

Report to Advisory Steering Committee Members
School of Business and Technology Advisory Steering Committee Meeting
April 28, 2016 at 5:30 PM on Thomas Edison Campus AA177

In Attendance: Mary Andrews, Eric Berglund, Andrew Blitz, Jon Borgognoni, Bernadine Carter, Cathy Catalano, Mary Conwell, Paul Cummins, Robert DeMann, Jill De Valk, Peg Elmore, Rick Evanchyk, Archie Hayward, David Hoffman, Bryan Jones, Adrian Kerr, Brent Kettler, Jeffrey Kunberger, David McCormick, Michael Mchugh, John Meyer, Thomas Pagano, Lucienne Pears, Thomas Rath, Tracy Whirls, Cynthia Wilson-Orndoff, Richard Worch

Welcome: Dr. John Meyer, Dean of the School of Business and Technology welcomed attendees. He added that the Advisory Committee meetings held twice a year provide FSW with legitimate input from the community that we are serving. Everything FSW produces impacts the economic development of the community.

Approval of October 29, 2015 Minutes:

Dr. Meyer called for a motion to approve the meeting minutes. The motion was seconded, all were in favor and none opposed.

School of Business and Technology Updates:

- Dr. Meyer commented on the new programs available in the department in the 2016-17 academic year:
 1. College Credit Certificate for Digital Forensics
 2. Engineering Technology Support Specialist – developed with grant funding for our rural community. Classes to be taught at the Glades County Training Center
 3. Information Systems Baccalaureate Degree is pending application approval
- Dr. Meyer and Dr. Aysegul Timur, Dean of the Johnson School of Business at Hodges University will be presenting on Workforce Now in Orlando in May at the FCAN conference.
- A Workforce Now paper on the subject of the annual economic overview will be published soon and included on the websites of all schools.
- The state of workforce has changed over the year. Averages are down and jobs have been replaced by new areas of growth. There has been significant growth for jobs at the bottom.
- Dr. Meyer and Dr. Thomas Rath, Assistant Dean of the School of Business and Technology at FSW have submitted a proposal to present at the National Council for Workforce Education in

Atlanta. The presentation will include information on the interest and creation of workforce level baccalaureate degrees.

- The School of Business and Technology inducted seventeen students from the Supervision and Management Program in April. Fourteen Paralegal Studies students were invited to join the Lambda Epsilon Chi (LEX) National Academic Honor Society for paralegal students.
- The School of Business and Technology received a \$4000 grant to assist with purchasing marketing materials.

Carl D. Perkins Grant:

Carl D. Perkins was a member of the House of Representatives and was a champion in the fight to secure federal assistance for education. As a result of his efforts, the Perkins Grant provides federal funds for career technical education.

- FSW's 2015-16 allocation was \$555,000
- FSW's 2016-17 allocation has decreased to \$525,000

The Perkins Grant enables us to hire 4 positions who assist in the retention and guiding of students at the associate degree level. Equipment purchases are also included in the grant. The School of Business and Technology administers the grant and the allocation is now split among four departments at FSW. The grant comes with regulations in the use of the funding.

For the 2016-17 academic year there will be changes to the application and they will be focusing on the Programs of Study (POS). The FLDOE wants to focus on outlining how a program can proceed through the curriculum from middle school through to graduate school and that students can be advised to follow the outline. Four agencies including FSW, Charlotte County, Collier County, and Lee County, K through 12 and Post-secondary schools, collaborate in order to have aligned POS statements. The business programs have been selected as the primary program of study for the Perkins Grant.

Assessment:

FSW had previously used five metrics to measure general education competencies. Now there is an eight step measure that is being evaluated to see if it produces better assessment of general education competencies. All of our AS and BAS programs meet all 8 of these new metrics within the core curricula of each.

