

Academic Success Department Meeting Minutes  
Monday, December 9, 2016  
10:00 am – 11:00 am  
AA-177

**Attendance:** Dr. Kelley Newhouse, Wanda Day, Heather Olson, Dr. Martin Tawil, Troy Tucker, Dr. Mary Ellen Schultz, Dr. Duke DiPofi, Rene Hester, Dr. Mary Myers, Robert Olancin, Dr. Kathy Clark, Bonnie Lawler, Whitney Rhyne, Darcy Coleman, George Blett, John Cantlon, Barbara Miley, Cindy Campbell, Scott Vanselow

**Guests:** Andrae Jones, Christina Seado Vasquez; Dr. Laura Antczak, Garnett Salmon, Dr. Joseph VanGalen, Alison Studer, Dr. Martin McClinton

**Welcome and Good News**

- Professor Campbell became a grandmother.
- Professor Olancin is traveling to Australia for the break.
- Professor Day's daughter is coming from Hong Kong for the break.
- Professor Rene Hester is now Dr. Rene Hester!
- Correction to last month's minutes: Professor Karen Maguire was present for the Community of Practice meeting. The minutes did not reflect her attendance.

**Garnett Salmon - Registrar**

- Garnett demonstrated the new Student Profile Screen. Student data is organized with links to information.
- Please make sure to show this to your students.

**Andrae Jones - Associate Director, Academic Advising, Career and Transfer Services**

- Caseload Advising has been implemented.
- Students can request an advisor change. Workflow is coming, but for now, there is a paper application that must be completed and sent to [advising@fsw.edu](mailto:advising@fsw.edu).
- Students can make advising appointments online through the portal
- As of today, there were 840 students in cornerstone classes who did not register for spring.
- There is a 30% no-show rate for appointments. Encourage students to keep their appointments .
- The Academic Advising department is reviewing Student Learning Outcomes for advising.
- Type Focus will be replaced in the fall by Career Coach.
- Summer and fall registration will open simultaneously.

### **Dr. Laura Antczak - Assistant Vice President, Enrollment and Student Success**

- The Student Engagement programming moved this fall from Whitney Rhyne to Christina Seado Vasquez.

### **Christina Seado Vasquez – Student Engagement**

- The Financial Literacy Workshops will be presented this spring. There will be prizes and incentives to participate. Please encourage your students to attend.
- Mascots are still needed!
- The spring programming calendar is available.

### **Whitney Rhyne - Director, First Year Experience**

- Professor Rhyne presented the PA feedback that was solicited from the SLS1515 professors. Eighty-one professors participated. The student PA reviews had a very high participation rate.
- The Critical Thinking Lecture series is set.
- If you have any ideas for Student Features for the FYE Community Update, please let Professor Rhyne know.

### **Dr. Joseph Van Gaalen, Director, Academic Assessment**

- Dr. Van Gaalen presented “A Tale of Two Classrooms”. He presented positive and negative focus group comments. He revealed that the comments all came from the same class section. There was a discussion that students might prefer to know the focus of a professor. He would like to investigate the possibility of adding an area on the website that would allow the SLS professors to speak to the way they teach this class.

Discussion – GPS students were turned away from a workshop. Dr. Deluca will discuss staffing issues and see if we can come up with a plan to accommodate everyone.

### **Dr. Martin Tawil**

- The blended course is on track to be ready for spring

### **Dr. Martin McClinton, Interim Dean of the School of Arts, Humanities and Social Sciences; Dean of the School of Pure and Applied Sciences**

- The search for a new dean is underway
- Incomplete Grade Requests – Be judicious with these requests.

### **Dr. Kathy Clark, Associate Dean, Arts and Sciences**

- Final Grades are due on 12/16/16 at 12:30 pm Check your submissions and be sure they processed. Lack of input affects everyone
- The spring schedule is down FTE by 1.6%.
- There are no drops right now. Some of the adjunct sections on Lee campus are low.
- Professional Development is scheduled for 10 am-12 pm on the first day back. More information will be coming from Dr. Stewart’s office

- SLS1515 Exemption Reviews: Dr. Clark will be scanning and sending these reviews. If you receive one, please review and return as quickly as possible.
- Department Meetings for spring are: 1/13; 2/3; 4/14.
- The Holocaust Memorial Week is 3/27-3/31.
- FYE Conference
  - Please get your airline reservation to Bonnie as quickly as you can.
  - Presenters:
    - Professor Rhyne and Dr. Shultz: GPS
    - Dr. Tawil: Critical Thinking with Debates
    - Professor Rhyne and Dr. Clark: Marketing & Strategies to Engage

Meeting adjourned at 11:00 am. Holiday party followed.

