

Faculty Handbook Committee

MINUTES

DECEMBER 10, 2015 11:00-1:00PM

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 continued reviewing and discussing the remaining sections of the Faculty Handbook. Several questions came up during the discussion, which will require assistance from other individuals/departments.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Request that a "double-time" box be added to the Instructor Lab Requests form to accommodate students registered with SAIL.	Virginia Hayes	1 st 2016 meeting
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	1 st 2016 meeting
3. Check required number of "discussions" for eLearning courses.	Susan Styron	1 st 2016 meeting
4. Determine if faculty must notify students of excessive absences before having them withdrawn for non-attendance.	Susan Styron	1 st 2016 meeting

NEXT MEETING

H. KAHLER

CONCLUSIONS	The next meeting will be held on the Melbourne campus in early 2016. Exact date and time to be determined after the holiday break.
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