

Department Meeting
Wednesday, August 16, 2017 1:00 – 4:30 pm
Thomas Edison Campus – U 106

	Present	Absent	Excused
Administration			
Dr. Thomas Rath, Interim Dean	X		
Department Chairs			
Andrew Blitz	X		
Leroy Bugger	X		
Mary Conwell	X		
Dr. Richard Worch	X		
Faculty			
Jim Barrell	X		
Vincent Butler	X		
Alisa Callahan	X		
Dennis Fahey	X		
Matthew Hoffman	X		
Deborah Johnson	X		
George Kodsey	X		
Tim Lucas	X		
Michael Nisson	X		
Cynthia Wilson-Orndoff	X		
Jennifer Patterson	X		
Anita Rose	X		
William VanGlabek	X		

	Present	Absent	Excused
Staff			
Tom Carr	X		
Jill De Valk	X		
Lisa Dick	X		
Kristen Hayden	X		
Steve Kelly			
Mark Morgan	X		
Al Nault	X		
Michelle Zamniak	X		
Other Staff			
Douglas Goldman	X		
Adrian Kerr	X		
Adjunct Faculty			
Janet Harvey	X		
Guests			
Randy Manning			

Welcome: Dr. Rath, Interim Dean of the School of Business and Technology welcomed all in attendance and thanked everyone for their support over the summer.

Faculty/Staff Updates:

- SoBT has two new additions to the department. Dr. Anita Rose has accepted the position of Business Professor. Dr. Rose was recently employed by CareerSource and is familiar with workforce issues. She also was an online adjunct for the Business programs at New York University. She completed a Doctor of Business Administration from Capella, an MBA from Rutgers, and a Bachelor’s degree in Organizational Management.
- Jayda Valdez started working recently as our work-study assistant. She is helping out at the front desk answering phone calls, greeting students, and assisting our coordinators with the tracker system of advising scheduling.
- Pablo Gallegos, SOBT Accounting tutor has accepted a cashier position at the FSW Bursar’s office, but Dave Sundby may be coming back to the lab.
- Also, Shelley Osterhaut, adjunct faculty member who taught in the entrepreneurship program passed away in a tragic accident this summer.

College-wide Updates:

- Dr. Deborah Teed is the new Dean of Arts, Humanities and Social Sciences

- The search for the Dean of the School of Business and Technology will reopen September 1, 2017. The earliest we could expect to have a new dean is January but it may be later.
- Kelli Dunlap is now the Director of Institutional Research
- Dr. Joseph Van Galaan is now the Director of Assessment and Effectiveness
- Whitney Ryne is now the Director of Strategic Initiatives for Academic Affairs

Corporate Training:

Adrian Kerr, Director of Corporate Training and Services informed the group about his area's activities. His department deals with grants for new hires for noncredit courses. Any community college in Florida may apply for this funding. FSW received 25% of the state's allocation last year. Employee training for Chicos, Hertz, and Cheney Brothers was completed with these grant funds. Through a last minute budget decision, the state legislature, Senate, and Governor increased the amount of the Quick Response Training program funds from \$12 million to \$15 million for this year. At one point in May they had removed all funding. The government has also slated \$65 million for job growth in the state of Florida. Adrian and Dr. Rath have already applied for a \$4 million grant. Projects in the works include \$500,000 for both Gartner and Cheney Brothers.

Enrollment:

Full time equivalent numbers are 7.6% above FTE last year. SoBT is leading the charge. Head count is 7.5% above but we are behind the final count for fall. The good news is that the average student is taking more classes. Studies have shown that the more credit hours students take per semester, the more successful they are because they are more committed.

Two-Year Plans:

Coordinators Michelle Zamniak, Kristen Hayden, and Mark Morgan have been revising the two-year plans for programs and will be distributing them soon.

Budget:

For the 2017-18 academic year, the budget for Fund 1 has been reduced 10% and the travel budget has been reduced by 15%. If you are planning on attending any conferences this year please contact the Professional Development Committee to request travel funds there first then contact Dr. Rath if your travel is denied. Dr. Rath will find out who to contact on the Professional Development Committee.

Also, the mini grant program has ended. The college is steering toward a larger grant system with up to \$100,000 in research grants available.

Airframe and Power Plant Updates:

SoBT has applied for a grant to fund the proposed airframe and power plant program. We are renting a hangar at the Punta Gorda Airport and have acquired 2 planes through donations. Estimates for equipment needs total approximately \$3 million. Steven Knoll, formerly from Embry Riddle on the east coast of Florida has been assisting in the planning of curriculum.

The economic and salary impact of this program is significant.

BAS Information Systems Technology:

SoBT is waiting for state and SAC's approval for the BAS IST program. New target date for beginning the program is fall 2018.

Department Chairs:

The Faculty Coordinator positions are now known as Department Chairs. Professor Leroy Bugger is taking over for David Hoffman; Dr. Worch is the department chair for Criminal Justice, Crime Scene, and the BAS Public Safety Administration;

Mary Conwell is the department chair for Paralegal Studies; and Andy Blitz is the department chair for the Technology programs. If you do not have your course canvas shell, please contact Randy Manning.

