FLORIDA SouthWestern STATE COLLEGE

Academic Affairs Deans' Meeting
Minutes
September 18, 2018
9:30 a.m. – 11:00 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Acting Provost)
             Dr. Martin McClinton (Dean, School of Pure and Applied Sciences)
             Dr. Larry Miller (Dean, School of Education)
             Dr. Debbie Psihountas (Dean, School of Business & Technology)
             Dr. Deborah Teed (Dean, School of Arts, Humanities & Social Sciences)
             Dr. Denis Wright (Special Assistant to the President/Interim Dean, School of
             Health Professions)

Others: Jason Dudley (Chief Information Officer)
             Barbara Miley (Coordinator, Accountability & Effectiveness)

1. Instructional Technology (Jason Dudley)
    a. Handout comparing Turnitin and Tutor.com usage was reviewed
    b. The question was raised as to whether or not course fees are/could be available
       for funding in ground courses
    c. Tutor.com can tutor on many subjects including subjects not offered at FSW
    d. Need to encourage faculty to encourage students to use Tutor.com
    e. Tutor.com could possibly be a good retention strategy
    f. IT is being restructured and will report directly to the President's office
    g. IT is developing a pre-approved purchase order website which will allow
       departments to start ordering technology on their own rather than funneling it
       through IT
    h. IT is working on correcting the delay in notification of when technology is ordered
       and when it is received on campus
    i. The senior staff assistant is relocating to Texas; the position, along with the
       switchboard operators, is being consolidated to create and IT Operations Center
       which is intended to provide a one stop shop for support
    j. Project Management department is being created; IT is partnering with Team
       Dynamics (project management software) to manage IT projects; Jason Rider
       will lead the department
    k. Projects that qualify for project management require at least 20 hours of work,
       have more than one project to manage, and need the CIO's involvement.
    l. Departments will be able to log-in to IT website and track the progress of their
       projects
    m. Priorities:
        i. Keeping L-110 (Lee Campus) up and running; Professor Molloy uses the
           classroom extensively for the CCC-Audio Technology

      ii. SIBME (Seeing is Believing Me) has been implemented within the School of Education; teacher candidates can video themselves in the field and send to faculty for feedback

      iii. The software might be good for use by the Speech faculty; Professor Myra Walters will be contacted about the product

  n. There is a need to develop a mechanism college-wide to track all of the signed photo releases

2. Search Updates
    a. HR process needs to be clearer (i.e., "Here is the process") and consistent rather than hiring managers having to ask so many questions
    b. School of Arts, Humanities & Social Sciences: searches will begin and Dr. Teed will follow-up with committee leaders for status updates
    c. School of Business and Technology: waiting for HR get searches started; Associate Dean position is closed; applicant pool is large
    d. Dr. DeLuca reminded the deans to remember the language in the CAN and that we are hiring faculty for the College and with a primary campus assignment in mind
    e. School of Health Professions: 15 applicants for the Dean position; position is currently closed but may reopen if needed; committee meetings will be held in September and October to review candidates and then interviews will begin
    f. School of Pure and Applied Sciences: two faculty searches currently underway and will be moving forward with posting for other positions
    g. School of Education: Dr. Miller provided an update on the search for Director, Communications and Public Information Officer; strong candidate has been identified and will be on campus next week for interviews and meetings
    h. Deans need to be prepared to bring updates from searches to the Deans' meetings

3. SACSCOC Update
    a. The update information presented at the August 15th Provost's meeting was reviewed
    b. CR 8.1 (formerly FR 4.1): need to convene program leaders and discuss how the goals were developed and develop goals for the future
    c. CS 8.2.a (formerly CS 3.3.1.1): we will work with all people that have access to Compliance Assist and provide training on language, how to use the results, how do you do the process
    d. Dr. van Gaalen and Barbara Miley are working with unit leaders on writing their 2017-2018 effectiveness plans correctly since the plans will be submitted with the SACSCOC Monitoring Report as evidence of compliance and good faith towards best practices for effectiveness plans.

