

Department Meeting
Friday, February 10, 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	X		
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			
Mark Morgan	X		
Al Nault			
Michelle Zamniak	X		
Other Staff			
Jackie Beard	X		
Douglas Goldman	X		
Adjunct Faculty			
Karen McKenzie			
Guests			
Randy Manning			
Peter Ocsody			

Guest Speaker: Dr. Meyer introduced guest speaker Peter Ocsody, Co-Founder and Chief Operational Officer for The Rocket Lounge in Fort Myers. Peter previously was an executive with IBM and Dow. The Rocket Lounge includes a team of 35 members to assist in the development of technical startups. Last year they hosted 60 events where entrepreneurs could pitch their ideas with the help of the mentors of The Rocket Lounge. Their purpose is to incubate the “ecosystem” where all parts need to work together and network to bring together the resources for entrepreneurial, venture, and economic development in Southwest Florida. The Rocket Lounge mentors have assisted The Railway Station and The Imaginarium businesses in Fort Myers. Mentors provide cultural, social and economic advice to impact and strengthen the ecosystem. They work closely with the founders of the startups because if the founder level of advising is sufficient there is a good chance they will succeed. Ocsody explained the plan that the entrepreneurs would take toward success.

The Rocket Lounge is in need of interns to assist these startup technology programs. Computer students could complete a mini internship in a course to gain experience and to network with members of the business community in southwest Florida.

FSW/Department Updates:

- Dr. Meyer stated that the fourth annual report of the Southwest Florida Workforce was completed in December 2016. The report is a collaborative effort by the FutureMakers Coalition and Workforce Now from the research team of Dr. John Meyer, Dean of the School of Business and Technology at FSW; Dr. Christopher Westley, Director of the Regional Economic Research Institute at Florida Gulf Coast University, and Dr. Aysegul Timu, Dean of the Johnson School of Business at Hodges University. The report is on the FSW School of Business & Technology webpage.

The research revealed that the average annual wage for Southwest Florida was \$40,189. Retail trade was the biggest employer with approximately an average of 70,000 people employed monthly with an annual growth of 3500 people. The problem is that none of the top ten long term growth occupations do not require a college degree. The rate of growth has slowed down. Management is among the areas with slowest growth from 2011 to 2015 with a change in annual jobs to 92 from 750 jobs. Management had a decrease of 88% in jobs available. The gap of registered nurses has decreased from 534 unfilled position to 114 unfilled positions. We need to use the forecast to see if we need to revise the programs that we are offering.

The more diversified the area the less impact that economic downturns have on the area. The Tampa Bay area was first in economic diversity and Southwest Florida was tenth in economic diversity. During season we are less economically diverse.

The report does not include government jobs. It was suggested that the next study include a government selection since one of every four jobs in Southwest Florida may be in government.

- Dr. Meyer reminded the audience that FSW employees cannot accept gifts, cannot eat lunch paid by a vendor, and cannot sell desk copies from the publishers. Also, remember to check FSW emails.

Program/Faculty Updates:

- **Faculty Evaluations** – Dr. Rath mentioned that there is a new process and to refer to the handout from Dr. Rizzuto. Faculty under continuing contract have a due date of February 13 to submit the new version of Form 1 to Dr. Rath. He will not be meeting with these faculty members, only reviewing. Both annual and continuing contract faculty collect documentation to build the portfolio. Nobody will be submitting a portfolio this year.

Form 3, Faculty Goal Setting and Weights is due on April 12, 2017 for continuing contract faculty. This is from spring to spring and includes weights and plans for next year. Make sure to refer to the evidence. Annual faculty will meet with Dr. Rath and bring the evidence and documentary support.

- Student success rates were emailed from Dr. DeLuca's office a couple of months ago. Some faculty members stated that they did not receive.
- Dr. Rath stated that the Student Review of instruction results are under the College Resources tab on the FSW Portal.
- Textbook adoption completions are going well. Please resolve issues today.
- In the breakout meetings please discuss the following:
Textbook affordability and adoptions
Anything going to the curriculum committee

Mary Conwell stated that she is on the Sabbatical Committee. She said that if interested, faculty should be detailed in the application and that the committee is looking for applications with serious scholarly overtones and detailed plans with historical research.

Dr. Rath thanked all for participating and adjourned the meeting to the program discipline breakout sessions.

Meeting minutes interpreted and reported by Jill De Valk

Paralegal Studies Breakout Meeting:

In attendance: Matt Hoffman, Mary Conwell, and Jill De Valk

- Dr. Rath dropped in to mention that classes should meet for the entire scheduled time. The class was not a Paralegal Studies class but still needed to be addressed.
- Professor Conwell stated that she had been in the Department Chair meeting before the Department Meeting and that there was a quorum to revise the department chair/coordinator duties.
- Textbook adoptions & decisions are completed for the 2017 – 2018 Academic Year.
- American Bar Association Site Team Visit:
Agenda revisions – the Advisory Committee meeting will be at FSW instead of downtown at the Justice Center. Matt Hoffman will demonstrate an online legal specialty class that he teaches to the site team
The site team wants to check our Westlaw access
Day 2 – the team will visit the other 3 campuses – Charlotte, Hendry/Glades Center, and Collier.
- Dr. Van Galean has student satisfaction surveys available if needed

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, Alisa Callahan, William Van Glabek, and Leroy Bugger

Proceedings:

Department Coordinator's Report: Professor Hoffman

- Discussed positive outcomes of not using textbooks in courses
 - Students are required to conduct interviews which has led to students learning business etiquette in addition to course content
 - Students are taking photo with the person they interviewed to show proof of assignment completion
- Professor Hoffman provided the included *Department Chair COP Language* handout to review. This document lists all Coordinator responsibilities for Business, Accounting and BAS, SMAN Programs. Professors reviewed the responsibilities.
 - 100% of those in attendance agreed upon coordinator responsibilities

