Department Meeting
Friday, January 13, 2017 – 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	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			
Dennis Fahey			
Matthew Hoffman	X		
Deborah Johnson	X		
George Kodsey	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			
Katherine Robinson			
Michelle Zamniak	X		
Other Staff			
Jackie Beard	X		
Douglas Goldman	X		
Adrian Kerr	X		
Adjunct Faculty			
Barb Perrine	X		
Guests			
Brian Benson			
Randy Manning			

Introductions: Dr. Rath introduced the following new employees:

- Full-time computer professor, Dr. George Kodsey recently taught at Grossmont College in California. He graduated from Middlesex University in London.
- New adjunct faculty members include: James Smith, Business; Vern Schuler, Business; Melissa Wolfe Marino, Accounting; and Kathy Robinson, Staff Assistant.

Guest Speaker: Dr. Rath introduced guest speaker Bryan Benson, the founder of InspireLink. The goal of InspireLink is to help link the gap between academics and business. Through the creation of video interviews, they mentor students in the area of business. Creating videos solves the problem college departments have of bringing real world guest speakers to academic settings.

They have created 70 interviews, 700+ segments which are usually 1 to 7 minute segments with Intrapreneurs, CEOs, COOs, and entrepreneurs. He showed an example of an interview with Michael Paxton.

How is this funded? Through grants or the institution could charge students to pay the subscription fees. They would also like to involve interns in the process. This concept is good for online classes where guest speaker events usually do not happen.

FSW/Department Updates:

- Corporate Training updates: Adrian Kerr commented on the Florida Flex state fund where money is given to companies to expand. This fund is $12 million per year. FSW is consuming $3 to $4 million of that budget. Projects include the following:
Arthrex – new hire training to include 407 employees over the next 2 years
ACI Worldwide – financial software for ATM and credit cards. They will employ 60 employees with an average salary of $120,000 per year.
New project in the works is for 600 new employees – sending to Tallahassee next week for approval

- We need to think about internships but we have very little room left in programs to add a course
Our placement affects funding. An example of an internship is the paralegal program where the internship helps to place the paralegal students in a job.

- Competence based education where having a skill set that is measurable. We need to think of alternate ways where we can demonstrate students have a skill set.

- Programs of Study – Federal Requirement to create pathways from elementary schools through graduate school. They want all of degree programs and college credit certificates to be aligned to programs of study. From school districts to FSW to universities

- Textbook affordability is still an issue. The state has frozen tuition and fees.

- Internships – could be embedded within 1 or more classes at the end of the program, such as an alternative assignment and filter all through Mark Morgan. The internship could be 75 hours except for Paralegal Students and Public Safety Administration internships which both require 135 hours.

- Florida Chamber of Commerce – by 2030 they project with the population growth that Florida will need 2 million private sector jobs. The number one requirement of new employees is how to speak to diverse populations. They project that millennials will have 12 to 15 different jobs in their lifetime. By 2020 1 million current job titles will be gone.

Program/Faculty Updates:
- Textbook Selection regarding affordability
Consider the student when selecting
Consider open source or no textbook – Courses stay current all the time with open sources
Goal for each coordinator to encourage 1 course per program to use open sources and eliminate the textbook to demonstrate that we are on the path to affordability.

  SLS 1331 – Personal Business Skills – redevelop the course to find open sources and personalize to course outcomes and measurements.

  By next week, 70% of adoptions for fall can be completed. There are textbooks that are out of date and out of print. The goal is by April 15th we should have 95% of adoptions complete. We were the only department last year to meet the deadline on time.

- Remember attendance verification for A and Full term are due on Tuesday
- Please check your FSW email on a daily basis on working days. Remember to only discuss student grades through Canvas.

- Breakout instructions:
Textbook adoptions – roll forward by next week and new courses may be later
Keep in mind affordability

Must be submitted 45 days before Fall classes begin

Dr. Rath adjourned all in attendance to the breakout sessions.

Meeting minutes interpreted and reported by Jill De Valk

Business and Accounting Break-Out Meeting Minutes: Kristen Hayden
Attendees: David Hoffman, Tim Lucas, Jennifer Patterson, William Van Glabek, and Leroy Bugger

Proceedings:
Department Coordinator's Report: Professor Hoffman
- Main goal during today's meeting: Textbook adoptions for next year
  - Textbook affordability is a huge issue for students
  - Not all courses require textbooks – we can use open source text, interviews with industry professionals, case studies, resources like InspireLink, etc. to teach material
  - Advised to keep textbooks for courses with labs
- Reiterated importance of building CANVAS courses around designated learning outcomes (via the courses syllabus), not the textbook
  - An easy method to incorporating learning outcomes: Translate them into questions/prompts and projects
- Reviewed list of current business courses offered by SoBT so verify chosen textbooks or propose new ones
  - Professor Hoffman started reviewing list of courses and decided to designate Professor Patterson as lead to ensuring correct textbook adoptions
  - Not a priority for classes we aren't currently offering (like some upper division accounting courses that are not part of the SMAN degree/concentration). Verify schedule with Dr. Meyer/Lisa.
  - Review courses with books that are older (MAN 4720 is using a book from 2011, SBM 2000 is using a book from 2008, etc.)
  - If chosen textbooks are not available, ask publisher to make a custom edition
  - If custom editions are not available, shop for a new textbook
  - ENT 3003 and 4004 use the same textbook for both courses
- Professor Hoffman warned that book reps will be coming to Professor's offices. Encouraged Professors to refuse new editions of the same textbooks and ask the publishing company for a solution when editions expire