Dept. meeting  
Dec 9, 2016

K. Clark

Wanda Day

Joe van Gaden

Allison Studin

Heather Olson

Mary Ellen Schultz

Scott Vangelow

Robert Olancin

Jesse Hestel

Barbara Miley

Cindy M. Campbell

Kelley Newhouse

Whitney Rhyme

Darcy Coleman

Mary Myers

John Cantler

Duke DiPofi

Martha Tawil

CARNETI SALMON

GEORGE BRETT

Andrae Jones

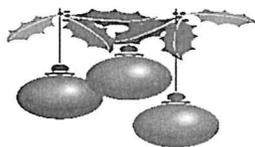
Christina Sando-Vaques

Laura Antczak

Martin McClinton

Joe VanBaalen

Bonnie Lawler



**Academic Success December Department Meeting/Holiday Party:**

**Friday, December 9, 2016, AA-177 10:00am-12:00pm**

\*Welcome and Good News

\*Garnett Salmon  
Student dashboard

\*Andrae Jones  
Advising update/Advisor Appointments

\*Dr. Van Gaalen

\*Whitney Rhyne:  
Peer Architect Survey Results  
Student features for FYE Community Updates  
Spring 2017 FYE Programming  
Spring 2017 Critical Thinking Lecture Series

\*Christina Seado Vasquez  
Student Engagement

\*Blended SLS1515 Model

\*FYE Conference

\*Incomplete Forms

\*Spring Schedule

\*Final Grades due

\*SLS1515 Exemption Form, signed by faculty

\*Meeting Dates for Next Semester: January 13, Feb 3, April 14

**PARTY!**

@ \_\_\_\_\_



# Change of Advisor Request

## Florida South Western State College



Return your completed request form to any Advising, Career & Transfer (ACT) Center information desk OR email completed request to [advising@fsw.edu](mailto:advising@fsw.edu). You will be notified of request receipt via your FSW e-mail address.

Last Name, First Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID: @ \_\_\_\_\_

Reason for Advisor change request:

Student Signature: \_\_\_\_\_

**For Office Use Only:**

Approved

Denied

Date: \_\_\_\_\_

Notes:

*SLS1515 Advising Appointment*

- *Focus: Ed Plan/Career Interest Exploration*
- **SLO – Student learning outcomes**
- Students will understand and take responsibility for their role in the advising relationship
- Students will independently complete an ed plan aligned with their academic and career goals (academic advisor signs off if it is accurate)
- **Operational Tasks**
- Ed Plan Review
- Syllabus Review
- Review Type Focus
- Confirm changes in Major (program of study and focus area)

# Incomplete Grade Request & Approval Form

A grade of "I" is given only when the student has successfully completed most of the course in question and provides documentation of an extenuating circumstance (examples listed below) and is able to make up any deficit within the assigned time frame. Note that in cases of pregnancy and childbirth, the student will have the opportunity to be granted an "I" grade independent of the amount of the course that has been completed prior to a related extended absence.

## Examples of extenuating circumstances (professor may request documentation):

1. Incapacitating illness which prevents a student from attending classes for a minimum period of two weeks;
2. Death in the immediate family;
3. Financial responsibilities involving work schedule changes as required by employer;
4. Issues related to pregnancies and childbirth (consult Title IX of the Education Amendments of 1972)
5. Military duty orders;
6. Other emergencies deemed appropriate by the instructor.

## Procedure

1. Student has a verbal conversation with professor who may provide guidance about whether an incomplete grade is appropriate (where applicable consult The Americans with Disabilities Act of 1990, and/or Title IX of the Education Amendments of 1972)
2. Student completes Part I of this form
3. Student takes form (or emails as an attachment) to faculty member
4. Faculty member completes Part II (with student present or emails back to student as attachment)
5. Faculty and student sign and date form
6. Faculty email form to Dean of the School or Division
7. Dean reviews the form and emails copy of the form to the Faculty, Student, and Registrar.

