

Department Meeting
Tuesday, August 23, 2016 – 1:00 – 4:30 p.m.
Thomas Edison Campus – U 106

	Present	Absent	Excused
Administration			
Dr. John Meyer, Dean	X		
Dr. Thomas Rath, Associate Dean	X		
Program Coordinators			
Andrew Blitz	X		
Mary Conwell	X		
David Hoffman	X		
Dr. Richard Worch	X		
Faculty			
Jim Barrell	X		
Leroy Bugger	X		
Vincent Butler	X		
Alisa Callahan	X		
Dennis Fahey			
Matthew Hoffman	X		
Deborah Johnson	X		
Tim Lucas	X		
Michael Nisson	X		
Cynthia Wilson-Orndoff	X		
Jennifer Patterson	X		
William VanGlabek	X		

	Present	Absent	Excused
Staff			
Jill De Valk	X		
Lisa Dick	X		
Steve Kelly			
Sandra Mink			
Mark Morgan	X		
Al Nault	X		
Michelle Zamniak	X		
Other Staff			
Jackie Beard	X		
Douglas Goldman	X		
Adrian Kerr	X		
Adjunct Faculty			
Lincoln Barton	X		
Philip Coale	X		
Linda Hanwacker	X		
Karen McKenzie	X		
Elizabeth Schott	X		
Guests			
Lauren Porter for Amery Ashley			
Jennifer Young			
Randy Manning			

Welcome:

The meeting convened at 1:00 PM with a welcome from Dr. John Meyer, Dean of the School of Business and Technology.

Financial Aid Guest Speaker:

Lauren Porter, Financial Aid Specialist I explained that the Financial Aid Department is currently in the process of reorganization. The School of Business and Technology’s embedded liaison is Financial Aid Specialist, Amery Ashley. Lauren stated that their goal is to help students remove financial obstacles in the completion of the college degree. FSW students will receive \$44 million of which 65% are grants. The Pell Grant helps to keep loan burdens down for students. Financial Aid has 25 staff members to assist students and enrollment is up this semester. To keep up with the growing enrollment, Financial Aid was able to award 56% of the grants in May, a month earlier than the previous year. Lauren explained that for the 2017-18 Academic Year, FAFSA will have a new system named Prior, Prior Year. Students will be able to complete the FAFSA form in October using their 2015 taxes.

Lauren commented that students are assigned to a Financial Aid Specialist by last name. Students may visit the website to discover the specialist who will assist them. Financial Aid hours are Monday – Friday, from 8:30 a.m. to 4:30 p.m., with assistance until 6:30 p.m. from the window.

Dr. Meyer explained that additional aid could go a long way to retention of students and in the completion of degrees. He commented that if faculty know of students who are reaching their financial aid cap, to please refer these students to financial aid. They may qualify for FSW Foundation scholarships which may assist the students to graduate.

Marketing Update:

Jennifer Young, Public Relations and Marketing Associate, explained that FSW has implemented #BUCBITS, a social media campaign for academic programs. Examples include information regarding technology that is used in the classroom, out of the box teaching techniques, honor societies, or any information about a program can be included. Each week will feature a different School from FSW so every 5th week will be SoBT's spot. Staff and faculty send ideas to Lisa Dick who will forward to Jennifer Young at the end of the week. Jennifer will submit the information to Twitter, which has a 140 character limit. Jennifer mentioned that SoBT had two press releases this week and also commercials on the radio.