4. Level II AA/AS Program Reviews Due October 12
    a. The password for log-in is being located and Barbara Miley will send a request to the deans

5. Dr. Stephen Brookfield, October 3, 9:30-10:30 a.m. and 11:00 a.m.-12:00 p.m.

  a. Encourage faculty and staff to attend
  b. Similar lectures in the future will be held on the fourth Friday of the month

6. Other Business
  a. Students are parking where they should not
  b. Issue is being addressed Public Safety

The meeting adjourned at 12:00 p.m.

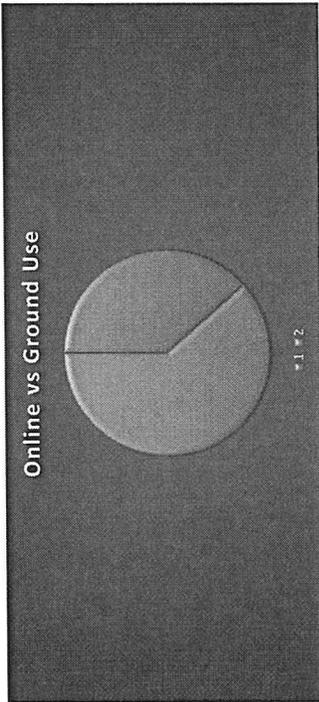|	
From:	Eileen DeLuca
Sent:	Tuesday, September 18, 2018 8:59 AM
To:	Debbie Psihountas; Denis G. Wright; Deborah D. Teed; Larry J. Miller; Martin A. McClinton
Cc:	Barbara Miley; Sherolyn E. Crawford
Subject:	Dean Meeting Agenda, 10:30-12:00

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Dean Meeting Agenda
I-228
September 18, 2018
10:30-12:00

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1. Search updates
2. Standing Committees
3. Level II AA/AS Program Reviews Due October 12
4. Dr. Stephen Brookfield, Oct. 3, 9:30-10:30, 11:00-12:00
5. Instructional Technology (Guest: Jason Dudley, CIO)
6. Other

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Turnitin Analysis

	Yearly Expense	IT/DL Fees	Academic Affairs	Proposed Split
FY18		26,125	12,452	60/40
FY19	$ 31,130	18,678	19,206	40/60
FY20	$ 32,010	12,804	19,800	40/60
FY21	$ 33,000	13,200		40/60

Usage		IT/DL Fees	Academic Affairs
	FY18(Actual)	39	61
	FY19(Est)	40	60
	FY20(Est)	40	60
	FY21(Est)	40	60

Online vs Ground Use

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Spring 2018
Online Submissions	33943
Face 2 Face Submissions	54071
Total Submissions	88014
Online Usage %	39%
Ground Usage %	61%

Tutor.com

	Yearly Expense	IT/DL Fees	Academic Affairs	Proposed Split
FY18	$ 60,000	48,000	12,000	80/20
FY19	$ 60,000	24,000	36,000	40/60
FY20	$ 60,000	24,000	36,000	40/60
FY21	$ 60,000	24,000	36,000	40/60

Usage		IT/DL Fees	Academic Affairs
	FY18 (Actual)	38	62
	FY19(Est)	40	60
	FY20(Est)	40	60
	FY21(Est)	40	60

Online vs Ground Use

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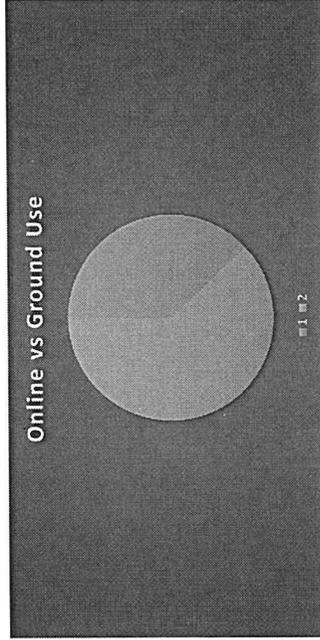
Spring 2018
- 248 hours from ground courses
- 152 hours from online courses
- 56 hours for Drop Off Essay
- 52 hours for English
- 131 hours for Writing
- 106 hours for Math & Statistics
- 45 hours for Science
- 26 hours for Business & Economics