

Department Meeting
Friday, September 14, 2018 1:00 – 3:00 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	X		
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			
Jill De Valk	X		
Lisa Dick	X		
Mark Morgan	X		
Al Nault			X
Alissa Shupperd	X		
Other Staff			
Elizabeth Schott	X		
Adjunct Faculty			
Bernardine Carter	X		
Janet Harvey	X		
James Smith	X		
Dr. Sandi Towers	X		
Guests			
Dr. Rosalind Jester			

Announcements:

- Subcommittees for reviewing Faculty Evaluation Portfolios to be formed for faculty under continuing contract who will be reviewed this academic year.
- The Foundation is requesting pictures of faculty and student interaction. Please obtain written permission waiver for submission.
- Dr. Psihountas has added a monthly SoBT newsletter. Please email news, ideas, job opportunities, and internship opportunities to Dr. Psihountas.
- Not mentioned previously at the August meeting, Professor Matt Hoffman was selected to teach abroad in Italy in 2020. He will be teaching International Business.
- Professor Elizabeth Schott will also be teaching Business Calculus in Italy in 2020.
- Professor Blitz has a new computer textbook published.

Attendance Verification: Lisa Dick stated that there has been a change to the process of completing Attendance Verification (AV). In the past, professors were able to continue to update the AV for their class. Now, after the AV deadline, professors must email the registrar@fsw.edu and next to the student's name, type in a 0 for no attendance and 1 for attending.

Room Reservations: If you need to schedule a computer classroom for a final exam, please email Lisa as soon as possible in order to secure a room.

Guest Speaker - Dr. Rozalind Jester, Director of eLearning: This semester, eLearning has put a new policy in place where all FSW courses must use the Canvas learning management system by creating a Shell for each course. They are

requiring the course syllabus to be available to students in the shell. Nothing else is required in the shell this year. Fall of 2019, all courses will be required to use the gradebook in the Canvas shell. There are TLC workshops available to learn how to use the gradebook in Canvas.

FSW now has a change in the online proctoring and testing. FSW eLearning is now under contract with Proctorio, a fully online proctoring platform. FSW eLearning has resources available for faculty and students to learn about the program including example instructions.

Their motivation for the change in testing channels include the following:

- FSW outgrew the capabilities
- Online students already pay a fee for each online course, we cannot ask them to also pay a fee to complete exams at a testing center.
- Dr. Jester explained that the online fees cover the costs of the Canvas software, course development fees, support staff, Help Desk, and Proctorio.

A discussion ensued about the fees where it was mentioned that due to current FSW policy, we are unable to charge online students both a technology fee and a lab fee so the departments do not receive any lab fees from online students.

Dr. Jester commented that FSW eLearning is working to get the School of Business and Technology procedures consistent with other schools. In the past, SoBT was assigned a course developer to assist the professors.

The question of who professors should contact when they have a problem in their Canvas shell. Dr. Jester said professors should contact FSW eLearning first for all problems. There are only 3 staff members to field problems. FSW eLearning no longer oversees faculty evaluations, scheduling online courses, and are no longer monitoring the educational support role in instructional design.

Proctorio: One of the professors commented that she attended the workshop and said that Proctorio went through her settings to make sure that everything was correct. It was suggested to create a practice test for faculty and students to experience the exam process. There are recorded webinars about Proctorio for professors who are not able to attend a TLC workshop including customizing settings. Faculty resources include the Help? selection which goes to Kim Turano. Dr. Jester suggested reviewing the Proctorio Tool Kit located in the Canvas shells.

With everything new, there is a learning curve. The control regarding testing is back in the professor's hands. Dr. Jester also mentioned as a reminder that each School will have an eLearning Coordinator for Canvas shells. The list of interested candidates has been sent to the Vice President of Academic Affairs for approval.

Department Updates

Dr. Rose – Attended the Academy of Management Conference: Professor Rose commented that in the Teaching and Learning portion of the conference there was an interesting discussion about the use of case studies in curriculum. One example that was demonstrated in order to increase student engagement, is to use yes or no cards to vote on the case study. She also mentioned that IVEY Publishing and the Harvard Business Review are looking for case writers because they need more case studies which they will pay writers for. She asked if anyone would be interested in partnering with her to write case studies.

Also, she discussed the Moblab and Helio applications that management teachers are using in the classroom. The Moblab application is a student paid license that has interactive games for business management students. The Helio app helps to design products through the use of surveys regarding key user behaviors.

Professor Van Glabek: New Risk Management and Insurance College Credit Certificate (CCC) and specialization for students. Students are able to complete the three Risk Management and Insurance courses to waive the Florida state license exam. Starting pay for completers with an Associate's degree and this specialization can expect to make \$40,000 per year. FSW is one of the few state colleges to have this specialization. Please announce to students in your classes.

Benefits to students include the following:

- Students end up with a degree and specialization which makes them preferable to other candidates
- Students save time and money – They do not have to study for the state exam, saving time. They do not have to pay for the state exams for each of the three licenses at \$250 each. Each license usually requires a separate exam which most take a 40 hour course to help prepare them for.
- Approximately 8000 jobs open every year

Mark Morgan – Internships: Mark discussed ways to get the word out to students who are looking for an internship. Students can learn about internships through the College Jobline website, from their Department Chairs and Professors, and the new SoBT newsletter will include jobs and internships each month. Mark is working with the FSW Deans and IT to create a website where students will be able to find out what is available for all disciplines.

Professor Leroy Bugger, Chair of Business Programs: Compliance Assist assessment has revealed a great improvement in data.

Professor Andy Blitz, Chair of Computer Programs: Assessments included good data from Networking Programs. Started using virtualized labs instead of multiple choice. Assessments on practical assignments.

