

**Minutes, Deans and Chairs Meeting, October 17, 2011- Dean Wright** called the meeting to order at 2:00 p.m.

### **Open Discussion**

**Dean Wright** opened the meeting by discussing the PRSSA/PRSA Conference in Orlando and reported how much of a success it was. **Vettel** announced that the college brochures had arrived from the printer and encouraged everyone to distribute them. **Weigold** announced that they had posted the position to replace **Sandra Storr** and pointed out that it came with added responsibilities as well as a higher salary. He also shared that they were just about ready to accept applications for the new Web Design and Online Communication program, pending off-book approval. He explained that if they got on-book approval then students would be able to take the courses on campus as well. **Carlson** announced that the systems furniture for the Digital Collaboration Suite is set to be installed over winter break.

### **Budget Projections for FY12 and FY13 and RCM**

**Wright** announced that the Budget and Long Range Planning Committee had met and Titus Rush was elected as chair. He also urged everyone to proceed with hire searches, but reminded everyone to do so with caution considering the climate of the global economy and budget cuts.

### **Textbook Adoptions Policies**

**Wright** reminded everyone that it is strict policy that each and every course is accounted for even if there is no textbook. He explained that it is state law and that failing to do so would result in unwanted fines. **Kiousis** added that the deadline is October 31, and the final deadline is November 14.

### **College Strategic Plan**

**Wright** announced that the final draft of the Strategic Plan was on MyCJC and reminded everyone that for the October 19 faculty meeting, everyone would vote whether to approve what was done so far, in order to move on to the final plan. He asked that everyone please attend this important meeting. **Hon** noted that she would be making the final revisions of the Self-Study Report by Friday October 21 and emphasized the importance of having all comments to her by then.

### **Academic Assessment Plans**

**Weigold** first brought to attention the campaign “you matter, we care” for students in distress and explained that there would be a link as well as a phone number on MyCJC in case anyone needs help. He then distributed information about the Academic Assessment plans and announced that they were due in May. He explained that **Tim Brophy**, director of institutional assessment, is in charge of the committee this year and is available to do workshops for the Colleges to help streamline this process. **Wright** felt that would be a wise idea considering the ever-increasing importance of assessment.

### **Online Evaluations**

**Weigold** addressed the issue of UF policies and online instructor evaluations. He emphasized that it was up to the instructors to be responsible for getting students to fill them out because UF will not be using punitive motivators such as withholding grades. He suggested that each instructor set aside a specific class time in advance to do the evaluations along with asking students to bring a tablet or computer. This he felt would ensure that students fill them out as well as encourage them to write more since comments will be typed rather than written on paper forms. He produced a list of 15 items from the College of Business evaluations as opposed to the set of 10 that the College is using. He explained that the 10 that the College is using are instructor based and the additional five are course based. He suggested that they decide whether or not they want to use the extra items and felt that they could be very beneficial. He then brought up the issue of who is able to see the written comments. **Wright** said that he was under the impression that the chairs were not authorized to see the comments, noting that the College of Journalism and Communications is one of the few Colleges that are not. **Sutherland** suggested checking with the Curriculum and Teaching Committee to see whether or not the written comments should/could be viewed and used. He noted that instructors would be required to use either all or none of these comments, preventing the practice of choosing only beneficial ones. **Carlson** inquired about whether it would be necessary to vote on the extra five items. **Weigold** responded that it would definitely be something to bring up during the next faculty meeting.

### **ACEJMC Site Team Workroom**

**Hon** passed out a list of materials will be needed for the Site Visit Workroom in Weimer 2066 January 29 through February 1. She emphasized the need for all of the syllabi from faculty in each department for fall and summer, 2011, and spring 2012.

Respectfully submitted,  
Amy Belanger