Course Development:

There is new leadership for FSW online. Dr. Wendy Athens left FSW and is now working at Utah Valley University. Dr. Jester is now the Director of Elearning. One of the goals is to have significant and recognizable branding in the canvas shells for online courses.

This summer, Professor Jennifer Patterson developed the SLS 1331 course by eliminating the textbook and using alternative sources and databases for the students. The students will be completing a career portfolio in steps throughout the course. Adjunct faculty members Al Williams and Chris Marcin also redeveloped the SBM 2000 course using an open source textbook with no cost to the students. They developed the course in record time, within one month.

Faculty Evaluations:

None of SoBT faculty are at the 5 year review mark so no committee will be needed. Five faculty members will need to submit a portfolio in February. There are conferences scheduled from August 30 to September 15, 2017 for all new faculty. The conferences are also voluntary for annual faculty, continuing contract faculty under comprehensive review, and continuing contract faculty. Volunteers are needed to serve on subcommittees.

Proctoring:

In an online course that requires online testing, professors cannot compel a student that they must come to the testing center to complete the online testing. The student may be located in another state and need to use a different testing center.

Other Business:

- If students are not registered for your class, please send them to the Registration department to determine their enrollment. Students must be enrolled in the course and on the roster to be admitted to your classroom.
- There is an expectation that the professor will be in the class the entire length of the scheduled class time.
- If adopted, all future course development will be paid out in stages and not a lump sum.
- Cross listing creates a level of FERPA risk for the college and is not allowed.
- Ellucian Integrated Learning Platform was adopted to benefit faculty and students
- Textbook adoptions: We have experienced publisher issues recently. Textbook selections for adoption fall 2018 will be due by the end of this semester. Textbooks adopted by February and March 2017 still had issues.

Assessments:

August 25, 2017 is the deadline to report assessment results from the 2016-17 academic year. Assessments need to be definitive and clear. We need to know what is working and what is not working. How do we know that we are improving and students are receiving a quality education. Assessments need to be 3 layers deep for SACs. We need to review the state frameworks for the path to success for assessments.

New Era of Students:

Students are disputing grades at an increasing rate and on the flipside, they bypass procedures and go straight to the Dean, President, Janat Sabo, or Mark Bukowski. These grade challenges are often a failure of communication between faculty member and student and sometimes the failed communication is because the student is not listening. Professors need to clearly state policies in the syllabus. Students need clear instructions on the expectations of the professor. It is the responsibility of the professor to ensure the students are understanding the policies.

A discussion ensued regarding failing students and expulsion. If the consequences are minor, students will continue this behavior. As a whole, faculty need to decide what the policy should be.

Spring Schedule:

The proposed schedules for the Spring 2018 semester were emailed to the department chairs on August 11th. On August 21, the department chairs will email the schedule to the full-time faculty to select their courses and return the schedule before August 29. On August 29, adjunct faculty will have the opportunity for course selection with a due date of September 6th to reply to Lisa.

A vote was taken for the approval of the above schedule process. All present were in favor and none opposing.

We want this process to be as transparent as possible with suggestions for scheduling from the 2-year plans. Since the BAS programs must have at least 25% of courses taught by professors with a terminal degree, some courses will already be scheduled.

Office Hours:

The COP addressing office hours is in the queue for legal review. An issue has come to notice that not all courses have final exams. Students are required to complete a final project or research paper instead. During finals week, per state requirements, students must meet with their faculty member in week 16 or during the scheduled final exam time for the experience of the student.

- There needs to be some semblance of office hours during finals week
- Let Dr. Rath know if you need to change office hours to accommodate your final exam schedule.

Equitable distribution of hours on Friday – For 15 credits, there should be a 3:1 distribution of office hours or 5 hours in hour or ½ hour increments.

The office hours should not be flush with class time and should have at least 10 minutes in between.

For online office hours, faculty could use Adobe Connect to verify that you are/were available during that time.

The meeting was adjourned at 2.55 pm to the various programs' breakout sessions.

Meeting minutes interpreted and reported by Jill De Valk

Information Technology Break-Out Meeting Minutes: Lisa Dick

Attendees: Deborah Johnson, James Barrell, Andrew Blitz, Vincent Butler, Cynthia Wilson Orndoff

Attendees reviewed the draft spring 2018 schedule. Specifically discussed was:

- CTS 1133/31 online mini A/B vs. full semesters and in class
- All CGS 1000 should be online

Attendance verification for classes was discussed. Specifically:

- Blitz - Failure to attend 4 classes means automatic failure
- Johnson – thought there might be a Florida or federal law to prohibit failing if student misses 4 classes

Dr. Rath's email regarding adjunct statement of plagiarism in adjunct syllabi was discussed.

- Blitz – plagiarized 3 times means automatic failure
- Different situations of plagiarism were shared

Detailed discussion of technology failure in Canvas.

