

Department Meeting
Wednesday, January 3, 2018
1:00 – 2:00 PM, Thomas Edison Campus, Building U, Room 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			
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			X
Other Staff			
Adrian Kerr	X		
Adjunct Faculty			
Linda Hanwacker	X		
Guests			

Welcome: Dr. Rath, Interim Dean of the School of Business and Technology welcomed all in attendance. Dr. Rath mentioned that there were few complaints in the fall semester and thanked everyone for their efforts.

The next meeting will be on Friday, January 12, 2018 which will include workshops for the essential projects that need completion.

The meeting started with a friendly competition to answer a few enrollment questions that Dr. Rath asked the audience.

- What was the increase in the Full Time Equivalent count for the School of Business and Technology spring 2018 over spring 2017? The answer was an increase in 10.5% with Mary Conwell and Alyssa Callahan coming the closest to the correct answer.
- What was the total headcount increase for SoBT spring 2018 over spring 2017. There has been a 14% headcount increase over spring 2017 with Leroy Bugger answering the closest.
- Although enrollment has increased, SoBT did not have to increase the number of sections.

Personnel Updates:

- Steven Kelly is now a full-time instructional assistant.

- Ivan Guerrero replaced Kristen Hayden as Coordinator of Retention and Student Success for the business and accounting programs for SoBT
- Dr. Debbie Psihountas has accepted the position of Dean of SoBT and is scheduled to begin at FSW on July 2, 2018. Dr. Psihountas is currently the Director of the MBA program in the George Herbert Walker School of Business and Technology at Webster University in St. Louis, Missouri.
- SoBT will be interviewing for the part-time instructional assistant position available for the computer lab.

FSW/Department Updates:

- The Provost's office has completed the interim report for the Southern Association of Colleges and Schools (SACS) regarding accreditation. We are in the fifth year after reaccreditation with no problems from reports submitted. SACS is in the process of revising standards but the current Quality Enhancement Program will remain for now. There will be a new plan for 2021.
- We need to keep an eye on our key gateway courses such as CGS 1100 and MAN 2021 and make these courses accessible at all campuses and all modalities.
- There is a need to examine what is blocking students or causing jams of students registering for certain courses. This examination may result in the evidence based case necessary for the creation of full-time faculty.
- Faculty who need to submit evaluation portfolios will work with Dr. Rath individually.
- Faculty, please submit office hours and syllabi to Dr. Rath
- Dr. Rath will be sending out an email regarding make up exams and the testing center. Steven Kelly may be available to proctor also.
- **Textbooks:** For the spring 2018 semester, there have been three instances of issues with the bookstore. For 2018-19 textbook adoptions please consider with the publisher if they will be able to provide the textbooks, especially old editions. Keep in mind what will be available to students.
- **Department Chairs and Faculty Focus**
 1. Textbooks
 2. Available to Elearning for possible changes to shells
- **Summer and Fall Schedules** – Last year students were able to register for summer and fall at the same time. Dr. Rath will be sending out the schedules to the department chairs soon.

State Frameworks and schedules – review of current Florida state frameworks for SoBT programs to:

1. Develop or revise the full time schedule in collaboration with the faculty member and Dean
2. Schedule toward program needs. We need the best people in the best places at the best time.

- **4 Major Projects need to be completed with a great deal of input from faculty:**

1. Compare current Florida State Frameworks to our current student learning outcomes for associate programs. The frameworks are on the Florida Department of Education website and our language includes "by the end of the program completion, this student learning outcome benchmark will be met..." The current state frameworks may or may not be in alignment with 2017-18. Our student learning outcomes should match the state frameworks. For assessment purposes, we need to demonstrate and document that we meet the learning outcomes because of the results. Also demonstrate that we map directly to the standard.

Dr. Rath would like to have every program's list of frameworks/student learning outcomes compiled and housed in the SoBT shared drive. The purpose is to be able to access the information instantly if needed. For example, if someone needs information when evaluating program requests, "What are the assessments for

____ program?” We can quickly answer with the example of the assignments for the frameworks/learning outcome.

Universal applied process to include:

- a. **Florida State Frameworks**
- b. **Map**
- c. **Examples of assignments used to assess**

There was a question whether this information was already available in Compliance Assist. Dr. Rath explained that we need a product other than Compliance Assist. We need to demonstrate that we map our programs and have the information readily available.

2. Career Pathways Gold Standard Industry Certifications and Articulations
Example: Comp TIA A+ for CTS 1131 & CTS 1133
Deadline for completion is January 12, 2018 for creating document to control. Document the credit for certain classes for having a certification
3. Carl D. Perkins Grant is a grant from the Federal government benefiting workforce programs at FSW. Dr. Rath requested that faculty think about equipment and software that will be needed for the 2018-19 academic year. Through the Program of Study component of the Perkins Grant application, we need to prove that we are working with local educators in high school through graduate school. We demonstrate the program of study pathway each step of the way to completion. The 2017-2018 school year we shared a program of study with the Charlotte Technical Center. Dr. Rath will be reaching out to all area Technical Centers and school districts to decide on a common program of study to be decided by March 2018.

This common program of study would be an opportunity to expand our programs and to increase enrollment by faculty getting involved. This is an opportunity to strengthen bonds with local educators such as Cape Coral Technical College, Lorenzo Walker Technical College in Naples, Immokalee Technical College, Charlotte Technical College, and Fort Myers Technical College.

4. Articulations: We need to work on more articulation agreements between local educational institutions to award credit towards AS degrees and PSAV certificates.
Example: PSAV for Networking – we award 9 credit hours
Articulation agreements with technical centers and the five area school districts may determine equivalencies beyond state standards
- **Corporate Training** – Adrian Kerr, Director of Corporate Training briefly reported an update. The State of Florida has slated \$15 million dollars this academic year. Arthrex and Cheney Brothers have been awarded grants for training. Adrian is working with 3 other companies in the area.

Dr. Rath thanked all for participating and the meeting was adjourned at 2:00 PM.