

Quick recap

The meeting convened at 2:18. The group then focused on preparing for program review, including familiarization with new reporting systems and transitions from existing platforms, while also receiving updates on bylaws and best practices. The conversation ended with presentations on department bylaws, clarification of faculty rights and policies, and discussions about the upcoming program review processes and assessment models.

Next steps

- Marci: Send bylaws PowerPoint to Rachel for distribution to chairs with meeting minutes and posting on department chair website
- Faculty with questions about bylaws: Email Marci directly with questions about staffing and bylaws content
- Faculty interested in workshopping bylaws: Contact Marci to schedule bylaws workshop sessions
- Faculty members: Continue uploading course outlines and assessments to eLumen as normal during transition period
- Faculty with courses for curriculum committee: Submit courses to dean by November 5th or November 19th deadlines to make final curriculum meetings
- TLC Leadership and Planning Committee: Compile department chair questions about program review timeline and assessment alignment for planning committee review
- Planning Committee: Provide clarification on program review timeline, relationship to assessment cycle, and how new template aligns with college's assessment model
- Planning Committee: Work with TLC and curriculum committee to map new program review structure onto college's existing assessment model
- Michele: Record and send out video of navigating Tableau for department chairs
- TLC: Address student learning question on program review template at November 7th meeting
- Faculty: Attend November 7th TLC meeting for guidance on holistic view of data for program review.

Summary

Balancing Teaching and Administrative Tasks

The meeting began with technical difficulties and introductions, including a brief discussion about camera and audio setup. Michele and Brentwood discussed the challenges of balancing administrative tasks with teaching responsibilities, expressing concerns about the time required for tasks like managing spreadsheets and calculations. They also touched on the importance of involving volunteers and community members, particularly those from diverse backgrounds, in educational initiatives. The conversation ended with a reminder to start the session, with a note about checking audio and visual connections.

Program Review Preparation and Updates

The meeting focused on preparing for program review, with an emphasis on familiarizing participants with Tableau, the report system and dashboards that will be used to provide data sets

Department Chairs Meeting Notes 10.28.25
Location: LIB-109 or BRT-135 and Online – Zoom Meeting

for program review. The group discussed the transition from eLumen to Course Dog, and received updates on bylaws and best practices from UF. Additionally, the Office of Instruction reminded attendees to call the absence line in addition to filling out leave request forms for unexpected absences, and provided the phone number for the absence line.

Department Bylaws and Staffing Practices

Marci, the United Faculty Vice President, presented on department bylaws, focusing on staffing practices and contract language. She emphasized the importance of clear, specific bylaws, particularly regarding part-time faculty staffing preferences and processes. Marci highlighted key contract provisions, such as offering part-time faculty their historical modal load when possible, and encouraged departments to discuss all alternatives with fulltime faculty needing to maintain 100% load, before “bumping” a part time faculty from a section. She encouraged chairs to email her with questions and provided a PowerPoint attachment with contract language for reference.

Link to Bylaws Handbook:

https://cdn.prod.website-files.com/685b677f2eb2f286cd7beb25/6876cf3b02533f23fa54392c_Dept-Bylaws-Guide.pdf

Curriculum Software and Program Review

The meeting focused on several key topics. Marci clarified faculty bumping rights and options, explaining that full-time faculty have guaranteed 100% load but can choose to bump part-time faculty in certain circumstances. Nicole provided an update on the transition from eLumen to Course Dog, a new curriculum software, explaining that the change will occur over the next year with IT-level transition happening in spring. The group discussed program review processes, with faculty expressing confusion about the timing and structure of the current review. Cindy and others raised concerns about the alignment of the new program review template with the college's existing assessment model, which centers student learning. The conversation ended with a brief discussion of Tableau and plans for further clarification on program review processes.

Meeting adjourned at 3:18.