

Minutes

School of Business and Technology Department Meeting
 Dr. John Meyer, Dean
 August 20, 2014 at 9:00 AM on Lee-Building J-103

	Present	Absent	Excused
Administration			
John Meyer	x		
Tom Rath	x		
Program Coordinators			
Douglas Nay	x		
Richard Worch	x		
Mary Conwell	x		
Andrew Blitz	x		
Corporate Training			
Adrian Kerr			
Debbie Walker			
Faculty			
Munir Al-Suleh	x		
Leroy Bugger	x		
Victor Butler	x		
Alisa Callahan	x		
Jennifer Cohen	x		
Michael Hayden	x		
David Hoffman	x		
Deborah Johnson	x		
David Oliver			x
William VanGlabek	x		
Scott VanSelow	x		
Dennis Fahey	x		
Michael Nisson	x		

	Present	Absent	Excused
Staff			
Lisa Dick	x		
Kelly Eakins	x		
Charlene Wolfe	x		
Michelle Zamniak	x		
Jill De Valk	x		
Colette Ott	x		
Daryl Scott	x		
Adjunct Faculty			
Mike Engdahl	x		
Linda Hanwalker	x		
other	x		
other	x		
Mike Quaintance	x		
Denise Egbert	x		
Guests			
Bill Shuluk (5)	x		
FSW online TIVDO (2)			
Foundation guy Bob			
Present	33		
Excused	2		
Guests	1		

9:10 am meeting convened

Welcome:

Librarian

Bill Shuluk discussed services provided through the FSW library system and made sure everyone knew that all the services are available on all of the campuses. Noted that he and Dr. Worch have developed a partnership that could be emulated.

Finding tool search widget is being updated by the state New finding tool will be available by the end of the week the Mango search engine will mirror the State university system. Spent time explaining how this would work for both students and faculty.

Lisa is the point person for having SOBT textbooks on reserve for our students in the library. It's the departments' responsibility to provide textbooks to the library. A conversation was had concerning textbook availability through the library and the cost and copyright issues. A brief conversation was had about alternatives to textbooks.

Corenthia: FSW online Swank digital campus: streaming video videos that can be uploaded to canvas how to communicate with librarians to use video and film as course enhancement. Give library at least 7 business days for films in the inventory. New films will take longer. Students need Silverlight. Popular

Chris: Library services inner library loan to order books or articles that are not readily available (2 weeks). He is also available for personal email requests and left his card.

BUC card. Librarians work with students all day long they educate students as to how to use the technology available.

FSW Online TEACHING INNOVATION (2):

Wendy Athens TIFDOL- Teaching Innovation, Faculty development and Online Learning.

TI all Canvas not just online that's Dobin They support Canvas for ASS

Marilyn Goby SOBT Designer CANVAS

They showed some good usage of Canvas developed by our faculty over the summer showed demo Canvas best practices. Borrow from other instructors within our department.

MZ needs to connect with Bob Knott to let him know this is available rubrics available course designers available.

Rubrics are the hook to get outcome data. Saves time.

New feature in canvas where you can monitor outcomes grade book vs. outcome monitoring. Wendy showed a brief demo

They are here to help to support and improve CANVAS

New personnel introductions

Corporate Training:

Debbie Walker 3yrs and Adrian Kerr 7 years

Adrian explained to evolution of CE to Corporate Training and is happy to be adopted by SOBT on non-credit arm for corporate training and professional development. Through the Workforce Investment Act ad CareerSource in Tallahassee, CT working with companies recruiting new hires for Quick Response Training. We are the fiscal agent QRT grant for training new hires. Examples include Hertz 1million dollar in QRT. IWT incumbent worker training money for people who are already employed 50% money available.

Debbie manages online training like insurance brokers heavily regulated through us they can become online insurance brokers we are 3rd next to Miami Dade and broward showed brochure.

CEU's are offered for community service officers for community service organizations/association.

Looking for experts (faculty) and interest in teaching for the noncredit side of SOBT it will affect load so faculty must have room in load to teach for corporate training.

Adrian did a great job of explaining how we will incorporate his work into the SoBT with companies such as Chicos, Hertz, Gardner, Shore Engineering call centers and Comcast.

Excel IT program Coordinator Daryl will be recruiting nontraditional students to enrolling our AS degree programs rural areas who fall into demographic to enrolling College Credit Certificates internships. He is new to SOBT and he will be recruiting new and current students. John mentioned providing support for Daryl long term unemployed and economic disadvantaged students.

America's gateway project would include:

Air glades

John explained how the 1.4 million dollars would be distributed tuition salaries materials

Working with Mark Morgan on the internship piece

BAS funded as well...this is new. Per John

New adjuncts: Dr. Mike Engdahl, Tim Cornelius, Linda Hanwalker, Mike Quaintance, D. Edbert, Matt disagio, Bob et al. FSW foundation PT working with Lou Traina our link to the foundation.

HOUSEKEEPING:

If you have an event or a "thing" activity for students field trips please run through Dr. Rath first!

Email: migration issues adjunct emails being shut off we apologize we didn't know FSW for one full year new rule. Please read and respond to emails daily.

No office staff in SOBT

John discussed new roles for Coordinators of Retention and Student Success

No new furniture it was held up because departments have changed facilities has told us we are top on the list.

Adrian's old office was what is now the international program and he has moved into what would have been adjunct offices. BAS SMAN international teaching opportunities to come after we establish relationships with the new international studies department.

Adjunct space is coming

Travel funds are competitive please put your request in ASAP

Please please please refrain from advising students on academic issues

Spring classroom assignments will be determined by a software system

Articulation updates

Still working with FGCU

NOVA articulation for BAS SMAN and PSAD

Hodges AS networking and programming articulation civil and architectural working on psad and sman

FSU articulation for BAS PSAD

Money for placing student in field or in higher ed we need to support them with a job and/or another higher program

Follow: Chain of command Dr. Rath or program coordinators

Dr. Rath

Grants

Alternative revenue streams

Collegiate HS experience this summer with Max

We need to be intentional and targeted about how we recruit. We will be going to tech centers and would like to take faculty with us when we go out we could use experts in field

Fall syllabi given the FSW issues all faculty were thanked for being patient 95% syllabi are on file we will be improving this process as well

Gantt charting project management with timelines and processes that are

We are committed to improving processes

You are all leaders spread the word:

1. Classes must be held and meeting for the full length of time scheduled
2. Emergencies happen. If you must miss class contact us directly Dr. Tom Rath or someone in the office we will find an alternative for the class.
3. FALL office hours submit to Tom
4. Do not use anything with old ESC logo
5. Attendance verification don't do it too early or too late last day of drop add
6. Grade submission this summer the SOBT had no outstanding grades. Keep it up!
7. Curriculum committee. We have a lot of things cooking submissions will be due before or by December
8. Textbook costs federal and state laws concerning textbook affordability. Some of our adoptions are very high priced and may need to be reconsidered. May become a measure of accountability for financial aid

Textbooks are not the curriculum learning outcomes should drive curriculum and textbooks should be a tool. Custom books or open source curriculum. More discussions later

Operational Concerns

Position posted for Computer science instructors

Tutors on Charlotte campus don't have access to CANVAS tom will look into this

Recruiting during office hours for faculty must be vetted through the SOBT office