

Department Meeting
Friday, April 14, 2017 1:00 - 3:00 pm
Thomas Edison Campus – U 106

	Present	Absent	Excused
Administration			
Dr. Thomas Rath, Interim 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	X		
Matthew Hoffman	X		
Deborah Johnson			
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	X		
Jill De Valk	X		
Lisa Dick			
Pablo Gallegos			
Kristen Hayden	X		
Steve Kelly			
Sandra Mink			
Mark Morgan	X		
Al Nault			
Katherine Robinson			
Michelle Zamniak	X		
Other Staff			
Douglas Goldman	X		
Adrian Kerr			
Adjunct Faculty			
Guests			
Don Benjamin			
David Hamblett			
Randy Manning			

Welcome: Dr. Rath, Interim Dean of the School of Business and Technology welcomed all for attending and introduced the guest speakers.

Guest Speakers: Don Benjamin and David Hamblett from SCORE gave an overview of the organization. SCORE is the Service Corp of Retired Executives where volunteer mentors assist small businesses. The U.S. Small Business Administration (SBA) is a partner and helps fund SCORE.

Don Benjamin is affiliated with the Port Charlotte, Charlotte County area. He likes to open doors for new small businesses. The Charlotte County Chapter has 30 to 35 mentors with a background from the following fields of insurance, banking, manufacturing, and hospitality. SCORE matches a small business with a volunteer with the same background. In the Port Charlotte area, the future is small business. Benjamin had previously owned a restaurant and had been a member of the Restaurant State Board in New York for 10 years.

David Hamblett is a mentor in the Lee County chapter of SCORE. He previously owned a business for 30 years. Hamblett had received a SBA loan and worked with a mentor. He explained that the SBA guarantees the loan. Over the last year, \$1.3 billion in SBA loans have been distributed by the state of Florida and Lee County distributed \$55 million in SBA loans.

SCORE provides 2 workshops per month for participating small businesses. They requested that interested business students and professors volunteer by presenting at the workshops. Hamblett is a big believer in internships for networking and also believes in the power of internships for students' futures. SCORE mentors would also like to locate state money or angel money like \$10,000 to assist in mentoring business in need of small amounts.

Program/Faculty Updates:

- The search for the Business Professor to replace David Hoffman is underway with the face-to-face interviews and teaching demonstrations, with 2 of the 3 candidates completed this morning. The remaining candidate will be meeting with the selection committee on Monday, April 17. The committee should be able to recommend a leading candidate on Monday afternoon. Dr. Rath announced that today's department meeting would be David Hoffman's last meeting.
- The search for Dean of the School of Business and Technology has also been announced with the selection committee meeting concurrently with this meeting. The selection committee consists of Dr. Larry Miller serving as chairman and four self-nominated faculty peers. The faculty members will join the department meeting when they have concluded the selection committee meeting. Dr. Rath stated that for valid reasons he did not apply for the position of dean and will continue to be associate dean.
- **Textbooks:** The School of Business and Technology has completed the highest percentage of textbook adoptions so far. New textbook editions means there will be changes to the CANVAS shells. Textbook adoptions must be published 45 days before the first day of classes in the fall semester.
- **Course Shells:** There are many new course developments in the queue. Coordinators be careful about summer rollouts.
- Summer syllabi due date announcement will be emailed next week.
- **Assessment:** During breakout sessions please discuss how to effectively assess the programs. Assessment needs to be finished before the end of 2016-17 contract. Otherwise, when we come back for the fall semester, there will be four days to complete assessments and syllabi.
- **Faculty Evaluation:** The final paperwork of this academic year, Faculty form 3 was due Wednesday, April 12. If you haven't submitted this form yet, please complete and submit as soon as possible.

FSW/Department Updates:

Dr. Richard Worch, Coordinator of the Public Safety Programs informed the audience about the "Chair vs Coordinator" positions. The bargaining committee for the Collective Negotiations Agreement (CAN) last fall has left open the role of the chair/coordinator. Dr. Stewart appointed an Ad Hoc committee of department chairs and coordinators to discuss. This committee met every Friday from January through February 2017 to decide what was working. In the School of Business and Technology, the four coordinators of the different disciplines is working well. Other schools at FSW are using 1 department chair. The negotiations team has decided that there will only be chair positions with defined duties. The coordinator position will revert back to chair positions. The compensation will be much less because it will be split by the four disciplines. They will continue to be responsible for the following: assessments and compliance assist; keeping course syllabi up to date including master syllabi; and working with FSW online. Chair positions are elected and coordinator positions are appointed, so faculty on continuing contract are available to run for the chair position.

Dr. Worch stated that in the breakout meetings the faculty need to make the determination of qualifications for the chair position such as if assessment training is needed and if there are any faculty members who would like to run for the chair position.

Timeline:

April 21, 2017 – Dr. Worch will submit to the Faculty Federation SoBT qualifications for the chair position at the informational meeting which will decide on process.