Other business

- SoBT will begin offering ACG 3401 – Accounting Information Systems in fall 2017 as part of the BAS, Supervision & Management Accounting Concentration
- Curriculum action requested for AS, Accounting Technology & the accompanying Accounting Technology Management CCC:
 - AS Degree: TAX 2010 – Federal Tax Accounting II will absorb TAX 2401 – Trusts, Estates, and Gifts: Accounting and Taxation

- CCC: TAX 2010 – Federal Tax Accounting II will absorb TAX 2401 – Trusts, Estates, and Gifts: Accounting and Taxation, ACG 2500 – Governmental and Not-For-Profit Accounting will be removed, MTB 1103 – Business Mathematics and FIN 2001 – Business Finance will be added
- Discussed textbooks or open source for new courses
 - MAN 3046 – Open source; Professor Hoffman will review proposal
 - SLS 1331 – Professor Patterson working on text
 - Professor Callahan discussed using TeacherTube, a resource similar to YouTube that provides academic videos
 - Professor Hoffman reiterated importance of ensuring we are licensed to use the resources we choose
 - Professor Callahan discussed the difficulty of using Connect without a textbook as publishers to not sell Connect separate from the e-textbook

Public Safety Administration/Criminal Justice/Crime Scene Break Out Minutes

February 10, 2017

In Attendance: Dr. Richard Worch, Prof. Michael Nisson, Mark Morgan, Albert Nault, and briefly Dr. Thomas Rath.

Textbook Adoption: Dr. Worch discussed the 2017/18 academic calendar year textbook adoption for these programs and confirmed that all required editions to course required textbooks has been completed and are ready to submit to the department.

Dr. Worch discussed the current program adoption of Open Source materials in courses as initiated by compliance with FSW policy.

- The potential inclusion of program Adjunct Faculty members being invited to future discussions about open source materials for the enhancement of their prospective subjects and for the benefit of FSW students.
- Current courses that utilize open source materials:
 - CJE 2711 - Criminal Justice Capstone
 - PAD 2949 - Public Safety Administration Internship I
 - PAD 4878 - Public Safety Administration Capstone
 - PAD 4949 - Public Safety Administration Internship II

Dr. Worch discussed to initiative to adopt affordable textbooks in programs courses to decrease the overall cost to students and comply with Florida State policies. The programs efforts to address this issue was illustrated by the adoption of a textbook that cost \$200 to \$50 for PAD 3204 - Financial Management in the Public Sector. Future attentions will be made to address this policy by the program.

Instructors Requirement: Dr. Rath stopped into the breakout meeting to address a general concern from the School of Business & Technology (SOBT) in regards to instruction course time requirements. This conversation was not directed to an individual specifically, but to the all faculty members. Dr. Rath clarified student educational expectations from the professors using good time management to fulfill all course required meeting times. Dr. Rath stressed the potential for ethical issues to arise and concerns about tuition & fees paid to by FSW students for course instruction.

Coordinators Duties: Dr. Worch discussed the responsibilities of Program Coordinators and how the responsibilities differ from Program Chairs. Dr. Worch gave a short history to the orientation of program coordinators to School of Business & Technology department. Prof. Nisson was given a draft of coordinators duties as established by FSW's College Operating Procedures (COP) that highlights the responsibilities associate with each Department Chair, Department Associate Dean, and Program Coordinator positions. A

copy of the Department Chair COP Language is attached to this breakout minutes as Appendix A.

Advisory Board Meetings:

Dr. Worch discussed the issue of Advisory Board Meetings being conducted as individualized department program and not as a whole department. Public Safety Administration/Criminal justice/Crime Scene will be conducting their own Advisory Board starting this Spring 2017 term.

Internships:

A conversation occurred, between Mark Morgan & Dr. Worch, about the programs current internship program offer an overall updated to the projects impact on the program outcome.

Student Opinion Survey:

Student Opinion Survey (SOS) reports are to be turned into the Associate Dean of SOBT by February 13, 2017. Faculty should be able to retrieve the SOS information from their FSW course canvas pages, let Dr. Rath know if you are having any issues with retrieving the materials for reporting.

Dr. Worch expressed a concern about the low turnout of students completing the Student Opinion Survey and who to increase the number of students replying to the survey.

Minutes taken by Albert Nault

Information Technology Break-Out Meeting Minutes

Attendees: Andrew Blitz, Deborah Johnson, James Barrell, Vincent Butler, George Kodsey, Cynthia Wilson Orndoff, Jackie Beard, George Manning

Dr. Rath's assignment:

Discuss new textbook adoptions in break out – roll overs are complete.

Professor Blitz asked for any book changes by the end of the day.

Responsibilities of chair/coordinator were discussed.

Faculty were asked to weigh in on the duties of a "chair" mapping back to "coordinator" for purposes of CNA.

Dr. Rath visited the IT breakout. He stated that concerns have been brought to the SOBT about ground classes being let out early. He stressed that all classes must meet for the full length of the class period if you are teaching a ground class.

PEARSON RELATED IT ISSUES DISCUSSION:

Students can't get access to "my labs." There was a discussion about how to fix this for students.

Professor Blitz is meeting with Pearson.

Professor Barrell is not liking Pearson because so much of his time is spent and will not use it. He has used Cengage. SAMS and U Certify all have issues. All has to do with email.

Professor Barrell said this is a systemic problem and we are just putting on Band-Aids. It's the integration.

Summer test would not be not integrated. Instructors would have to put the grades in themselves.

Professor Johnson asked "does the product have glitches?"

Send student names and emails to Professor Blitz.

Minutes taken by Michelle Zamniak