- Students wait until 11:59 PM to submit and then something happens and nothing can be done to fix their problem
- Timeliness of students taking exams and turning in projects after deadlines

Pearson IT was down multiple times in summer semester

More topics of discussion:

Independent study students cannot go to online Proctor U

Online proctoring of exams

Johnson – Vizio and Project access are needed for instructor and students for CGS 2108

Blitz challenged attendees to match assessment with learning outcomes. Do they need to be update?

Assessments need to be updated by August 21

Barrell led a discussion to use Schoolview software as a lockdown software for classroom. Johnson and Kodsey agreed

Detailed discussion of publisher concerns including:

No consistent Pearson rep since April 2017

Any changes made, publishers would have to redevelop courses

Cengage vs. Pearson

Blitz asked for input on other systems that could be used besides MyIT Lab and SAMS

No system is perfect – we may be looking for something that doesn't exist

Pearson has a good grading link

Blitz asked for attendees to send him any bookstore issues. Biggest bookstore problem is that they are not ordering enough books for the number of students in each class.

Also discussed was the need sign-in notifications from testing center and Proctor U

Questions about final exams:

Why and why not students are/are not passing exams

Policy on second source for textbooks

Meeting adjourned at 3:40 PM

Criminal Justice, Crime Scene Technology, and BAS Public Safety Administration Breakout Meeting

In Attendance: Dr. Richard Worch, Dennis Fahey, Michael Nisson, Dr. Thomas Rath, and Jill De Valk

Online Office Hours:

- Make sure you have notice in your online course that if they need to contact you in an emergency, perhaps give students your cell phone number
- Evenly distributed – used to be in the COP

Campus Office Hours:

- Dennis Fahey has class on Fridays
- No issues with office hours on Fridays

Assessments:

- Courses have rubrics – make sure that adjuncts are using the rubrics to submit grades so the assessment data is correct

- Canvas shell for CJE 1640 – 3 levels
 1. Essay assignment
 2. Discussion assignment
 3. Final paper – presentation

- Dr. Rath added that there are 3 levels of assessments for Compliance Assist tracking
 1. Course Outcomes
 2. Program Outcomes
 3. Institutional Outcomes

Need representative samples

The Public Service Programs warehouse assignment data in the Canvas shells and report everything with significant results

Spring Schedule:

- The spring schedule was also discussed

The meeting was adjourned at 3:35 pm

Minutes interpreted and reported by Jill De Valk

Paralegal Studies Breakout Meeting

Present at meeting:

Dr. Mary Conwell, Professor Matthew Hoffman

Agenda:

- Discussed recent summer schedule
- Dr. Conwell brought out proposed schedule for Spring 2018. Professors Hoffman and Conwell gave preliminary approval to schedule to return to Lisa Dick
- Discussed textbook adoptions and the potential to use open source for BUL 2241 and some of the challenges in completing that work
- Discussed assessment and how to deal with courses where we were below the threshold but a number of students did not participate in the course.
- Briefly discussed Dr. Conwell's participation in the forthcoming Albuquerque conference of the National Paralegal Educators conference.

MOVED TO ADJOURN: Dr. Conwell

SECONDED: Professor Hoffman

Business and Accounting Break-Out Meeting Minutes submitted by Albert Nault

Attendees: Timothy Lucas, Jennifer Patterson, Alisa Callahan, William Van Glabek, Anita Rose, Leroy Bugger

Proceedings:

Department Coordinator's Report: Professor Bugger

- Bugger led the discussion on course distribution for Business programs including the following topics:
 - What is happening to the day classes?
 - Do we want more day classes?
 - Callahan stated that in the past, the schedule was based on student demand.

- Lucas added that he will do what is needed and his students are “non-traditional” and blended classes work for them.
- Callahan said that professors can choose the hours and days for building the blended classes. You don’t have to meet four times at 3 hours each time. You could meet six times for two hours each time instead. Changes can be requested with the Dean.
- Bugger added that we do not want to wait until the last minute but be pro-active in dealing with scheduling classes.
- Lucas said that we need more classes on other campuses and not have the main focus on Lee.
- Bugger said that he would send a copy for review of the course chart by tonight and get back to him by Friday for altering course times.
- Description of how the schedule works with campus, dual enrolled, and online was discussed including the possibility of having MAN 2021 start at 11 AM.

Other business

- Offices hours were discussed. Split office hours equally among Monday through Friday. Online hours are ok for Fridays.
- Syllabi discussion included that a line should be added about students not waiting until the last minute to submit online assignments.
- A discussion about Compliance Assist included:
 - Results and data
 - Addressing current gaps
 - Changing goals and addressing State frameworks
 - Program courses
 - How to move forward?
 - What rubric to scoring system to use 3, 4, and 5
 - What if Assessment Method assignment is not turned in by student?
- Van Glabek discussed the Risk Management Insurance Certification approved by FSW to be offered in the Fall 2018, pending FLDOE, SACS, and Curriculum Committee approval. Upon successful completion of the RMI certification the Florida Dept. of Financial Regulation will authorized FSW students to have their examination requirement waved for State licenses (*Property & Casualty* as well as *Life, Health, & Annuities*).