action: n/a
Data Source: n/a

ITEM 4. Credentialing Manual Review/Update

Dean Willey informed department chairs and associate deans that the Instructional Credentialing Manual is up for its annual review. Please evaluation your area and inform your associate dean of any changes that are needed. The procedure is to make a hard copy of the discipline and write the changes on the sheet then send it to Associate Dean Freas or Gingras who will intern review and give to the Dean no later than Wednesday, February 4th.

Action: Department Chairs and Associate Deans Review Manual (Due to VPAA no later than February 5, 2009).
Data Source: n/a

ITEM 5. Strategic Planning

Dean Willey informed the group of the upcoming Strategic Planning which will be on our campus January 29 and 30 in the BioScience Multi-Media Lecture Hall. Please help direct anyone who may be looking for this meeting. There are eight or nine from this campus who will be participating. Our support staff has also been recruited to assist in the meeting. They did a wonderful job in the campus planning gathering that they were requested for the larger session.

Action: n/a
Data Source: n/a

ITEM 6. Budget process begins in February

Dean Willey reminded the group that the budget process is about to begin so please start thinking about your capital outlay, staffing and department budgets. All indications are that the budget is bleak. The good news is the college enrollment as a whole is up by about 14%. The increase of enrollment would naturally change the ratio of adjunct vs. full-time faculty which is a SACs issue. Soon we will hear of the impact of how this will affect the budgets and faculty hires etc. Our campus priority will be the furnishing of the library building and four vacated science classrooms (once the library moves into their newly renovated building).

Action: Department Chairs and Associate Deans start to review capital outlay needs, staffing, and department budgets.

Data Source: n/a

ITEM 7. OTHER

- **Thanks Rene'** – Professor Mossadeghi thanked Rene' for her assistance in making the department chair jobs easy. Her always willing, can do attitude to assist in the class schedule is very much appreciated.
- **Annual Schedule** – The Annual schedule will be reviewed next Friday with Dr. Sass. It is our understanding we are to gather together as much as possible and then bring this info to the working meeting where we will be reviewing the college schedule together. The schedule is designed so a student can plan their AA & AS degree course work based on the one year schedule. It is the college's intention to put that "schedule" on the web so students and counselors can use to plan their classes.
- **Library** – Dr. Pena informed that the library renovation project will have a 40 day delay. He also reminded the group to have faculty schedule for a library instruction session.
- **"New Work"** – Professor Gieffers announced the faculty art exhibit in The Gallery. Please stop by and experience the Art Faculty Exhibition January 12-February 13. The opening Reception is Tuesday, January 13 from 5-8 pm.
- **Hospice** – PBCC and Hospice is sponsoring a talk on "*Mother Teresa – Reflections of Her Lifetime*" by Jom Towey on Friday, February 6, 2009 from 1:00-2:00 pm in the Eissey Campus Theatre.
- **Guest** – Stephanie Harwood-Parlamento is a welcome guest as our Respiratory Care department representative sitting in for Dr. Nancy Weissman who is in the orient adopting her second child from China.
- **Bachelor Program** – The Radiography and Paralegal programs have had many students interested in the BAS program but they were also expressing a desire for the program to be on the Eissey Campus. Has there been any mention of where the Bachelors programs will land? Dean Willey indicated that a lot of the course work will be on-line. The Dean over baccalaureate studies is Magdala Ray. Currently the programs are housed at the Central Campus. Link to: [Bachelor of Applied Science Degree](#)
- **PBCC Name Change?** – Inquires of the possible name change for PBCC from "college" to "university" ... has there been any more discussions of this? At present, Dean Willey has not heard of any new discussion.

Submitted by:

Teresa D. Woolfe, Scribe

C: Academic Management Council

Academic Support Team

Dr. Sharon Sass, VPAA

tdw

File: amc minutes Jan 2009

Disk: Academic Management Council