

**School of Business and Technology Department Meeting**

**September 11, 2015 at 1:00 PM on Thomas Edison Campus U 209**

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|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
| Jill De Valk | X |  |  |
| Lisa Dick |  |  |  |
| Kelly Eakins | X |  |  |
| Mark Morgan | X |  |  |
| Al Nault | X |  |  |
| Michelle Zamniak | X |  |  |
| **Other Staff** |  |  |  |
| Jackie Beard | X |  |  |
| Adrian Kerr | X |  |  |
| **Adjunct Faculty** |  |  |  |
| Philip Coale | X |  |  |
| Linda Hanwacker | X |  |  |
| Deborah McCabe | X |  |  |
| **Guests** |  |  |  |
| Jana Sabo | X |  |  |

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|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. John Meyer, Dean |  |  |  |
| Dr. Thomas Rath, Associate Dean | X |  |  |
| **Program Coordinators** |  |  |  |
| Andrew Blitz | X |  |  |
| Mary Conwell | X |  |  |
| David Hoffman | X |  |  |
| Dr. Richard Worch | X |  |  |
| **Faculty** |  |  |  |
| Leroy Bugger | X |  |  |
| Vincent Butler | X |  |  |
| Alisa Callahan | X |  |  |
| Michael Engdahl | X |  |  |
| Dennis Fahey | X |  |  |
| Matthew Hoffman | X |  |  |
| Deborah Johnson | X |  |  |
| Tim Lucas | X |  |  |
| Michael Nisson | X |  |  |
| James Stewart | X |  |  |
| William VanGlabek | X |  |  |
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**Welcome:**

The meeting convened at 1:00 PM with a welcome from Dr. Thomas Rath, Associate Dean.

**ADA Presentation:**

Jana Sabo, FSW Title IX Coordinator and Equity Officer, informed the group through a power point presentation, regarding the Americans with Disabilities Act (ADA). Jana coordinates FSW’s compliance with laws and regulations regarding equity and access and also athletic compliance. She is responsible for reviewing and conducting investigations of harassment and discrimination complaints. The consequence of not addressing an ADA complaint is a fine of $35,000 per violation.

ADA accommodations are available for FSW employees and students with documentation from a medical doctor. Regulations of the State of Florida express that reasonable accommodations are provided up to $25,000. Accommodations remain confidential and are provided to level the playing field. Department budgets take care of faculty and staff accommodations.

Angela Hartsell is the Director of Adaptive Services and works with Jana to provide services to students. Students must self-identify with Adaptive Services and must provide documentation. Adaptive Services issues an accommodation letter to the student’s faculty members with the required accommodations. The professor will email the student with a plan to accommodate and ask if the student agrees. If a student should ask about ADA accommodations, direct the student to Adaptive Services. The Adaptive Services’ budget takes care of students’ accommodations.

Michelle Zamniak added that students are responsible for making sure to contact Adaptive Services at the beginning of the semester with their schedule.

Dr. Rath commented that once the student has informed Adaptive Services, the burden is on us. If a student needs more time on an assignment or exam, the time can be easily adjusted in the CANVAS shell.

**Department/Program Updates:**

Dr. Rath commented about the Portal versus CANVAS functions. There were incidences that adjunct faculty thought that they no longer had to complete Attendance Verification in the portal because they have a CANVAS shell. Faculty members should be checking their email daily in both the portal and CANVAS. He also mentioned to read the recent email regarding FERPA.

Regarding faculty portfolios, faculty on a continuing contract basis, need to submit Appendices B and G by September 18, 2015. Faculty on an annual contract basis will need to complete all sections. Appendices A & B are also due on September 18, 2015. For adjunct faculty evaluation, Dr. Rath and Dr. Meyer will be observing faculty in the classroom with the last names starting with K through P and anyone A through J who were missed last year. Dr. Rath is looking for volunteers to be paid mentors for new faculty members.

**Assessment:**

Dr. Rath commented that there has been confusion on responsibility of operational outcomes and student learning outcomes for the programs regarding assessment. To clarify, operational outcomes are the administration’s responsibility with consultation from faculty. Student learning outcomes are faculty driven and set up for the large picture. Each program needs 2 or 3 operational outcomes.

Operational Outcome Results for 2014-15:

* Accounting Technology was partially met
* Architectural Design and Construction Technology had no operational outcomes listed
* Civil Engineering Technology had on operational outcomes listed
* Business Administration and Management program enrollment operational outcome was not met. The outcome was for enrollment and the number of degrees granted to increase in the program 5% over the 2013-14 Academic Year. There was a decrease of 25% in degrees granted but the college overall had a decrease as well. The results suggest that we need to look at student success efforts.
* Supervision and Management added new upper level accounting courses. The benchmark that the operational outcome for enrollment and graduation rates will increase by 10% over the 2013-14 Academic Year was partially met. There was an increase of 25% in the graduation rate but a decrease in enrollment.

In an effort to raise awareness of SoBT Programs to increase enrollment, the Coordinators of Student Success and Retention will be giving presentations to First Year Experience (FYE) students at all of the campuses.

Dr. Rath commented that the School of Business and Technology needs to come up with a planning cycle for assessments. There are 183 SoBT core courses in the FSW catalog plus electives. Student learning outcomes for core courses that are shared by two or more programs should be assessed annually. To improve data collection, every student learning outcome should be matched to the Florida State Frameworks. In year one the first three learning outcomes will be assessed. In year two, the remainder will be assessed. The mastery benchmark level will be 80%.

Dr. Worch discussed that in the public safety programs the student learning outcomes are measured for every assignment for each program. During the 2014-15 Academic Year, the BAS in Public Safety Administration course student learning outcomes on the rubrics did not carry over when copied. Over the summer, FSW Online and Dr. Worch had to correct every single rubric. Dr. Worch would like to rewrite all rubrics to also measure the Gen Eds.

Dr. Rath commented that CANVAS is the data warehouse and how much we report is up to faculty with guidance from Institutional Research. The motion to approve the plan for assessment was offered and the motion was approved by unanimous voice vote.

Dr. Rath reminded the program coordinators that the 2015-16 Academic Year plans for assessment were to be entered into Compliance Assist by September 25, 2015. He also mentioned that on Monday, September 14, 2015, Dr. Meyer will be delivering a presentation on Critical Thinking in U102 at 11:00 am. Also at 1:00 pm same day, Dr. Wright will be presenting on Critical Thinking as well. Please invite your classes to attend either presentation.

The meeting concluded and the programs proceeded to participate in the breakout sessions.