Meeting Minutes of February 12, 2016 Meeting Minutes

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Black, Cheryl | x |  |  |
| Coman, Marius | x |  |  |
| Donaldson, Kurt |  |  | x |
| Furler, Robert | x |  |  |
| Gaidos, Gabriel | x |  |  |
| Hepner, Roy | x |  |  |
| Hermann, Henry | x |  |  |
| Hooks, Ed | x |  |  |
| Israsena Na Ayudhya, Thep |  |  | x |
| Jester, Roz |  | x |  |
| Koepke, Jay |  | x |  |
| Liu, Qin | x |  |  |
| Manacheril, George | x |  |  |
| McDevit, Dan | x |  |  |
| McGarity, Lisa | x |  |  |
| McKenzie, Jonathan | x |  |  |
| O’Neal, Lyman | x |  |  |
| Russell, Micah | x |  |  |

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|  | Present | Absent | Excused |
| Ottman, Tina | x |  |  |
| Paudel, Yadab | x |  |  |
| Prabhu, Nimmy | x |  |  |
| Romeo, Peggy | x |  |  |
| Trevino, Marcela | x |  |  |
| Ulrich, Melanie | x |  |  |
| Vala, Teju |  | x |  |
| Verga, Vera | x |  |  |
| Wilcox, Bill | x |  |  |
| Witty, Mike | x |  |  |
| Wolfson, Jed | x |  |  |
| Xue, Di | x |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Wendy Athens | x |  |  |
| Sarah Dilling | x |  |  |
| Anjali Misra | x |  |  |
| Ann Mantell | x |  |  |
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1. Minutes of January meeting:

January meeting minutes were adopted.

1. Update on biology topics for health professions courses and SLS 1515:

There has been no activity on this on the SCOPE discussion board so far. Tina has done a lot of ground work on this, but does not plan to develop an SLS course incorporating health professions needs, and she is not planning to teach such a course. She urged those who are interested in teaching this in the summer or fall to pull their resources together and work towards developing and teaching such a course.

1. Workers compensation

Information on worker’s compensation received from the General Counsel’s office was shared with the science faculty.

Tina’s Question: *Does this mean there is only ONE physician that has to be seen to obtain benefits? Is there a physician in each county?*

Since answer to this could not be found in the flyer on worker’s compensation, this question was referred to Susan Marcy for an answer.

Susan’s reply: *Worker’s Compensation is managed care.  In order for the care to be covered, the employee is directed to seek treatment at locations that the claims adjuster for our carrier either directs the employee to or, in many cases, the adjuster arranges for on the employees behalf.*

*For the initial visit, we send our employees to the facilities that are listed on page 4 of the attached document as they have been pre-approved by our carrier.  In order for the care to be paid for, it is important that the employees follow the process.  If they go to their own personal physician, they are taking the risk that the workers’ compensation carrier will not cover the visit.  On the attached list you will see there is at least one facility in each of the counties we are located.  I believe these locations were on the previous list, but maybe the purpose of this list was unclear.  We can take a look at the documents and see if we can clarify.  The attached is part of a packet of info we give injured employees, and it is accompanied by an in person or on the phone meeting with Valerie where she goes over all of the processes.*

Locations listed in page 4:

Charlotte: Englewood Community Hospital and Fawcett Memorial Hospital

Collier: Naples community Hospital

Henry/Glades: Henry Regional Medical Center

Lee: Cape coral Hospital, Gulf Coast Hospital, Health Park Medical Center, Lee Memorial Hospital

These are listed in the flyer I circulated early as approved medical facilities by campus and not under primary care physicians. If anyone needs more information we could invite Susan for our next meeting.

1. Course Level Assessment and Course Improvement Plan:

Common final as an assessment instrument to be available to all science courses from fall 2016.

Courses that had common final in the fall 2015 to have course improvement plans in place by April 30 this year. Improvement plans are prepared by individual faculty and compiled by course supervisor to be forwarded to Marius, Department Assessment Coordinator.

Some questions that might be of use in preparing the improvement plan:

1. Have the students achieved the success rate I originally planned for? Are there poorly performing outcomes that need special attention next time I teach the course? How do I plan to improve student performance in these outcomes?
2. Do I need to change my instructional methods and strategies?
3. Are there learning outcomes that I need to spend more or less time on?
4. Do I need to change the text book or other supplementary learning materials for the course?
5. Are there professional development opportunities that may help improve my strategies?
6. Do I need to change the assignments to better align with the outcomes?

Components of BSC 1005C assessment analysis were discussed. Roy commented that Point Biserial Index and Discrimination Index generally measure the same thing and Difficulty Index is not an important or useful measure.

The analysis conclusions are important and could point to areas that need change or improvement.

