

Academic Leadership Council
MINUTES
November 10, 2008, 8:30 – 9:30am
MCCS Board Room

Attendees: Sandra Beck, Peter Biegel, Bill Barfield, Linda Fife, Julie Giuliani, Kimberly Hardy, BJ Hausman, Neal Henning, Rick Nelson, Michael Reiner, Michael Reynolds, Jim Simpson, Judy Staver, Dana Thomas, Nancy Yurko.

1. Welcome and Minutes

Kimberly Hardy welcomed the group and asked that the minutes be reviewed for approval. A motion was made by Sandra Beck to approve the minutes and seconded by Julie Giuliani. The minutes were approved.

2. LOEP Online Software Workshops

Kimberly provided the confirmed dates of the workshops to the group (Monday, November 17th, 3:30-5:00p.m., ATC 234 and Friday, December 5th, 9:00-10:30a.m., ATC 234) and asked that members pass the information on to their campus. Nancy Yurko's office will send out an announcement. Dr. Green would like anyone who evaluates faculty to attend.

3. Substantive Change Workshop

Nancy attended a SACS workshop recently in Tennessee. The college will be revisiting the credentialing manuals. FCCJ has held to the Masters + 18 credit hours rule, but this is not a SACS requirement. They will look at what we determine our standard to be and then if we have met that standard.

There are two manuals to put together, 1 for the BAS degrees and 1 for our other degrees. St. Petersburg College has a good example of a manual for their upper division. Nancy will send a link of a sample to the ALC.

We also need to have a searchable database. We would like to see if we can have one similar to the one Edison College has. It puts faculty information into the format that SACS requires. Nancy will also send a link out for this to the ALC.

Nancy spoke with Chris Arab regarding the need for an updated list of adjuncts and their current levels, in addition to those of full-time faculty. Nancy will send this list to the ALC.

For our BAS degrees we need to be sure that we are adhering to the 25% rule, which states that 25% of sections taught need to be taught by terminally-degreed faculty College-wide. Therefore, we will need to coordinate the scheduling of classes for BAS degrees through a College-wide committee. Terminal degrees in Educational Leadership could be acceptable toward the 25% depending on how it relates to the course they are teaching. A generic MBA will not be acceptable for courses unless

they have 18 credit hours in a specific discipline, such as marketing or management. We must look beyond the degree to the actual coursework.

4. Adjunct Evaluation and Observation Working Groups

Judy Staver and her group were charged with reviewing the adjunct classroom observation form (Michael Reynolds, BJ Hausman, Margo Martin, and Richard Schilke). She presented draft classroom, lab and clinical observation documents, in addition to the current online observation form. The classroom, lab and clinical observations currently are in yes/no format. Discussion followed on incorporating a section for online, hybrid, etc. into one document so there are not so many forms, as well as condensing the form. There was also discussion on the inter-reliability of the form.

Dana, Kim, Margo, and Julie were charged with revising the Adjunct Evaluation. Julie will send the adjunct evaluation form to Kim to send to the ALC. The group would like for the evaluation and the observation to link together for a more comprehensive evaluation.

Discussion on the format of the draft documents followed. Kim will send electronic copies of all of the forms to the ALC to obtain feedback before the next meeting. The committees will meet next week to discuss the feedback and work on revising the forms.

The meeting was adjourned at 9:36 a.m.