

Minutes

Academic Success Department Meeting

October 9, 2015

J-103

1:00 p.m.

**Attendance:** Kelley Newhouse, Melanie Le Master, Karen Maguire, Wanda Day, Cindy Campbell, Renee Hester, Whitney Rhyne, Dr. Joe van Gaalen, Heather Olson, Dr. Martin Tawil, Scott Vanselow, Robert Olancin, Troy Tucker, Dr. Eileen Deluca, Elizabeth Yates, Rachel Lieberman, Mary Ellen Schultz, Crystal Childs, Susan Potts, Denise Swafford, John Cantlon, Dr. Sandy Towers and Dr. Kathy Clark.

**Welcome:**

* Kathy welcomed everyone to the meeting.
* Faculty shared successes and accomplishments.

**Spring Schedule:**

* The spring schedule is complete. Classes are currently staffed. Additional classes may be added per enrollment demand.

**Early Alert**:

* Kathy and Eileen reminded faculty about the early alert process. The first line of communication should be faculty to student. However, in some cases where a student is unresponsive or difficult to reach, using the Early Alert process may be helpful. In these cases, faculty are encouraged to complete the early alert form. Visit <http://www.fsw.edu/earlyalert>
* Susan Potts reminded faculty that it was helpful to the advising staff when faculty completed the early alert form at least one week prior to the withdrawal deadline. This allows advisers to be able to contact students and then respond to faculty in a timely fashion. Faculty noted the rapid response rate from the advisers and indicated that information received from submitting the early alert has been very helpful.

**Progress Monitoring:**

* Dr. DeLuca mentioned that there is a new process for reporting student academic progress. The office of Academic Affairs along with the Office of Information Technology developed a workflow for progress monitoring in which faculty will submit the information electronically. Students who receive select scholarships or support services may need this form completed. Faculty will receive an email asking them to complete a “Progress Monitoring Report” for those select group of students.

**QEP Updates:**

* Dr. DeLuca distributed the QEP Annual Review Summary (see attached). Some of the highlights of the report included:
  + 185 sections of SLS 1515 were offered college-wide and served 4,069 students.
  + 36 Peer Architects served as student leaders,
  + 1073 community service hours were logged by student volunteers. $3258 was raised to support UNICEF’s Eliminate Project and Muscular Dystrophy Association raised $912.13.
  + The was an increase in term-to-term retention for those students who completed SLS 1515.
  + Student engagement has risen dramatically (refer to SENSE and CCSSE data) since implementation of the Cornerstone course.
  + 181 faculty and staff have completed all ten training modules.
  + Dr. DeLuca and Dr. Clark will be visiting various departments on all campuses to discuss the data in the report and share all of the college-wide accomplishments. We want to keep partnerships on-going and learn what we can do to better support the programs at the college.

**FYE Programming:**

* Professor Rhyne discussed the success of the financial literacy week. Eleven sessions were held across the four campuses and the event was well attended. As a follow-up to the financial literacy week, there will be an essay contest sponsored by Suncoast Credit Union. Professor Rhyne also mentioned many other activities that the QEP Marketing Committee were working on such as the Cornerstone Awards luncheon and selecting the peer architect and scholar of the month from the nominees submitted by the faculty. In addition, Professor Rhyne spoke about the fall 2015 Cornerstone Fundraising Challenge. This year the Cornerstone students plan to raise funds for the animal shelters and clinics in the FSW service district. Last year, Professor Mary Ellen Schultz was the 1st professor dunked for achieving the fundraising goal. Dr. Sandy Towers and Professor Keith Staple were dunked during the summer for also achieving the fundraising goal.
* Professor Rhyne also indicated that during the month of October will start the “Introduction to the FSW Schools”. The event will kick-off with Dr. John Meyer, Dean of the School of Business and Technology visiting all campuses, followed by Dr. Martin McClinton, Dean of the School of Pure and Applied Sciences visiting all of the campuses. Additional programming activities can be found on the FYE weekly updates.

**SEI & CRI:**

* Dr. van Gaalen discussed the Student Evaluation of Instruction (SEI) and distributed a quick reference guide. The window for students to take the SEI is November 10-24. Faculty will receive their results Dec. 17th. Deans will receive faculty results on Dec. 18th. Dr. van Gaalen mentioned some possible ways in which faculty could encourage students to complete the electronic form.
* The Conley Readiness Index (CRI) was discussed and it was noted that the post-test will be the same test as the pre-test and will be open for students to take in November.

**Reminders:**

* Dr. Clark discussed the classroom observations for full-time and adjunct faculty.
* Critical Thinking Series – The spring Critical Thinking in Careers series lineup is near completion. Speakers include: Don Abbott, Claude Weir, Dr. Joe van Gaalen, Wayne Smith, Adrian Kerr and Dr. Miller.

**Discipline Break-out Groups:**

* EAP – The EAP faculty continued their discussion of ways to increase enrollment in EAP courses. Also discussed was how much weight to put into “accent” reduction in the speaking courses.
* Reading – Reading faculty indicated that things seem to be fine at this point.  
  The new version of “Reading for Success in the Health Fields” seems   
  to be working in the contextualized reading course.
* SLS - Dr. DeLuca reminded everyone about the General Education assessment and noted that this year the focus is on “Communication”. Faculty can voluntarily send in their assignment guidelines to Dr. van Gaalen or Allison Studer by Friday, October 23 so that the Learning Assessment Committee will have time to review the assessments and make sure all disciplines are represented.

Faculty asked about Career Services and it was mentioned that Career Services had been split into different departments. In advising, faculty should contact Marilyn Smallwood, M-W 8:30-4:30, Lee A 250 by appointment only. Call 489-9394. Student life plans to have a job fair and employer panel. Resume, cover letter and interviewing skills will be covered as well.

The next department meeting is scheduled for **November 13, 1:00 p.m**. at the following locations: Lee U- 102, Charlotte E-105, Collier G-109, Hendry/Glades A-114..

Minutes submitted by Dr. Eileen Deluca and Dr. Kathy Clark