*A student who receives an "I" must make up the deficiency and have the change of grade recorded in the Office of the Registrar no later than the last day to remove incomplete grades as published in the College Catalog or another date agreed upon by the academic supervisor. Note in cases of pregnancy or childbirth, the student will be afforded the time to complete the work consistent with federal regulations. After that, the grade defaults to an "F." The responsibility for making the necessary arrangements with a professor for the removal of an "I" rests with the student. A student may not register for a class in which they have an "I" grade. An incomplete grade may delay graduation if requirements have not been met by the end of the term. An Incomplete Grade may affect financial aid.*

## PART I: Student/course data and justification (to be completed by student)

Student Name	Email (@bucs.fsw.edu)	FSW ID @	Term/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course for Incomplete Grade	<input type="text"/>		
Faculty Member's Name	<input type="text"/>		

**Justification for requesting incomplete** (attach documentation and/or additional information if necessary)

**FYE/Student Engagement Programming  
Spring 2017**

<b>January</b>		
17-Jan	11am	Financial Aid: General Information
18-Jan	2pm	Financial Aid: Student Academic Progress
19-Jan	2pm	Financial Aid: Student Loans
31-Jan	1pm	Dedicate to Graduate: Getting to know your Resources
<b>February</b>		
1-Feb	1pm	Intro to Honors
2-Feb	1:30 PM	Intro to Honors
6-Feb	11am & 2pm	Financial Literacy: Collier Campus
7-Feb	10am	Financial Literacy: Hendy Glades
8-Feb	11pm, 3pm, & 6pm	Financial Literacy: Thomas Edison
9-Feb	10am	Financial Literacy Charlotte
27-Feb	11am	Walk A Day: Thomas Edison
28-Feb	11am	Walk A Day: Hendry Glades
<b>March</b>		
1-Mar	11am	Walk A Day: Charlotte
2-Mar	11am	Walk a Day: Collier
13-Mar	*Times on each Campus	Introduction to the School: Career Pathways
14-Mar	*Times on each Campus	Introduction to the School: Career Pathways
15-Mar	*Times on each Campus	Introduction to the School: Career Pathways
16-Mar	*Times on each Campus	Introduction to the School: Career Pathways
21-Mar	12pm	Managing Test Anxiety (A Wellness Workshop)
27-Mar	1pm	A.C.T. Transfer Workshop- Collier
28-Mar	1pm	A.C.T. Transfer Workshop- Lee
29-Mar	1pm	A.C.T. Transfer Workshop- Hendry Glades
30-Mar	1pm	A.C.T. Transfer Workshop- Charlotte
<b>April</b>		
3-Apr	1pm	FGCU Transfer Workshop- Collier
4-Apr	1pm	FGCU Transfer Workshop- Lee
5-Apr	1pm	FGCU Transfer Workshop- Hendry Glades
6-Apr	1pm	FGCU Transfer Workshop- Charlotte
19-Apr	11am	Managing Test Anxiety (A Wellness Workshop)
20-Apr	2pm	Managing Test Anxiety (A Wellness Workshop)
24-Apr	*Times on each Campus	Stress Buster Activities
25-Apr	*Times on each Campus	Stress Buster Activities
26-Apr	*Times on each Campus	Stress Buster Activities

On-going each month:  
Service Days/Saturdays  
Leadership Academy  
Fundraising  
Cookies & Current Events

**\*Please check our online Events Calendar for dates, times and room numbers per campus!**

**[www.fsw.edu/calendar](http://www.fsw.edu/calendar)**

# Critical Thinking Lecture Series



Spring 2017

## January

**Wil Schmidt– Critical Thinking and the Digital Business Age**

Monday, January 23, 2:00pm – 3:00pm Lee AA-177, Collier M-201, Charlotte E-105, Hendry Glades A-106

**Dr. Sal Lacagnina– Food Is Medicine**

Monday, January 30, 11:00am - 12:00pm, Lee U-102, Collier M-201, Charlotte E-105, Hendry Glades A-114

## February

**Critical Thinking Panel– Philanthropy: a Powerful Agent for Change**

**Moderator: Wayne Smith, Panelists: Sara Owens and Eileen Connolly-Kessler**

Thursday, February 9, 11:00am - 12:00pm, Lee U-102, Collier M-201, Charlotte O-117, Hendry Glades A-114

**Dr. Marie Collins- Strategically Planning for a Career in Health Professions**

Wednesday, February 15, 6:00pm – 7:00pm, Lee U-102, Collier M-201, Charlotte E-105, Hendry Glades A-114

