

# Faculty Handbook Committee

## MINUTES

OCTOBER 9, 2015

1:00-2:30PM

<b>MEETING CALLED BY</b>	Holly Kahler
<b>FACILITATOR</b>	Holly Kahler
<b>NOTE TAKER</b>	Susan Styron
<b>ATTENDEES</b>	Holly Kahler, Virginia Hayes, Susan Styron (Absent: Kim Eddleman)

### Agenda topics

#### **DISCUSSION: SCOPE OF COMMITTEE WORK**

EVERYONE

<b>DISCUSSION</b>	The committee agreed upon the following tentative 3-year plan: Revise the Faculty Handbook (AY 2015-2016), align Adjunct Faculty Handbook with the Faculty Handbook (AY 2016-2017), and revise the Department Chair Handbook (AY 2017-2018).
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#### **COMMITTEE PROGRESS**

EVERYONE

<b>DISCUSSION</b>	The committee reviewed and discussed the first draft of changes proposed by Holly Kahler for pages 1-11 and Virginia Hayes for pages 12-23. Susan Styron's draft of proposed revisions for pages 24-40 will be reviewed at the next meeting. Several questions came up during the discussion, which will require assistance from other individuals/departments. The committee also discussed the option of adding a fourth member, from the Palm Bay Campus, so that each campus would have representation. Related action items are outlined below.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Contact AAC Chair to discuss possibility of soliciting a fourth member specifically from the Palm Bay Campus. (Per committee guidelines, Kim Eddleman will be removed from the committee due to two consecutive absences.)	Holly Kahler	11/5/15
2. Contact IT to see if off-campus access to the MyEFSC Document Center is possible.	Virginia Hayes	11/5/15
3. Contact IT to see if a pop-up reminder (in MyEFSC) is planned for final grade reporting, similar to what has already been implemented for attendance reporting.	Virginia Hayes	11/5/15
4. Determine if the Overload Request Form is accessible in the MyEFSC Document Center.	Susan Styron	11/5/15
5. Locate online Attendance Reporting Tutorial for possible inclusion on the Handbook.	Susan Styron	11/5/15
6. Contact the Registrar to determine: 1) if the grade of "N" is still in use, and 2) if withdrawal codes "WV" and "WT" are still in use.	Virginia Hayes	11/5/15
7. Gather updated proctored exam/testing center information and distribute to committee members for review and inclusion in Handbook.	Susan Styron	11/5/15

#### **NEXT MEETINGS**

H. KAHLER

<b>CONCLUSIONS</b>	The next meetings will be held on the Melbourne campus as follows: 1) Thursday, November 5, 12:30-1:30pm, and 2) Thursday, December 10, 10:30am-12:30pm, to continue reviewing proposed revisions drafted by the individual committee members.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Reserve a classroom on the Melbourne campus for these meetings.	Susan Styron	10/12/15