

Department Meeting
Friday, August 15, 2018 1:00 – 3:45 PM
Thomas Edison Campus, Building U, Room 106

	Present	Absent	Excused
Administration			
Dr. Debbie Psihountas, Dean	X		
Department Chairs			
Andrew Blitz	X		
Leroy Bugger	X		
Mary Conwell	X		
Dr. Richard Worch	X		
Faculty			
Vincent Butler			
Alisa Callahan	X		
Matthew Hoffman	X		
Deborah Johnson	X		
George Kodsey	X		
Tim Lucas	X		
Michael Nisson	X		
Jennifer Patterson	X		
Anita Rose	X		
William VanGlabek	X		

	Present	Absent	Excused
Staff			
Tom Carr			X
Jill De Valk	X		
Lisa Dick	X		
Ivan Guerrero			X
Mark Morgan			X
Al Nault			X
Other Staff			
Adjunct Faculty			
Linda Hanwacker	X		
Janet Harvey	X		
Barb Perrine	X		
Dr. Sandi Towers	X		
Guests			

Welcome: Dr. Psihountas, Dean of the School of Business and Technology welcomed everyone in attendance with introductions all around.

Congratulatory Announcements:

- Dr. Jennifer Patterson completed her doctorate degree.
- Professor Anita Rose received an Arc Grant. She was one of four professors to receive an Arc Grant.
- Professors Tim Lucas and Anita Rose were selected to teach their proposed business courses next summer abroad at Lorenzo de’ Medici in Florence, Italy. (Mentioned later in the meeting, Professor Matt Hoffman was also selected to teach next summer in Italy)
- Professor Conwell will have an article titled, “Effectively Teaching Case Briefing”, in the *Legal Educator* journal this fall. She previously presented this paper at the AAFPE conference in the 2017-18 academic year.
- Professor VanGlabek was instrumental in developing the Risk Management and Insurance Management College Credit Certificate available now at FSW. The State of Florida is waiving the state exam for licensure for students who completed the three RMI courses from the CCC. There are approximately 10 programs statewide that offer this.
- Professor Blitz mentioned that three students completed the CompTIA certification designation this summer. The Project Management Institute (PMI) are educational partners for credentialing.

FSW Updates:

- FSW has added 14 new faculty members

- FSW Online has added an Elearning Coordinator position for each school. The coordinator will be the conduit or internal consultant between SoBT and Elearning. The position will require quality matters training and will include a 1 course release. If any faculty member is interested, please complete and submit the application.
- SoBT online courses for development:
 - Terrorism Preparedness
 - BUL 2241 – Business Law – Professor Matt Hoffman
 - Finance – Professor Callahan
 - ENT 3003-3004-3301 – Professor Bugger
- **Developed for Spring 2019:**
 - COP 2360 & COP 2362 – Professor Kodsey
 - MAN 3081 – Professor Rose
- **Foundation Brochure: Each school will have 1 page – include 3-5 key issues:**
 - Risk Management Insurance (RMI)
 - FARO 3D scanners
 - Paralegal Studies name change
 Please submit any additional ideas to Dr. Psihountas before the end of August
- **Incomplete Grades:** Must include the completed form that Lisa Dick emails out each semester with the final grade reminder.
- **Proctoring of Exams – Make sure to follow policy of Proctoria:**
 - Proctoria not compatible with 3rd party platforms like My Labs Plus
- **Canvas:**
 - 2019-20 – Next year all courses will require to use a Canvas shell for grading. Must keep for 3 years. Creates accountability and a paper trail.
 - 2018-19 – Only requirement is to have an uploaded syllabus in the course Canvas shell.

Other Business:

- Please send Dr. Psihountas the completed office hours form
- Email funding requests for in-class resources along with explanation for purchase. This includes extra textbooks for the library.
- Remodeling for K Building – There may be \$1.5 million available. Please send list of ideas to Dr. Psihountas. Professor Blitz mentioned the need for an elevator installed in K Bldg.
- October 18 – Job Fair – FSW is looking for volunteers which will qualify for service for the college.
- Please send Lisa Dick any final exam room requests now for computer labs on all campuses.
- Full-time faculty members send course syllabi to Dr. Psihountas
Adjunct faculty send to Chair of your program

Business Updates – Professor Bugger:

- 10 – 15 course revisions over the Spring
- 9 course revisions over fall
- Revitalize the Business Club – need 1 more professor to assist with the club

Paralegal Studies – Professor Conwell

- **Proposed name change** – to attract students interested in attending law school

Computer Programs – Professor Blitz

- New initiative for cybersecurity – computer forensic program with Criminal Justice program
- 2+2 program
- Dual list of computer and criminal justice courses

Public Safety Programs – Dr. Worch

- Approves of the suggestion Professor Blitz made about a Computer Forensics for Law Enforcement program
- No program exists now in Florida
- Gartner Group may help
- Dr. Worch, the Chair of the Advisory Committee and Dr. Psihountas will be meeting soon regarding a marketing plan for the Public Safety programs.