The courses the Assessment Office is interested in monitoring this academic year are BSC 1010, BSC 1011, BSC 1050C and BSC 1051C and we are required to update these courses in the Compliance Assist with improvement plans. At the moment we don’t have a course supervisor for BSC 1050C. Those who teach the two sections offered this semester to forward their improvement plans to George.

1. Item IV of Syllabus template

The presentation received from Dr.DeLuca’s office on completing item IV of the syllabus was discussed.

Jed’s question: *I still don’t understand how if an outcome does not support the competency, where we would put it, if the outcomes are what we want, and don’t want to eliminate them.*

 The answer may lie in Lisa’s response*: The good news is that no assessments need to be done for a secondary competency*. So we could choose a secondary competency that the remaining outcomes support. Answers to questions like this and more information on how the course learning outcomes are used to support the chosen general education competency is expected to be available before the end of the semester. Lisa is presenting a workshop for the ***Evaluate*** primary competency and Roman numeral IV on the syllabi on Wednesday, February 24th from 1:00-2:15 PM. Lee faculty will meet in the TLC, Collier in M-201. Charlotte location will be announced later. The completed worksheet on item IV is to be sent to Allison Studer in the Assessment Office. BSC 1010 and BSC 1011 course supervisors have submitted this already.

Section B in the worksheet to be updated for science courses as follows:

**B.** **In accordance with Florida Statute 1007.25 concerning the state’s general education core course requirements, this course meets the general education competencies for *science*.**

* ***Students will demonstrate the ability to critically examine and evaluate scientific observation, hypothesis, or model construction, and to use the scientific method to explain the natural world.***
* ***Students will successfully recognize and comprehend fundamental concepts, principles and processes about the natural world***

 Section B is applicable only to the following General Education Core Courses:

AST 2002C Descriptive Astronomy

BSC 1005C General Biology

BSC 1010 General Biology I

BSC 1085C Anatomy and Physiology I

CHM 1020C Chemistry for Liberal Studies

CHM 2045 General Chemistry I

ESC 1000C Introduction to Earth Science

EVR 1001C Introduction to Environmental Science

PHY 1020C Fundamentals of Physics

PHY 2048 General Physics with Calculus

PHY 2053 College Physics I

For all other courses, section C will become section B.

1. Updates from FSW Online:

The following FSW Online updates were shared with the faculty.

1. The new beta version of Canvas that is compatible with mobile devices will be available soon. A webinar on this will be available as follows:

**Wednesday, March 16, 2016** | 11:00 AM to 12:00 PM
Adobe Connect Webinar
Facilitated by Dr. Mary Myers and Robert Anderson

Those who are interested to register for this webinar.

1. The proctoring services have been changed to another agency which has a well Canvas integrated service. The process for requesting proctoring services is now different and details of this will be coming soon from Dobin’s office.
2. When adopting text books, it is important to note that the Florida Statute on affordable text books requires instructors to adopt only materials that will be used for the course. If we adopt a bundled text package, and do not use part of it, we are in violation of the statute. This is true for all courses, both online and ground. Henry said that we should not be locked into using book packages. One way to deal with this may be to have two separate adoption forms for a course, one for those sections that use bundled package and the other for sections that do not use such bundled package.

Marcela’s question: *Will the bookstore be willing to exchange materials if students switch sections*? Lisa observed that if a student has opened an access code, the bookstore cannot take it back, so returns are complicated.

This needs to be discussed and clarified with the book store and Martin.

Yadab thinks it is better not to have customized version, and according to Tina, this was the policy that was in place when she was Chair. It was also suggested that we should explore the use of open-access text books to reduce text book cost for students.

1. Adjunct Mentoring:

Adjunct mini portfolio is due on the 26th of this month, and if a mentor has not completed a class observation yet, the portfolio will remain incomplete. The stipend for mentoring an adjunct is paid after the adjunct has submitted the portfolio. New adjuncts this semester will have their portfolio due next academic year. This means that those who observed a new adjunct this semester will not get paid until the portfolio is done next year.

1. Spring Open House – Call for assistance:

The call for assistance from the Admissions Office was shared with the faculty. It is an opportunity to meet with prospective students and promote our programs and initiatives. We will have more details later from the admissions office and from Martin.

1. Melanie asked everyone to share with her ways to make the wellness fair more appealing so that more people will participate.
2. Anjali talked about a Journal Club she would like to organize with once a month meeting discussing research with students and teaching methods. Interested faculty to contact Anjali for more information. Bill expressed interest.
3. Announcement from Lisa: The GreenFest Sustainability Symposium at the Collier Campus is Monday and Tuesday, March 21 and 22 from 11:00-2:00. Everyone is welcome to attend this interactive event.
4. The meeting closed at 2:02 PM

Access a recording of the meeting:

<http://recordings.blindsidenetworks.com/instructure-trial/b20526ef231de65c80da306885b90f0d8b2a2e64-1455295586677/presentation/>