

Faculty Handbook Committee

MINUTES

NOVEMBER 5, 2015 12:30-2:00PM

MEETING CALLED BY	Holly Kahler
FACILITATOR	Holly Kahler
NOTE TAKER	Susan Styron
ATTENDEES	Holly Kahler, Virginia Hayes, Susan Styron

Agenda topics

COMMITTEE PROGRESS

EVERYONE

DISCUSSION	The committee reviewed and discussed the first draft of changes proposed by Susan Styron for pages 24-33. Pages 34-40 will be reviewed at the next meeting. Several questions came up during the discussion, which will require assistance from other individuals/departments.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. Determine if Smarthinking.com and turnitin.com information is correct. Determine if Credit By Exam section is correct.	Holly Kahler	12/10/15	
2. Contact IT to see if TitanWeb rosters can 1) be exported, and 2) be printed in a better format than the current format. Also ask if the "email class" function can be made more user-friendly.	Virginia Hayes	12/10/15	
3. Check location(s) for Incomplete Grade form and Grade Change form.	Susan Styron	12/10/15	
4. Check to see if Animals on Campus forms are available in the MyEFSC Document Center.	Susan Styron	12/10/15	
5. Determine if faculty must notify students of excessive absences before having them withdrawn for non-attendance.	Susan Styron	12/10/15	

NEXT MEETING

H. KAHLER

CONCLUSIONS	The next meeting will be held on the Melbourne campus on Thursday, December 10, 11:00am-1:00pm, to continue reviewing proposed revisions drafted by the individual committee members.
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