Air Frame and Power Plant:

The preliminary application submitted to the Federal Aviation Association (FAA) was rejected. Dr. Meyer, Dr. Wright, and 2 consultants met with the FAA in Tampa to determine the areas of the application that were deficient. The FAA advised not to file the application until a physical location has been selected because the clock starts running when the application is submitted and accepted. The visit to the FAA was quite fruitful and provided clarification on several issues relevant to the establishment of the program.

Internships:

A major point of the October meeting was the subject of internships. Not every program in the School of Business and Technology has enough hours in the associate degrees to accommodate a capstone course. In the fall semester, FSW proposes providing students with the ability to conduct two optional embedded workplace experiential assignments. The first would be a relatively short job shadowing experience and the second would come at or near the end of the student's degree program. This latter experience would be longer, but would be focused on a practical workplace assignment, project, or other set of supervised

and evaluated tasks. For example, students enrolled in the Accounting, Architecture/Building Construction, Business Administration, and Civil Engineering degrees could be offered this experience as each of these programs has an entry-level course typically taken in the first term as well as a capstone course at the end of the degree program. This is proposed to help both the student and employer decide if this is what they want. Dr. Meyer asked each breakout group to discuss the relative merits of this approach in their sessions.

Corporate Training and Services:

Adrian Kerr commented on government funding for profit companies, the Florida Flex Grant (formerly Quick Response Training). Florida has allocated \$12 million for the Florida Flex Grant. FSW is the top institution for receiving the funding from the grant. FSW has secured approximately 25% of the Florida Flex Grant funding for our region for the past two years. These funds have benefited small, medium, and large companies.

Adrian also mentioned that there is a \$2 million Florida Vets grant that is available that started in January. The state needs to get the message out because the funding is not being spent much beyond our region, where FSW again leads the way.

New Program:

The FLDOE Frameworks are among the resources FSW uses to look at new programs under consideration. The department is proposing to add a Business Analyst program next year. There is an example in the frameworks and feedback from the community is needed. Dr. Meyer also asked the committee members to discuss, during their breakouts, whether they thought this degree program was needed.

The attendees proceeded to their breakout groups.

4/28/16 Paralegal Advisory Committee Breakout Minutes

- **Transition to Online Courses**
Due to student demand, online courses were added with the outcome of increased enrollment in the program. The ABA requires 10 hours must be taught traditionally. The following courses will always be taught traditionally: Legal Research and Writing I, Family Law, Paralegal Internship, and Capstone courses.
- **ABA Report and Upcoming Site Visit**
The ABA Reapproval Application was submitted in November 2015 electronically. After the ABA reviews the report they will schedule a site team visit to our campuses, probably within a year.
- **Lambda Epsilon Chi (LEX)**
The Paralegal Club officers last summer were instrumental in establishing the LEX chapter at FSW. LEX is a national academic honor society for paralegal students sponsored by the American Association for Paralegal Educators (AAfPE). Requirements include an overall GPA of 3.25, a GPA of 3.5 in paralegal core courses, and at least 25 credit hours of paralegal core courses completed. Fourteen students qualified and were invited to join LEX in the 2015-16 academic year.
- **Gulf Coast Paralegal Association**

The GCPA continues to assist the paralegal studies students through their mentoring program and review course for the NAWLA certified paralegal exam.

- **FSW Paralegal Club**

The past academic year's paralegal club officers have been dynamic leaders. Professor Conwell will be giving up her position as Paralegal Club sponsor to Professor Matt Hoffman in the 2016-17 academic year.

- **AAfPE Conferences**

Professor Conwell attended the National AAfPE Conference in Milwaukee, Wisconsin in October 2015 and recently attended the Regional Conference in Ybor City, Florida.

At the recent AAfPE conference, Professor Conwell attended a lecture discussing post-baccalaureate paralegal certificates. Every semester Professor Conwell has students who are career changers with bachelor and master's degrees who would benefit from a certificate. Her students usually are current paralegals, pre-law school students, public policy students (want to pursue Public Administration, and the remaining students a mixture of goals. FGCU already offers a Legal Studies baccalaureate degree.

