Department Meeting
Friday, October 13, 2017 - 1:00 PM to 3:00 PM
Thomas Edison Campus – AA, Room 177

	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			
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		
Steve Kelly	X		
Mark Morgan	X		
Al Nault	X		
David Sundby			
Other Staff			
Adrian Kerr	X		
Adjunct Faculty			
James Smith	X		
Sandi Towers	X		
Guests			
Randy Manning	X		

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

Program/Faculty Updates:
Personnel:
- Al Nault is now a Coordinator of Student Success and Retention for the Information Technology programs, Architectural Design and Construction, and Civil Engineering Technology.
- Kristen Hayden left FSW to move to Missouri. There are 91 applicants for her Coordinator of Student Success and Retention position that is available.
- The Dean search committee is meeting on Monday with 24 applicants
- The full-time instructional assistant position will be posted next week with no hiring committee necessary

Spring Schedule:
Presently, 99% of spring classes have instructors scheduled to teach them. This is a living, working schedule so be aware that selection may change. Future schedules will be subject to the new Dean, but the process has been a fairly collaborative process.

2018-19 Textbook Adoptions:
- eLearning would like to have adoptions by March 20, 2018
- Make selections before winter break
- New state rules for adoptions
  Bookstore adoption 75 days before start of course
  45 days in advance of publishing courses
  Recommended 3 years scheduled

A discussion ensued about open source materials. On Monday, Dr. Worch is included in a panel discussion (TLC workshop) on the future of using open source at FSW. How are schools dealing with making sure the links are available to the students?

Course Development:
Discuss what needs to be developed for online. The impact of course development is minimal for next fall.

FSW Online:
Dr. Roz Jestor replaced Dr. Wendy Athens as Director of FSW Online. The Coordinator for the technology side is Kim Turano and the Coordinator for the Development side is Carolyn George. Our department will no longer have an embedded designer. FSW Online will assist as needed.

Program proposals: The following proposals were submitted through the drop box today: Air Frame and Power Plant, Construction Management, and Risk Management.

Other Business:

- We also need to verify outcomes with state frameworks for many of our programs

- Working on local school district articulations for Academy programs for minimum amount of credit

- The Advisory Committee Meeting is scheduled for November 2, 2017

- Industry Certifications: We should take a look at the Gold Standard certification and develop local articulation

- Perkins Grant Programs of Study: For the 2017-18 academic year, of the 5 area school districts, only Charlotte County collaborated with FSW. After the first of the year, we will schedule a meeting with all 5 school districts in an effort to collaborate together on a program of study.

- Corporate Training Updates:
  Adrian Kerr stated that for the 2017-18 year the state has raised the amount of funding for training new employees from $12 million to $15 million. They have imposed a maximum amount of money that one agency may receive. Companies receiving funds for new hires include the following:
      Gartner – 245 new hires - $75,000 for training
      Charlotte company in September – 333 new hires
      Arthrex – 269 new hires - $85,000 for training

Faculty and staff met in their individual breakout sessions from 1:30 pm to 2:30 pm. The Department meeting reconvened at 2:30 pm

FSW/Department Updates:
- A concern regarding eLearning was discussed. In the past, whenever a professor was having an issue with their course in the Canvas platform, they used to call FSW Online and someone would correct the issue. The School of Business and Technology includes 2000 students. We have 180 to 200 courses, many of which are online. Now, for the shells with added bells and whistles, if something breaks, we have to submit a ticket to correct the problem.

- Learning Assessment: Some courses will be assess by Dr. Van Galen. Courses selected for this assessment will be contacted via email on October 16, 2017. Faculty will be submitting a sample of the assignment or paper, rubric, and Canvas.

- If you are on a committee, please provide updates in the next department meeting.

- Dr. Rath will send out a reminder about faculty evaluations next week.

The Department meeting was adjourned at 2:55 to resume breakout meetings.

Meeting minutes interpreted and reported by Jill De Valk

Paralegal Breakout Meeting 10/13/2017

In Attendance: Mary Conwell, Matt Hoffman, Sandi Towers, and Jill De Valk

Textbooks:
- Business Law – Matt is in the process of redesigning the curriculum with open source materials. Instead of the modules design, he is using core cases that law schools usually use to teach contracts, etc.
- Will look into replacing the Real Estate Law textbook since receiving student complaints about it.
- Also will re-examine the Wills and Trusts textbook because it is too detailed. Maybe in the future, the Constitutional Law course could be developed using open sources to eliminate the textbook

Assessment – Compliance Assist 2016-17 Results - (assignments that did not reach the benchmarks)
- Litigation PLA 2200 – Complaint Drafting Assignment
  The benchmark that 82% of the students will achieve a score of 82% or above was not met in the fall 2016 (69%) or the spring 2017 (57%) semesters. Paralegal faculty agreed to lower the benchmarks to 80% of students achieve a grade of 80% or above.
  One of the reasons for the lower scores could be that students are not completing the assignment. How can we encourage students to complete the assignment?