FSW Department Updates

- Dr. Meyer introduced new faculty member Jennifer Patterson of the Business Programs. He also mentioned that the following were recently hired into the School of Business and Technology: Mydajah Williams, Office Assistant for the XCEL-IT Programs; John Benkert, Adjunct Faculty member for Business who has a computer data recovery business in Fort Myers; and Pablo Gallegos, Instructional Assistant of Accounting, who replaced David Sundby. David Sundby recently accepted the Assistant Bursar position at FSW.
- Dr. Meyer also mentioned that Kelly Eakins, Coordinator of Retention and Student Success and James Stewart, Computer Professor recently left FSW to pursue new opportunities. Kelly is beginning a Master's degree in Speech Pathology at Florida State University and recently accepted a position as a Speech Pathology Assistant at a clinic. Her position has been posted already. Professor Stewart has accepted a new position at another school.
- The Perkins Grant award for the 2016-17 Academic Year is \$533,000, approximately \$20,000 less than the previous year. The Workforce Innovation and Opportunity Act (WIOA) recently replaced the Workforce Investment Act. This year's application included the requirement that participants select a program of study and clearly outline a path by district to include the courses a student would need to complete from middle school through college completion. An attestation of cooperation was included in the application and the school districts were responsive. The FLDOE has selected FSW's attestation as a model for the state.
- Since FSW is an open access institution, Dr. Meyer requested that all staff and faculty familiarize themselves with the handout regarding Title IX and Career and Technical Education programs.
- The aid issue in regards to certificates is tricky. To be eligible for aid, the certificate must be able to be earned within two years. The Small Business Management CCC requires 24 credits to complete and is approved. For-profit schools have mechanisms in place and must complete gainful employment reporting on graduates. The reporting is not required for AS degrees but must be completed for CCC's if eligible for financial aid. Most of our CCC's are no longer eligible for financial aid.

- Reminder to faculty that travel must be approved before you go and through the travel authorization process. The budget is very limited this year so we need to utilize everything FSW has available.
- All communication should be completed through the FSW ecosystem which includes the Portal email and CANVAS email. Please use CANVAS to contact students. Students should be using their Bucs email and not personal email.
- SoBT has a new brochure available which guides students with the progression of arrows all the way through each program. Students may use their cell phones to access information using the quick response (QR) codes in the brochure.
- Currently, every student in any program receives advising in S Building. 70% of FSW students are AA degree seeking students who transfer to a Bachelor degree. The proposed fix is to assign one advisor for each student. The plan is for at least 75% of SoBT students to be advised by SoBT coordinators to ensure that they receive the correct advice.
- Another issue is that Banner only allows students to declare 2 completions and this poses a problem if they want to complete more than 2 CCC's. They are proposing to allow for 4 completions in the system instead of 2.
- The retention and success coordinators will visit the introductory courses to inform students about the certificates and degree programs that are available in the SoBT. This internal marketing is an effort to make students aware of the opportunities.
- All new proposed programs must be presented to Trustees by the last meeting in November and to SACS before January so all curriculum actions must be completed in October. The cycle for new programs is 2 years in advance with 1 set of curriculum per year.
- Early stage of a pilot program where FSW SoBT partners with businesses where students complete internships as part of an embedded assignment in the course.
- SoBt needs approximately \$300,000 to implement the air plant or air mechanic program.
- **Corporate Training Updates:**
The former Quick Response Training grant has become the FloridaFlex grant. Florida has a total of \$12 million dollars available this fiscal year from July 1 to June 30th. Last year Adrian Kerr secured \$3.4 million of the \$12 million dollars that were available. Three major training projects included the following: Cheney Brothers (\$1.2 million), Arthrex (\$1 million), and Algenol Biotech (\$500,00). The FloridaFlex grant assists companies that have relocated to create training programs.
- **XCEL-It Program:**
Doug Goldman, Coordinator of the XCEL-IT program stated that the program has approximately 100 participants and by the end of March 2017, there will be approximately 100 additional participants.

There are two new programs: Intermodal Freight which began in the summer and Engineering Technology Support Specialist program which is beginning in the fall semester.

Program Updates:

- Dr. Rath commented that OneDrive is available to faculty and staff and is the preferred secure mode for sharing documents or if presenting off campus.
- Please include in all syllabi, a statement with link to the catalog policy regarding plagiarism and self-plagiarism. Students should be creating unique work for each of their courses.
- In your attendance policy in the syllabus, include a statement about the ability to revise the syllabus due to extenuating circumstances.
- Regarding proctoring, the testing center provides proctoring for online courses. Please submit a request to the testing center within week one of the semester for online courses. For ground courses, please contact SoBT department to request a proctor. If you need a computer lab for testing, you need to schedule now also.
- If you are going to miss a class, please make sure to contact SoBT
- Create competency:
SoBT has submitted requirements early. We are still using the general education competencies for now. Please be ready to volunteer student artifacts. We are not collecting artifacts under the new paradigm until next year.
- Textbook adoptions for 2017-18 are due by the end of the Fall semester.
- Please remember that we have a wider variety of students so keep in mind the challenge of working with students and how we can work effectively.

The meeting was adjourned to the various programs' breakout sessions

Meeting minutes by Jill De Valk