**Paul Callahan– Achieving More Than You Think You Can**

Wednesday, February 22, 11:00am - 12:00pm, Lee AA-177, Collier M-201, Charlotte J-118, Hendry Glades A-106

**Dr. John Meyer– Critical Thinking: Is It Really Practical?**

Monday, February 27, 2:00pm - 3:00pm, Lee AA-177, Collier M-201, Charlotte E-105, Hendry Glades A-114

## March

**Dr. Joseph van Gaalen - Critical Thinking in the Natural Sciences: Spotting Science in Different Disciplines & Careers**

Thursday, March 16, 6:00pm - 7:00pm, Lee AA-177, Collier M-201, Charlotte J-118, Hendry Glades A-114

**Leoma Lovegrove - Your Life Should Be a Work of Art**

Monday, March 20, 6:00pm – 7:00pm, Lee AA-177, Collier M-201, Charlotte J-118, Hendry Glades A-114

**Scott Vanselow – Critical Thinking in Technology**

Tuesday, March 28, 12:30pm – 1:30pm, Lee AA-177, Collier M-201, Charlotte E-105, Hendry Glades A-114

## April

**Dr. Mary Ellen Schultz– Identifying and Acknowledging Subconscious Biases**

Tuesday, April 4, 11:00am – 12:00pm, Lee U-102, Collier M-201, Charlotte E-105, Hendry Glades A-114



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# GET INFORMED

THE OFFICE OF STUDENT ENGAGEMENT  
& FIRST YEAR EXPERIENCE



# FINANCIAL LITERACY

*LIVING BEYOND THE WEEKEND*

PRESENTED BY



Join us to learn about what you can do NOW as a student to enhance your financial well-being

**FEB**  
**6**  
COLLIER

11 AM  
M-201

2 PM  
M-201

**FEB**  
**7**  
HENDRY/GLADES  
CURTIS

10 AM  
A-114



**FEB**  
**8**  
THOMAS EDISON  
(LEE)

11 AM  
J-103

3 PM  
J-103

6 PM  
J-103

**FEB**  
**9**  
CHARLOTTE

10 AM  
E-105

2 PM  
D-101



## WORKSHOP FOCUS

THESE SESSIONS WILL ASK PARTICIPANTS TO THINK CRITICALLY ABOUT FINANCIAL TOPICS

- Money management habits
- Financial organization and planning
- Navigating campus life in a cost effective manner
- Maintaining a positive personal life
- Ways to invest & save for retirement
- Smart decision making



TO LEARN MORE ABOUT SUNCOAST CREDIT UNION, VISIT [WWW.SUNCOASTCREDITUNION.COM](http://WWW.SUNCOASTCREDITUNION.COM) OR CALL 1-800-999-5887

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# GET INFORMED

THE OFFICE OF STUDENT ENGAGEMENT  
AND FIRST YEAR EXPERIENCE



FLORIDA  
SOUTHWESTERN  
STATE COLLEGE  
OFFICE OF STUDENT ENGAGEMENT



SPRING 2017

# FINANCIAL LITERACY ESSAY CONTEST

You are invited to participate in our Cornerstone Experience essay contest sponsored by Suncoast Credit Union.

Essay contest winners will receive:

- AN INVITATION TO AN END OF THE YEAR AWARDS CEREMONY
- A CERTIFICATE OF ACHIEVEMENT
- A \$50 SUNCOAST CREDIT UNION BANK ACCOUNT

Essays should include a title, must be:

- A minimum of 500 words
- Double spaced, with a standard 12 point font
- Submitted in a word or PDF file format

ALL ENTRIES ARE DUE BY

**11:59PM • MARCH 24, 2016**

WINNERS ARE ANNOUNCED BY APRIL 3, 2017

SUBMIT ENTRIES TO: [ENGAGE@FSW.EDU](mailto:ENGAGE@FSW.EDU)

WRITE A CREATIVE AND THOUGHTFUL ESSAY THAT ADDRESSES ONE OR MORE OF THESE QUESTIONS.

Essay prompt: Florida Southwestern State College provides several resources for students to develop financial literacy:

- Why should students think critically about their finances?
- How does financial literacy support academic and personal goal achievement?
- What have you learned through participation in the cornerstone experience course and financial literacy workshops that you have put into practice?
- How has financial literacy education changed you or improved your life?



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WITH US



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EXP. MARCH 24

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