**Faculty Senate Meeting Minutes**

**3:30pm 3/26/14**

**Attendance: Daniel Harris, President; Phillip Taylor, Vice-President; Susan Taylor, Secretary; Marie Guest, Jennifer Page, David Dunkle, Jay Welsh, David Paulk, Bonnie Littlefield, Efrain Bonilla, Francis Agama, Lynn Wyche, Cissy Adleburg**

1. Approval of Minutes (Jan and Feb)
* Moved that the minutes from January and February 2014 are approved as written
* Seconded
* Motion carries with a unanimous vote
1. Old Business

* 1. Institutional Effectiveness/SACS Update, **Susan Taylor**
		+ Compliance Certificate completed and successfully delivered on time to 10 reviewers and the SACSCOC office.
			1. Review with comments should be available mid-May
			2. NFCC will respond to any comments or concerns noted by the off-site committee in a Focused Report.
			3. The QEP and the Focused Report are due to the on-site committee August 11, 2014, prior to their visit to campus October 7-9, 2014. We will let you know what specific aspects of the campus will be reviewed by the on-site committee as well.
			4. The IE office will be sending out reminders to keep you apprised of the reaffirmation process.
			5. Work on the QEP continues; the NFCC committee deadline for completion is June 5. The SACSCOC deadline is August 11, 2014. We are requesting specific assistance from ENC 1101 and MAT 1033 faculty as we finish the QEP draft, but we also invite any faculty concerned with improving the writing and mathematical skills of our students to join us Thursday afternoons at 3:30 in the library, beginning tomorrow.
			6. The Compliance Report and the Reaffirmation Timeline are posted on our website at <http://www.nfcc.edu/about-nfcc/accreditation>.
		+ Office of Institutional Effectiveness, Planning, and Research is working on generating a written college-wide IE Plan.
			1. This plan will be reviewed by faculty, staff, and administration before final publication on the web and in hard copy to all employees.
			2. Strategic Planning Committee work will resume after the IE Plan has been completed.
			3. Dr. Erle, Ms. Adleburg, and I are planning a faculty training on the IE process for the end of spring term after grades are due and before graduation – more info to follow.
			4. Mary Ann Wheeler, Amelia Mulkey, and I are planning a staff training on the IE process in June – more info to follow.
		+ Dual Enrollment Substantive Change Notification (SACSCOC Liaison info)
			1. Tomorrow, a letter will be sent to SACSCOC notifying them that NFCC dual enrollment students at four of our local high schools will now be able to earn at least 25% but less than 50% of the academic credits towards an AA degree on their high school campuses. These courses are either taught by a qualified high school faculty member serving as an NFCC adjunct on the HS campus or delivered through synchronous interactive videoconferencing (AKA PolyCom) and taught by a full-time NFCC instructor.
				1. The high schools are Branford, Lafayette County, Suwannee County, and Taylor County high schools.
				2. In the future, if students are able to earn 50% or more of the credits towards an AA degree will require a more formal substantive change process, including a prospectus and possibly site visits. More info later if that situation arises in the near future.
		+ College Council starting soon!
			1. We need one more faculty representative to have a complete council.
			2. First job will be to review the 2014 Climate Survey before it is sent out in the next two weeks.
				1. Divided into 3 sections of 35 questions on Survey Monkey
				2. Chance to win a prize for completion of each section!
			3. Second job will be to review the By-Laws (2009) and make revisions as necessary
			4. This Council is responsible for coordinating and sharing information across campus (SP Goal 2); make recommendations for action and report on results (IE activities). We would also like to see this group help with the reactivation of our AFC Chapter.
	2. NFCC New Institutional Gen Ed Courses/ DE Courses Appropriate for Off-Campus Personnel
* New Course in science, Environmental Science, will be brought before Faculty Senate. This course will replace the course, Man and the Environment. New Humanities course is in process also.
* DE Courses Appropriate for Vetted Off-Campus Personnel
	+ List will be added to these minutes – see last page of this document
	+ The initial list that was submitted by department is approved by the Faculty Senate; changes to this list must be brought before the Senate again and voted for approval
		- Moved that the FS serve as the arbiter board for the DE courses approved for off-campus personnel
			* Seconded
			* Approved unanimously
		- Move that the submitted list is approved by the FS
			* Seconded
			* Approved unanimously
1. New Business

 a) New Course Proposal: Dev. Reading/Writing,

 **Efrain Bonilla**

* ENC 0027 – 16 week combined reading/writing course in the developmental plan for redesigned course
* Approved by FLDOE

 b) New Certificate Program: Business Development and

 Entrepreneurship, **Marie Guest**

* College Credit Certificate: Business Development and Entrepreneurship
	+ Was ready to go last year, but then FLDOE took it away
	+ It is now been brought back and we will be implementing it in the fall
	+ Comment: NFCC is a leading institution in the state in CCC completers
1. Last Senate Meeting of the Spring 2014 Semester
	1. April 16

 Meeting adjourned at 4:15.

 **DE Courses Appropriate for Vetted Off-Campus Personnel**

**Math:**

MAT 1033 Intermediate Algebra

MAC 1105 College Algebra

STA 2023 Introductory Statistics

**Science:**

None (presently no comparable facilities)

**Business/Social Science:**

GEB 1011 Introduction to Business

MAN 2021 Principles of Management

DEP 2004 Human Development

PSY 2012 General Psychology

SYG 1000 Introductory Sociology

ECO 2013 Macroeconomics

EDF 2005 Introduction to the Teaching Profession

**English/Humanities:**

ENC 1101 Freshman English I

ENC 1102 Freshman English II

AMH2010 American History I

AMH2020 American History II