



Faculty Business Committee

May 15, 2018

12:30 – 1:20 pm, Room 875

Minutes - PROPOSED

Present: F. Smyle, (chair), Maria Villagomez (co-chair), J. Amato, N. Chianese, W. Fortier, C. Gillis, J. Hanson, B. Larsen, R. Manzo, K. McCann, R. Miller, L. Monger, E. Quealy, H. Scott, F. Smyle, A. Thomas, C. Trujillo

1. Welcome

Meeting open at 12:30 PM

2. Announcements and Public Comment

Fundraiser for Dance will be occurring, information will be sent out

3. Adoption of the Agenda

Motion to adopt agenda as presented

- M/S/P

4. Approval of Minutes: May 1, 2018

Motion to approve minutes as presented

- M/S/P

5. Discussion Items

5.1 Distance Education (D.E.) Plan

- There are state requirements for training and reviews of on-line classes and the committee used the elements from the statewide requirements to create the draft on-line course rubric
- CANVAS has nearly completed getting the same interface across all campuses statewide
- For NVC goal is to give a design rubric for all on-line and hybrid classes that also included standards
- Discussion regarding what the focus of the Distance Education committee is particularly regarding an overall D.E. Plan. Committee has developed a task list and priority was addressing the needs for creating online courses. Other issues and topics will be addressed later.
- Course shells do help with audits and has accreditation requirements. The status of some courses varies significantly.
- Discussion regarding Online Educational Initiative (OEI) plan to have on-line and hybrid courses provide the same experience and 'relationships' with students the same as face-to-face courses.

- **Request to FBC committee:** review what is considered minimum standards for on-line teaching and rubric and provide feedback. Plan is that first fall FBC meeting the procedure will be a discussion item and come to the second meeting as an action item.

5.2 Faculty Hiring Procedure

- Currently about ½ way through rewriting the procedure and have done legal language review and other community college procedures. Reminder that this is for Full-time contract faculty, not adjunct.
- Goal is to simplify language and remove redundancies
- Have also been teaming with HR Executive Director
- There was discussion regarding potential removal of student member on hiring committees largely due to course schedules/meeting conflicts and small number of students available to be on committees or at least remove the vote. Also discussion around expanding the pool of student reps if student member kept as part of the committee structure
- Request made for HR to provide hiring committee training for students throughout the academic year, which would help increase the number of students available for hiring committees
- **Request to FBC committee:** Send feedback to Erin Quealy and subgroup. The subgroup will continue working with HR and try to bring in more students.

6. Information item/update

6.1 PT Evaluation process update

- Update provided on the PT Evaluation process. Will come back to FBC in Fall
- Process needs to be implemented by the 8th week in the fall semester

6.2 Tentative 2018-19 FBC meeting schedule

- Review of the tentative 2018-19 FBC meeting schedule

7. Future Agenda Items

PT Evaluation Process; Faculty Hiring Procedure; Distance Education Plan; PT Hiring Process

9. Adjourn

Motion to adjourn meeting at 1:23PM

- M/S/P