

Minutes

Academic Success Department Meeting

November 13, 2015

Thomas Edison Campus U 102, Collier G 109, Charlotte E 105, Hendry/Glades A114

 1:00 p.m.

**Attendance:** Karen Maguire, Wanda Day, Robert Olancin, Melanie LeMaster, Duke Dipofi, Rachel Lieberman, Troy Tucker, Renee Hester, Whitney Rhyne, Heather Olson, Mary Ellen Schultz, Tom Buckingham, Scott VanSelow, Kelley Newhouse, Elizabeth Yates, Martin Tawil, Crystal Childs, Cindy Campbell, Joe van Gaalen, Monica Moore, Susan Potts, Barbara Miley, William Gillespie and Kathy Clark.

1. Welcome – Successes and Accomplishments
2. Common Course Assessments and SEI – Dr. Joe van Gaalen informed faculty that an email had been sent to faculty in regard to the Student Evaluation of Instruction (SEI). During the A-term, there was a response rate of just under 30%. The SEI closes Nov. 24. Dr. van Gaalen indicated that a Nov. 17th assessment workshop is planned for noon in AA-168.
3. Updates on Contextualized Reading sections- The reading faculty indicated that all is going well with the Health Professions reading contextualized courses. Students seem to enjoy the class and interest in the class remains high. Good discussions were happening in the classes as a result. Future plans include offering a business contextualized reading course.
4. Updates on EAP Admissions – Professor Tucker reported that EAP enrollment continues to be low. Professor Tucker informed the group that he had met with the Orientation, Advising and Registration (OAR) committee and discussed his concern. The committee will work with the EAP faculty to develop some strategies in which enrollment can be increased.
5. SLS 1515 Canvas Shell and online course – Professor Van Selow updated faculty on the new canvas shell for the course. Several new features have been added to the course. Faculty can turn any of the new features on if they so choose. The course “looks” a little different and faculty are encouraged to review the new shell.

Professor Van Selow also indicated that his online class was going well. We will be offering only one online section of SLS 1515 in the spring.

1. Spring 2016 and Summer 2016 Schedules- Dr. Clark mentioned that the spring 2016 schedule was staffed and classes were starting to fill. The summer 2016 schedule has been rolled out and plans are to begin staffing soon.
2. Syllabi are due before the holiday break (if at all possible) but no later than Jan. 5. Faculty were reminded to meet with their classes during finals week. Dr. Tawil mentioned that there was a new College Operating Procedure (COP) being developed that addresses class meeting times during finals week.

 Faculty were reminded that I-grades were to be given on a very limited basis (emergencies, etc). There is a form for faculty to complete when assigning I-grades.

1. Other:

Early Alert- Susan Potts mentioned that there is a new Software program that is up and running for reporting Early Alerts. The advisers are looking at a caseload advising model and moving toward adopting that in the spring. There is a new feature in early alert – the drop/down menu features a withdrawal letter request. Questions were raised about students who never attended a class and how to complete the form. Could there possibly be an added option to the form for students who never attended class? Susan will look into this suggestion.

FYE Programming - Professor Rhyne provided information about the FYE webpage update. Professor Rhyne noted that 60 classes participated in the photo contest with more than 50,000 views on Facebook. Suncoast is sponsoring a financial literacy essay contest. The deadline for students to submit an essay is Wednesday, November 18.

Miscellaneous - Dr. Clark asked that anyone who wanted to contribute food to the Annual Thanksgiving Food Drive to please drop off the food donations in S-263. Donations will be accepted until the afternoon of Monday, November 16th.

Mr. Terry Felber is interested in being a guest speaker of finance and communication in the SLS 1515 classes. Mr. Felber has spoken in Dr. Tower’s classes this semester and enjoys speaking to the students. If faculty are interested in having Mr. Felber speak to their classes, please contact him at terry.felber@usa.net.

Students purchasing SLS 1515 textbooks – Some faculty have been concerned about students not purchasing textbooks for their class. Students are required to purchase textbooks and the access code. The access code is necessary as students need to complete the required assessments. Students can buy a used book and a code as another option, but they need both the code and textbook for the course.

 VIII. Discipline breakout sessions followed at the conclusion of the department meeting

The last department meeting for the fall semester is scheduled for Dec. 11 from 11 a.m. – 1 p.m. in Q 219. There will be a brief meeting followed by a Holiday Potluck!

Items to be discussed at this meeting include:

 Update on SB 1720 reporting

 QEP Update

GPS expectations for workshop attendance

Minutes submitted by Dr. Kathy Clark