April 24, 2017 – Union faculty vote on compensation for assessment to ratify.

April 25 – 28, 2017 - If any faculty members are interested in running against the current coordinators their names are submitted for the ballot.

May 4, 2017 – The vote on the chair positions are submitted to the VPAA by the senior faculty member.

The term of chair will be until the next Collective Negotiations Agreement in two academic years.

Human Resources has developed a compensation grid consisting of a point system for the chair positions. For SoBT, each chair would receive \$1500 for fall semester, \$1500 for spring semester, and 3 hour release time per semester. If the chair returned on August 11, 2017 for duty, they will receive an additional \$1500.

The difference between coordinators and chairs was discussed. Coordinators are appointed, their function is administrative instead of supervisory, and the associate dean completes some of the duties. Department chairs are elected and have named duties.

The meeting was adjourned to the various programs' breakout sessions.

Meeting minutes interpreted and reported by Jill De Valk

Criminal Justice/Paralegal/Public Safety Breakout session minutes –

In attendance:

Dr. Richard Worch
Dr. Mary Conwell
Mike Nissan
Matt Hoffman
Dennis Fahey
Mark Morgan

Two items discussed:

Change from program coordinator to program chair.

Dr. Worch polled the group and there were no others interested in running for the chair positions. So it was decided that Dr. Worch and Dr. Conwell will continue in their roles for the duration of the position term.

Assessment

Dr. Worch reported that all is well in the assessment area for the programs in this breakout. He did mention that there is an issue currently being worked on with getting the proper data out of the assessment system so that the required reports can be produced.

Meeting adjourned at 3 pm.

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

- Department Chair will replace Department Coordinator in the future. We need to decide the qualifications:
 - Established requirement: Faculty on continuing contract
 - Established requirement: Must complete an FSW online course on compliance assist
 - Must be FQF'd for at least one discipline within the department
 - If making decisions for areas other than what faculty is qualified for, must seek counsel from a FQF'd faculty
- For information purposes:
 - Will not be responsible for re-writing syllabi when changes are made; just responsible for reviewing them
 - Supervise adjunct professors, including their syllabi
 - Responsible for Compliance Assist
 - Participate in the Business Advisory Counsel
- If interested in volunteering, contact Dr. Rath

Other business

- Assessment is going well – most faculty implementing measurement assignments correctly
- GLOBUS – Assessment for BAS, SMAN capstone. 35,000 students worldwide participating – our students consistently rank #1
- ETS – Lower exam scores. Reasons – We are an applied science school so application is stellar however, multiple choice may be more of a challenge.
- Tim Lucas – Re-developed Leadership and Team Development, open source and ENT 3003 & ENT 4004. Will be publishing an article about creating open source courses.
- Bill Van Glabek – Updating RMI 2001. FL DoE and FL DFS are offering insurance licensure (life, health and annuities and property/casualty) by completing a bundle of RMI courses. FL Association of Insurance Agents are giving each school \$5,000 in scholarship funding if offering the program.
 - Working toward an Associate Degree, Risk Management; 98% of the courses are already offered at FSW. Need to develop 2 more RMI courses.
- Kristen Hayden – Sigma Beta Delta induction ceremony will be held on Monday, April 24 from 3:30 – 4:30 p.m.

Information Technology Break-Out Meeting Minutes

Attendees: Deborah Johnson, James Barrell, George Kodsey, Cynthia Wilson Orndoff, Jackie Beard, George Manning

Absent: Andrew Blitz, Vincent Butler

Dr. Worch's assignments for breakout:

Faculty determine the following for your area:

Qualifications for new Faculty Chair

- Assessment Coordinator –Determined (compensation TBD)
- Continuing contract – Determined
- Review, approve and archive discipline area syllabi

- Report on any interest in running for Faculty Chair (elections) if no one is interested in running
- Qualifications must go into Faculty Contract
- Term 3 years but this coming term will only be 2 years (until the new CNA)

Words of caution:

Aug 16th 4 days to have Compliance Assist updated!!!

Timeline provided from Eileen DeLuca in email to faculty.

To prepare for upcoming vote discussion:

- Consider Compensation \$3000 for AY one release time per semester.
- August 11th back to work
- Stay two days after end of spring semester (option) \$1,500 for extra 7 days of work
- Faculty present discussed the new role of Faculty Chair
- Professor Johnson declined opportunity to run for Faculty Chair
- Professor Butler left Department meeting early and did not attend break out and Professor Blitz was absent.
- What if none of the continuing faculty want the role of Faculty Chair?
- Faculty agreed to table qualifications conversation until Professor Blitz and Professor Butler are consulted via email since there are no more meetings for this academic year.

Professor Barrell had questions about industry certifications (Professor Blitz has info).

Professor Johnson had questions about Pearson products (Blitz has info).

A brief conversation was held about new capabilities in CANVAS for faculty to message students.

Minutes taken by Michelle Zamniak