

Friday, February 13, 2015
1:00 – 3:00 PM
Building E, Room 217 – Collier Campus
SCHOOL/DEPARTMENT MEETING AGENDA

Welcome	Associate Dean Thomas Rath
Departmental Updates	Associate Dean Thomas Rath
Program Updates	Associate Dean Thomas Rath

Breakout Sessions by Program –

Technology Programs including Architecture and Civil Engineering Programs meet in E 216.
Minutes taken by Charlene Wolfe

Business, Accounting, and BAS in Supervision and Management Programs meet in E 217.
Minutes taken by Kelly Eakins

Crime Scene, Criminal Justice, Paralegal Program, and BAS in Public Safety Administration Programs
E 203. Minutes taken by Jill De Valk

Other rooms available: E 201 and E 202

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	Present	Absent	Excused
<u>Administration</u>			
John Meyer	x		
Tom Rath	x		
<u>Program Coordinators</u>			
Douglas Nay	x		
Richard Worch	x		
Mary Conwell	x		
Andrew Blitz	x		
<u>Corporate Training</u>			
Adrian Kerr			
Debbie Walker			
<u>Faculty</u>			
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
<u>Staff</u>			
Lisa Dick	x		
Kelly Eakins	x		
Charlene Wolfe	x		
Michelle Zamniak	x		
Jill De Valk	x		
Colette Ott	x		
Daryl Scott	x		
<u>Adjunct Faculty</u>			
Mike Endgahl	x		
Linda Hanwalker	x		
other	x		
other	x		
Mike Quaintence	x		
Denise Egbert	x		
<u>Guests</u>			
Bill Shuluk (5)	x		
librarian			
librarian			
librarian			
FSW online			
TIVDO (2)			
Foundation guy			
Bob			
<u>Present</u>	33		
<u>Excused</u>	2		
<u>Guests</u>	1		
<u>Total</u>			

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Minutes

Meeting convened @ 1:00 p.m. with introductions and announcements.

SoBT Canvas community of practice:

When you see best practice please share...currently in Beta version now, but please accept invitation and make suggestions as to what you would like to see in/on Canvas. It is currently a work in progress.

Communication

Messages in canvas as opposed to outlook/portal email. Everyone who is teaching should have a Canvas page for their course(s).

Please send Bio to Lisa/John.

Summer mini terms are 6 week semesters. A Syllabi discussion commenced concerning how to address maintaining the same level of rigor. Final exam date is posted on syllabi.

Development of course shells in CANVAS and how they work hand in hand with Textbook adoptions.

Today in Breakouts you must identify the person responsible for leading the textbook adoption process. Discussions today and follow prior procedure of communication to FSW online is dependent on early textbook adoption.

Forms coming soon please identify key faculty and adoption of textbook shells will need revision if new texts are chosen.

Working on Fall 2015 schedule now, Summer 2015 is complete -waiting for curriculum actions to firm up Fall courses.

Any questions concerning Adjunct Portfolio process was addressed. Remember only A-K's are doing portfolios this year. All portfolios will be submitted electronically through CANVAS. No more hard copy submissions, only e-submissions on a rotating basis.

Individualized Study conversation based on percentage of Individual Study by school tracked for one academic year.

We are responsible for ensuring all requirements are being met for the course. Can you copy CANVAS shell for the Individualized study? The assumption is faculty and students are meeting online or in person to mimic the actual course. Are we capturing data can we verify?

Please begin to have this conversation so it can be addressed at a later date. Maybe we should post a conversation on the Community of Practice page. Hybrid/Online/Office meeting...please be flexible. Let's establish thresholds based on existing COP. We are attempting to decrease the number of individualized studies.

SoBT meeting adjourned at 2:00 p.m. Breakout meetings will commence at 2:00 p.m.