Dr. Psihountas:

- Listen to student comments regarding scheduling, for example, if they had to wait for a course to be available
- Dr. Psihountas has scheduled two “Pizza with the Dean” events in an effort to meet students of SoBT
- Dr. Psihountas is interested in creating a Student Advisory Board
- Course cancellation policy – Contact the Chair, Dean, and Lisa Dick to find a substitute or schedule a make-up class meeting. Instead of cancelling class, we need to make arrangements to cover the class for each other and need to make every effort to find a substitute.
- Get professional development requests in early. Explore all available means of funding such as the Provost’s FPD funds.
- Working on a new brochure which will be funded by the LCEC grant. See Lisa to review the brochure and make note of comments.
- First Advisory Board Meeting for 2018-2019 is scheduled for Thursday, November 1, 2018. See Dr. Psihountas if you would like to attend.
- Dr. Psihountas will schedule formal and informal meetings this semester with key populations such as Police Departments and Sheriff’s Offices. She will send surveys to Lee Health and Suncoast Credit Union to inquire about the needs of the community.
- Dr. Psihountas would like to meet with all full-time faculty individually during this semester.
- Dr. Psihountas is in the process of hiring a full-time instructional assistant and two part-time instructional assistants. Interviews are scheduled for Friday and Monday. These positions will be filled in the next couple of weeks.
- For the Associate Dean position, so far we have received 48 applications. The committee will begin the interviewing process around mid-September.
- We also have full-time computer and architectural, construction management professor positions available. Due to the future of the construction management program, we may possibly repurpose one of the positions.
- Dr. Psihountas has posted job notices for hiring adjunct faculty in many areas.

The meeting was adjourned to the various break out meetings.

Meeting minutes interpreted and reported by Jill De Valk

Paralegal Studies Breakout Meeting 8-15-2018

In Attendance: Dr. Psihountas, Mary Conwell, Matt Hoffman, Sandi Towers-Romero, and Jill De Valk

Program Name Change and Enrollment: Last semester, the suggestion to change the name of the Paralegal Studies program to “Legal Studies” was discussed. A decline in enrollment in Paralegal Studies is a trend across the nation. Another trend is that when a program director leaves or dies, the college eliminates the program. When Professor Conwell attended the AAfPE Conference in Memphis she learned that other programs have changed their program name as well to attract other students who ultimately want to attend law school. Adding a paralegal certificate for students who already have completed a bachelor’s degree is another idea to increase enrollment.

Professor Conwell will check with the curriculum committee whether or not the committee's permission is necessary for a name change. Only a few of the course titles will need to be updated, including the Introduction to Paralegal Studies and Paralegal Internship courses.

The program could add courses to use as electives for paralegal studies and other programs as well. For example, cybersecurity law could also be an elective for the computer program. There is also a market demand in personal injury practices for the paralegals to have a medical background such as nursing experience.

Advisory Committee: When the advisory committee meetings changed to one meeting with all of the committees of the School of Business and Technology including breakout meetings, enrollment of the paralegal advisory members attending the meetings declined. In an effort to revitalize the advisory committee, Professor Conwell suggested that the Paralegal Advisory Committee meet separately, preferably at the Justice Center. Perhaps ask Judge Swett if we may use his courtroom for a lunch meeting.

LEX Honor Society: The Lambda Epsilon Chi induction ceremony has been moved to the fall semester instead of the spring so students will be able to include this membership on their applications to transfer after graduating the program. The induction ceremony will be scheduled in October.

Paralegal Internship Course Process:

- Request to Mark Morgan, Coordinator of Student Retention and Success to complete a transcript review to see if student meets requirements
- If student meets requirements, Mark sends override request to Registration for student to enroll in the course
- Student secures an internship at an approved law firm or agency
- Student meets with Professor Conwell for internship and capstone orientation
- Student completes portfolio that includes a completed hours log, partnership plan with internship provider, paralegal experiences completed, 3-5 page summary of experience, and exit interview

International Study: Deborah Eldridge from St. Petersburg College will be taking a group of students to Lisbon, Portugal for ten days in 2019. She also invited FSW students to be included in the trip. Professor Conwell will contact the FSW International department to see if there is any funding available to assist the students.

AAfPE National Conference: Professor Conwell will attend the AAfPE National Conference in Rhode Island at the end of October. The Regional Conference has been changed to only two conferences in the spring. It is no longer per region. The spring conferences will be located in Chicago or San Diego.

Other Business:

- Professor Conwell's article will be published in the "Legal Educator" formerly the "Paralegal Educator".
- Professor Hoffman revealed the new shell for BUL 2241, Business Law. He redeveloped the course using open sources only. The master shell can be requested via submitting a ticket to import the master.

The meeting was adjourned at 3:30 pm.

Meeting minutes interpreted and reported by Jill De Valk