Other business
- Professor Hoffman made a note that student's writing and citation work has improved since teaching APA format early on in courses like GEB1011 and adding it as a module in CANVAS

Paralegal Studies Breakout Meeting 1/13/17

Attendees: Mary Conwell, Matt Hoffman, Sandy Towers, and Jill De Valk

Textbooks: A discussion ensued about the selection of textbooks for the 2017/18 Academic Year. It was suggested that the textbooks for all courses except Business Law remain the same. During the department meeting earlier, it was proposed that every program develop at least one course which uses open sources instead of a textbook.
Suggestions included the following for developing content and assignments for Business Law without using a textbook:
- Include assignments where students will research each topic of Business Law with outcomes in mind
- Give students a list of cases and ask them to research and find examples of real life disputes
- The course would be a student-driven research forum instead of centered on the textbook

American Bar Association Site Visit: The ABA site team will visit March 14 to March 16, 2017. Mary created the itinerary for the site team visit and is waiting to hear from the team members, Kathleen Hirbour from North Shore Community

College in Massachusetts and Susan Demers from St. Petersburg College. The site team will need to visit all of our campuses and observe one of our courses in the classroom. The site team will be meeting with faculty, the paralegal advisory committee, a group of graduates from the paralegal program, current students in the paralegal program, admissions staff members, and advising staff.

Gulf Coast Paralegal Association: The GCPA will host 2 workshops for our paralegal students on campus. On Saturday, February 18, 2017, there will be a resume and cover letter workshop and on Saturday, April 1, 2017, they will host a workshop about what it's like to work in a law firm.

The meeting was adjourned at 3:10 pm.

Meeting minutes interpreted and reported by Jill De Valk

Information Technology Break-Out Meeting Minutes
Attendees: Andrew Blitz, Deborah Johnson, James Barrell, Vincent Butler, George Kodsey, Jackie Beard, George Manning
Absent: Cynthia Wilson Orndoff

Dr. Rath's Break-out instructions:
Focus the entire breakout on textbook adoptions. Roll over adoptions due the week of January 16th. New adoptions are due by the next meeting SOBT department meeting on February 10th. All textbook adoptions must be submitted by the commencement of classes per legislation.

TEXTBOOK ADOPTIONS UPDATE:

Textbook adoptions for networking courses are done. The list is complete per Professor Blitz. Professor Barrell needs to see the list to make sure programming books are correct because he plans to change some textbooks. Professor Blitz indicated that he needs ISBN and price.

It was reported that Stephanie Palmer is no longer the representative for Pearson. CGS 1000 and CGS 1100 issues can still be directed to her until a new rep is in place. MyIT lab issues should be sent to Professor Blitz.

Professor Johnson asked about the access code for students who failed CGS 1100 in a prior term. Professor Blitz confirmed Pearson has a 1 year window.

Blitz requested that the K-103 lab and the bulletin board downstairs bldg. K have some information directing IT students to Michelle for advising.

COMMON ASSESSMENTS DISCUSSION:

Online students take a proctored final exam.

Reminder: keep class specific information out of quizzes and exams so they can be common from semester to semester.

Professor Blitz brought Dr. Kodsey up to speed on common course assessments. He found two adjuncts had made changes to the tests that were common. Making changes skews data.

Dr. DeLuca will come to faculty selectively to ensure general education requirements are being met asking for samples for documentation. Need to give specific assignments that meet criteria.

COMPUTER EQUIPMENT DISCUSSION:

K-129 and K-127 had new computers installed and computers in K-103 were updated. These changes were paid for with Perkins Funds   Collier classrooms and programming classrooms will be updated when new Perkins funding rolls over in July. Some Perkins funds are still available. Please let Professor Blitz know if you need anything for classrooms.

It was mentioned that instructors need software that allows them to control the machines, specifically, School View software. We are continuing to work with our IT department to use this software College wide. Professor Blitz wants to schedule a meeting with Dr. Allbritten to explain the importance of this software. The attendees discussed the IT structure at FSW.

Professor Blitz wants feedback to look for building on Collier for lab (SOBT J).

Math instructor issue in K-129. Professor Blitz will talk with Lisa. They are moving the instructor computer which is impacting the cables.

Please send Professor Blitz a list of your students so that he can import their email into Microsoft Imagine
He will also send them MeasureUp which is good for one year. MSDN is a similar process.

Discussion topic for a later meeting: moving to MSDN. Need to check pricing. It includes libraries.

Minutes taken by Michelle Zamniak