- Real Estate Law PLA 2610
  The benchmark was not met in fall 2016 (70%) but was met in the spring 2017 semester. Paralegal faculty decided to keep the benchmark at 82% of students will achieve a score of 82 or above on the assignment. Again, a possible reason for not meeting the benchmark is that students are not completing the assignment and the lower benchmark achievement is the result. If the student is late on an assignment, they do not bother completing the assignment. Maybe faculty could make exceptions to give partial credit so the student will complete the assessment assignment.

- Wills, Trusts, & Probate Administration PLA 2600 - Will Document Drafting Assignment
  The benchmark was not met in fall 2016 (53%) but was met in the spring 2017 (88%). Paralegal faculty decided that the 82% students will achieve a grade of 82% or above will remain. A discussion ensued that fall students may be recent graduates of high school and that students returning in the spring come better prepared.

- Business Law BUL2241 – Final Exam
  The benchmark was met in fall 2016 (89%) but was not met in spring 2017 (70%). Paralegal faculty decided that the benchmark that 80% of students will achieve a grade of 80% or above will remain. Perhaps the discrepancy is because adjunct professors may use different exams.

- Litigation PLA 2200 – Project
  The benchmark was not met in either fall 2016 (69%) or spring 2017 (57%) so the paralegal faculty decided to lower the benchmark for 2017-2018 to 80% of students will achieve a grade of 80% or above on this assignment.

Since two assignments in Litigation did not meet the benchmark, we need to take a closer look. Civil procedure may be difficult to grasp. Subject matter jurisdiction and other concepts may be a challenge also.

- ▪ Law Office Management PLA 2763
  Law Office Management is only offered in the fall semester and the benchmark was met (83%). The consensus was to leave the benchmark at 82% of students will achieve a grade of 82% or above on the assignment.

American Association for Paralegal Educators (AAfPE) Conference:
Professor Conwell will be attending the AAfPE Conference in Albuquerque, New Mexico next week. She will be presenting on the topic of legal research.

One of the expanded missions of AAfPE that will be discussed at the conference is to include Legal Studies programs as members of AAfPE. A discussion ensued whether the department should change the Paralegal Studies name of the program to Legal Studies or not. Also to revise course titles that have paralegal in the title, for example, Introduction to Paralegal Studies would be revised to Introduction to Legal Studies. Perhaps changing the program name to Legal Studies would increase enrollment because gender stereotypes of the term "paralegal". Also the name revision could target more pre-law students. There is an approval process that would need to be completed to broaden the concept and view of the program.

The meeting was adjourned at 2:35 pm to continue the department meeting

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, George Kodsey, Steven Kelly

2018/19 textbook adoptions were discussed. Blitz asked all to send him list of new adoptions. He also asked that everyone send him any problems they've had with the bookstore.

Detailed discussion of publisher concerns including:
>   Any changes publisher changes, would have to redevelop courses
>   The problem that IT publishers usually make edition changes May through July
>   Blitz stated that he could have publisher presentations if all agreed

Blitz asked if anyone was having any further problems with Pearson IT since problem in summer semester. No one reported any problems.

Johnson talked about the need to renovate the library, G building computer labs on the Collier campus. Another issue that was brought up is that Public Safety locks that building early and there is no chance for students to stay after late classes. Blitz mentioned that K 105 and other Lee campus labs need to be updated.

Blitz talked about the difficulty buying software licenses and the need to go through the Legal Dept. Legal is concerned about FERPA issues and the fact that software companies don't want to change their "ULAs" to conform to what Legal wants. In particular, right now MeasureUp licenses have not been approved to purchase. Blitz said that students are frustrated because they can't get practice exams or the actual   exams.

Assessment measuring was discussed. Blitz asked to meet with each faculty member individually regarding assessments and how we meet outcomes. The following points were discussed:
>   Standardized outcomes
>   Computer assessment issues for CGS 2108 and CGS 1100 -- the Word component in those
>   classes is only getting measured for CCCs
>   Don't measure two assessments at the same time

Some programs not using rubrics to grade
State framework outcomes assessed over two years because of the high number of outcomes

Blitz talked about his process for using three assessments for online classes for students to complete to count for attendance verification.