Another workshop Professor Conwell attended gave several ideas for hands-on paralegal activities. Suggestions included having staff meeting scenarios where everyone contributes and an assignment to develop a handbook for practical experience.

Also at the conference, there was a discussion regarding assessments where accrediting agencies are looking for the collection of data tied to student learning outcomes. The paralegal studies program already has a collection system in place with the use of CANVAS shells.

Completing a paralegal internship is a required course in the Paralegal Studies program. There was a discussion at the AAfPE Conference regarding law firms who are not wanting to offer veterans of the military internships and jobs for fear that they have posttraumatic stress disorder (PTSD).

The paralegal job market is bright compared to the future of law school graduates due to the paralegal's expanding role in small law firms.

Some law firms are creating the position of E-discovery specialist. Perhaps e-discovery should be incorporated into the paralegal courses.

- **Marketing of the Paralegal Studies Program**

The program is not effectively marketed and with the availability of online courses

4/28/16 Business Advisory Committee Breakout Minutes

In the Business group breakout, two concepts dominated the discussions:

1. Internship or embedded job experience.

There were many views on this concept. The take away is that these job experience activities would work for some companies but not for others. The difference in these companies' views of usefulness seems to be based on the degree of sophistication and specialization of the

company. The more specialized job skills required, the less likely they were to think this idea would work for them, unless there was a longer time commitment. The amount of training involved on the company's end is likely a key driver/concern.

2. Business Analyst.

This concept had widely divergent opinion.

The group did identify 4 broad areas of sought after skills.

1. Accounting
2. Data base management
3. Logistics, as it applied to individual organizational needs
4. Critical thinking skills and problem solving were common to all.

It would also seem that strong statistical skills would also be very welcome.

Summary: The Supervision and Management degree can provide a strong base for much of the need articulated by the committee. Specialized skills training, particularly for an individual organization's needs, poses a greater challenge.

4/28/16 Public Safety Advisory Committee Breakout Minutes

Five issues were discussed and agreed upon:

1. Promote the AS programs to the high school academies for criminal justice students
2. Examine the possibility of dual enrollment in some CJ courses to spark interest.
3. Use CJ as the Perkins POS for next year.
4. Develop a cohort for PAD at the Lee County Sheriff's Office.
5. Turn on the Criminal Justice courses in Florida Shines

4/28/16 Technology Advisory Committee Breakout Minutes

Tom Pagano from Hertz and Bryan Jones from LeeSar reviewed the Bachelor of Applied Science in Information Systems Technology, the Digital Forensics Certificate, and the Engineering Technology Support Specialist Certificate. Tom felt that the BAS IST would help add value for the graduates of the AS Programming and Analysis and AS Network Systems Technology programs by increasing their value to prospective employers as well as allow

students to continue on to advanced degrees at FSW. Bryan was impressed with the Digital Forensics and Engineering Technology Support Specialist certificates as add on educational skills that small company could find very useful in an employee. Currently, many of his employees perform several tasks each; for example, Bryan has IT and programming job functions within LeeSar. In addition, as a manufacturer he liked the electronics, material handling and safety courses within the Engineering Technology Support Specialist Certificate as very useful for him and he might enroll in some of the new classes offered. Both Tom and Bryan were very impressed with the level and depth of the Digital Forensics Certificate program and thought it should be included in the BAS IST as a concentration. Professor Blitz discussed each of the vendor education partnerships and how they supply the same courseware to FSW as their corporate training programs. Bryan asked “Do our vendors see FSW as competitors in the same business?” Professor Blitz said “No, these academic partnerships provide access to courseware in a 16 week schedule that students can afford, while corporate training is typically delivered within one week or less at a significantly higher cost”.

Tom Pagano stated his company typically outsources IT security or forensics but he likes the value it can provide to a company.

Both enjoyed the new meeting format and they look forward to working with FSW in the future.

Meeting adjourned 7:45PM