

Department Meeting
Friday, October 14, 2016 – 1:00 – 3:00 p.m.
Thomas Edison Campus – U 106

	Present	Absent	Excused
Administration			
Dr. John Meyer, Dean	X		
Dr. Thomas Rath, Associate Dean			
Program Coordinators			
Andrew Blitz	X		
Mary Conwell			
David Hoffman	X		
Dr. Richard Worch	X		
Faculty			
Jim Barrell	X		
Leroy Bugger	X		
Vincent Butler	X		
Alisa Callahan	X		
Dennis Fahey	X		
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			
Tom Carr			
Jill De Valk	X		
Lisa Dick	X		
Pablo Gallegos			
Kristen Hayden	X		
Steve Kelly			
Sandra Mink			
Mark Morgan	X		
Al Nault			
Michelle Zamniak	X		
Other Staff			
Jackie Beard	X		
Douglas Goldman	X		
Adrian Kerr	X		
Adjunct Faculty			
Philip Coale	X		
Guests			
William Shuluk			
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 and the introduction of guest speaker Bill Shuluk, Library Coordinator and Head Librarian at FSW.

Guest Speaker:

Bill Shuluk began with an overview of the databases available through the library website and discussed what is available for SoBT programs. Bill mentioned that he already has developed relationships with many of the faculty members in the department. He stated that they have totally reorganized the services in the library. On a quarterly basis they review circulation statistics including database usage and eBook and print book check outs in an effort to determine what programs need. The current library collection is closely aligned to the curriculum in the programs. The collection supports what is taught in the classroom. Bill invited the faculty members to suggest materials that the library could acquire.

Bill stated that the databases the library has available is critical to the quality of research. The newspapers' database includes the *Wall Street Journal*, *New York Times*, Florida Newspapers, and others. New databases for Business programs faculty and students include *DemographicsNow*, *Hoover's Premium*, and *ABI Inform Complete (ProQuest)*. If anyone needs research assistance, contact Bill and he will assign a librarian to the

case. The librarians also provide research instruction at the library in the computer lab or in the classroom. The teaching computer lab will accommodate up to 25 students and they are two weeks out for scheduling research instruction. The library is also scheduling classes now for the spring semester.

A discussion ensued regarding Canopy and whether the videos from Canopy can be used in the Canvas shell for classes. Bill explained that film licensing is a challenge with Canopy because it is a data driven acquisition which means that if a product is accessed more than a certain number of times the library is obligated to buy the item. Another challenge the library faces is databases must be in compliance with ADA rules. A recent example is that our General Counsel would not allow the library to purchase a popular database for the nursing program because it was not ADA compliant.

Along with the library's mission to support the classrooms, Bill mentioned that the library also supports faculty in their dissertation research. Faculty members can utilize the library's services. Bill commented that it is often quicker to use the FSW library rather than a university library.

FSW Updates/Department Updates:

- **Corporate Training:** Adrian Kerr of Corporate Training revealed that there are 3 new projects in the works. He explained that when a corporation explores moving to a new location they keep it quiet to see what the new locations will offer in the way of state and county incentives. Recently there has been discussion in the Governor's office and county offices regarding the possible relocation of a credit card processor with 60 employees to make approximately \$140,000 per year. Another company is attempting to expand to hire hundreds of new employees. The veteran program has helped 15 veterans. Of the six approved projects, we have four of the six projects.
- **FSW Advising:** The advising model is in the process of changing. The Associate of Arts degree seeking students will continue to be advised in S Building. Advisors embedded within the schools will be responsible for the programs in their departments. There will be a huge increase in the amount of work with this shift of responsibilities. The Portal identifies who each student's advisor is and they are able to secure the appointment online. The negative impact of this is that if a student is AA degree seeking as their primary program, we will not see that student's secondary program is seeking a College Credit Certificate.
SoBT will be hiring 2 part-time positions for the front desk to assist with the high volume of students who will be visiting the advisors.
- **Fair Labor Standards Act:** Through an act of executive authority by the Federal government, effective December 1, 2016, the salary threshold for overtime requirements has been raised to \$47,476. Many staff members at FSW will be affected. Exempt employees who make less than the salary threshold will become non-exempt and must be paid overtime. The Human Resources Department will be hosting workshops for employees who are affected.
- **Course Schedules:** The Summer 2017 and Fall 2017 class schedule will be out for your review soon. Students will be able to enroll in both semesters at the same time. We can add classes as we need to.
- **BUC Bits:** A reminder to send your information regarding events or guest speakers in your class to Lisa Dick. We need a steady flow to highlight what is happening in the department.

Program/Faculty Updates:

- **Create:** All of our core courses have General Education outcomes created. Now we need to complete the electives using the outcomes assigned to them.
Example: Using a crime scene course for a criminal justice elective.
The deadline is Friday, October 21, 2016. Program Coordinators will meet to complete.
- **Commercials for the XCEL-IT Program:** We have *Opportunity Knocks* commercials airing on local cable channels in our service area through December 31st funded by the TAACCCT Grant.
- **Textbook Selection for 2017-2018:** If you are planning on changing textbooks for the 2017-18 Academic Year, please send the changes to Dr. Rath as soon as possible.
- **Curriculum Actions:** Please note the Curriculum Committee Calendar for deadlines. The deadline for all Program changes is today. Any course changes are due by November 8th.
- **Budget:** The Dean's Budget and Perkins Grant have been diminished this year. If you have professional development that you would like to participate in, please let Dean Meyer know as soon as possible. The Perkins Grant roll forward amount should be awarded soon and is based on the unspent money from the previous year. The grant is amended in order to use the roll forward amount.
- **Assessments:** Dr. Meyer stated that SoBT wants to move to a formative assessment process in which the assessment will meet one or more of the program outcomes. The assignment can be a paper or project that will demonstrate competencies. Formative assessments are a baseline measure which demonstrates the competency of the program outcomes.
Example – Crime Scene Technology has 9 program outcomes. A few of the courses have a portfolio assignment that covers the competencies within the program outcome.

The coordinators will set up folders to include the following: Rubric in Excel on 3 or 5 point scale, average number - *students demonstrate competencies in _____ at _____*, and the artifact of what the student submitted. The coordinator will convert the rubric to Excel if you want.

Faculty will still create the assignment and rubric. We need to know if rubric items are equally weighted or not. The goal is to have the assessment components accessible now so we are not trying to gather the information near the deadline for submission. Make sure to capture an assessment at or near the end of the program like in a capstone course.

The meeting was adjourned to the various programs' breakout sessions

Meeting minutes interpreted and reported by Jill De Valk