Meeting adjourned at 2:20 PM

10/13/2017 Breakout session minutes - Criminal Justice/Crime Scene/Public Safety – reported by Mark Morgan

In attendance: Dr. Richard Worch, Michael Nissan

Items discussed –

- **Compliance Assist**

Dr. Worch reports that everything is complete and the only outstanding item is the collection of student grades for reporting purposes.

- **Textbook changes**

Dr. Worch stated that he will check with the book publishers concerning any edition changes for the textbooks used in the PAD courses.

He asked Mike Nissan to do the same for the Criminal Justice courses and will have Dennis Fahey check concerning those used in Crime Scene.

Dr. Worch reminded those in attendance that any changes need to be reported to Lisa Dick by December 1st.

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

Attendees: Timothy Lucas, Jennifer Patterson, Alisa Callahan, Cynthia Orndoff-Wilson, William Van Glabek, Anita Rose, Leroy Bugger, James Smith, and Randy Manning.

Proceedings:
Department Coordinator's Report: Professor Bugger
- Bugger led the discussion on 2018-19 academic year textbook adoptions. He asked all present to take a look at the current adoptions and give recommendations as follows:

  o Callahan to review finance and banking.
  o Callahan and Rose to review GEB 1011, GEB 4375, and other potential GEB courses.
  o Van Glabek to review accounting
  o Patterson and Lucas to review management and marketing
  o Entrepreneur classes will be reviewed by Lucas and Rath. Lucas to meet with Bugger about all ENT courses.
  o Bugger will review GEB 2930, HFT, ISM. ISM 3004 has been identified as needing particular review.
  o Send all information about textbook changes the Department Chair (Prof. Bugger) as soon as possible, to get our requests for development into FSW Online before other programs.
  o Callahan expressed concern about it being too early in the cycle as publishers have previously lied about availability.

- o Patterson also expressed concerned about books not completed for course development which means the course is then being developed at the last minute.
  - o Discussion was then centered on open sources and online development including having issues with ADA required material to be written in "content rich" format which is too cumbersome to require in ADA form.
  - o Consideration for course material should include "Open Source" where possible to be in line with college's student affordability goals.

- ▪ Bugger reported on new course development. He said that Business and Technology as the lion's share of course development – 40% to 60% of all courses. Randy Manning from FSW online who was also in attendance, said that in the past we had access to one and a half developers for online and that has now been reduced a to a "helpdesk" process. He also said that help may be available but then the course will be pushed to next available developer.

  - o Orndoff-Wilson asked questions about CCC being online/ground based course development.
    - ▪ Van Glabek said it will be ground based.
    - ▪
  - o Intellectual property rights were casually discussion regarding faculty with course development.
    - ▪ Any course development is owned by the faculty member that created the course on ground.
    - ▪ Online courses may differ.

Other business
- ▪ Orndoff-Wilson offered information about a Construction Management concentration for BAS degree.

- ▪ Van Glabek talked about the new proposed risk management insurance courses for a CCC in Risk Management. He asked for faculty support for this CCC. It would mean that a student who earns a "C" or better would automatically earn the professional license for the Florida Association of Insurance.
  - ▪ Callahan called for a vote and all in attendance said yes.

- ▪ Bugger led the discussion about Compliance Assist including:
  - o Would Discussion boards on Canvas even if the class was on campus be ok to match online courses for artifact information in Compliance Assist?
  - o Be aware that you will have to give assignment in the specific course.
  - o Bugger asked what if it was a GEB class.
    - ▪ Switch it to a writing assignment or discussion
  - o Rubric discussion included picking out lines from the rubric to use in assessment. What lines do we use? Any lines labelled "Do Not Modify" assignment is used for Compliance Assistant
  - o How many click the boxes and who enters the number directly?
  - o Canvas can take the "score" from edge of current rubric. This would remove bottom of current rubric.
  - o New assignments for assessment methods – should not be course discussion assignments but written assignments within the course for assessment method purposes – potentially starting with Spring 2018 courses.
  - o Update of rubric and name items directly. All in attendance voted and agreed to this procedure.

- ▪ The upper level Statistics courses (3000 and 4000 levels) were discussed including the fact that these courses would help with BAS students moving to Master's degree.

- ▪ Bugger stated that he would be willing to push forward any course to SoBT Dean, if faculty believe they need to be on another campus or added to actual term based on demand.