Professor Mary Conwell, Chair of Paralegal Program:

- Rolled out the new Business Law redeveloped course. Professor Matt Hoffman used open sources instead of a textbook for the complete curriculum of Business Law. Open sources offer a great savings for the students.
- Professor Conwell will participate as a site member in an ABA evaluation of an out of state paralegal program in October.
- Professor Conwell will attend the AAFPE conference in Newport, Rhode Island in early November.
- St. Pete College has scheduled a student trip to Portugal and has invited FSW students to also participate. Professor Conwell and St. Pete College will be meeting with FSW International Student Studies on September 27, 2018 regarding this opportunity. One Paralegal Studies student has already expressed interest in the trip.
- Professor Conwell has scheduled a field trip to Ave Maria and guest speakers for her classes.

Professor Richard Worch, Chair Public Service Programs:

- Enrollment is down, but Dr. Psihountas said she would assist with recruitment. Our new part-time instructional assistant Alissa Shupperd will help with our recruitment of outside agencies.
- More courses are being added to the spring semester offerings
- The Advisory Board will be meeting in October.

Instructional Assistants – 3 new assistants have been hired:

- Michael Magerko is the new Accounting and Business Math Instructional Assistant. He works part-time, from 1 pm to 6 pm, Monday through Thursday.
- Alissa Shupperd is a part-time instructional assistant and will be helping crime scene professors, recruiting for Public Safety Programs, and setting up social media for SoBT.
- Judy Dantes will be starting on Monday, September 17, 2018 as the full-time Instructional Assistant. Half of her time will be spent in the K103 lab as a computer programs tutor and the remaining time on special projects.

Coordinator of Student Retention and Success Changes:

Ivan Guerrero is leaving FSW for a position in private industry. Thomas Carr is going back to Advising in S Building. Jessica Barnett from Advising will be replacing Tom's position. Jessica is currently working on her Doctorate in Business Administration.

Associate Dean Search: The search has been closed with a total of 76 applicants for Associate Dean. Members of the Hiring Committee include the following: Dr. Psihountas, Professor Alyssa Callahan, Dr. Rose, Dr. Johnson, Dr. Patterson, Professor Andy Blitz, and Professor Leroy Bugger.

Professor Searches: SoBT will be advertising shortly for the Computer and Information Technology faculty and the Construction, Architectural and Civil Engineering faculty.

Enrollment Updates: SoBT enrollment is down 9.3%. Non-degree enrollment is up 20.6%. Possibly some of these students will convert to SoBT degree programs. Everyone needs to promote our programs.

Proposed Department Names:

Paralegal Studies will not be allowed by the State of Florida to change the name of the program to Legal Studies.

Also, Construction, Architectural and Civil Engineering will be moved to be under Professor Conwell's Chair responsibilities.

Possible name changes:

- Department of Computer and Information Technology
- Department of Criminal Justice and Public Safety
- Department of Business, Accounting, and Risk Management Department
- Department of Legal and Construction Studies, or Department of Legal and Property Studies, or Legal, Architectural, and Engineering Department.

Upcoming Important Meetings:

- 10/16/2018 – Risk Management Insurance Advisory Board Meeting
- 10/17/2018 – Public Safety Advisory Board Meeting
- 10/26/2018 – Full and Adjunct Faculty Meeting
- 10/31/2018 – Insurance event on campus
- 11/1/2018 – SoBT Advisory Board Meeting

SoBT Survey – Dr. Psihountas sent out a survey to approximately 2000 students. She has received a response from 10% of students as of this date.

Cyber Law course proposed – This course could be used as an elective for computer, public safety, or paralegal studies.

The meeting was adjourned to the various break out meetings at 2:15 pm.

Meeting minutes interpreted and reported by Jill De Valk

Business and Accounting Breakout Minutes

Announcements

- E-Learning Coordinator position will be coming available. Anyone who desires to become the coordinator should speak with Dr. Psihountas.
- Dr. Psihountas will be having a one-on-one meeting with all faculty and chairs during the current semester
- Dr. Psihountas would like to visit all classes during the current semester
- Dr. Psihountas will be looking for faculty input in scheduling additional courses / changing course offerings rather than simply adopt schedule offered in prior year's semester
- SoBT will be hiring accounting/finance/IT tutors to fill vacancy left by Steve Kelly and David Sundby
- There will be a SENSE survey conducted in the Fall semester.
- We have a new adjunct for GEB 1011 this semester. Leroy B. will be mentor.
- The FSW Foundation is having a brochure prepared. Any ideas should be submitted to Dr. Psihountas for inclusion.
- Fulltime faculty office schedules need to be submitted to Dr. Psihountas for her approval.

- Dr. Psihountas informed department chairs there is \$1,500,000 available for K-building renovations. She is accepting suggestions.

Topics for Discussion

- Business club
 - a. Discussion about re-invigorating the business club, possibly centered around BAS degree cohorts.
 - b. Discussion about satellite clubs on various campuses. Additional discussion about having business club having a finance/accounting section, a management section, a marketing section, and an entrepreneurship section.
 - c. Anita R. discussed Economics club on Collier campus
 - d. No specific action was proposed/taken.
- Cohorts
 - a. BVG spoke about success in previous Accounting/Finance cohorts. Group discussion followed. Group discussion favorable.
 - b. Follow-up with Dr. Psihountas needed.
- Possible Fall course revisions
 - a. ENT2021
 - b. ENT3003
 - c. ENT3004
 - d. RMI courses—for Summer/Fall 2019
 - e. Courses using same textbook as MAN4570
 - f. MAN3301 assignments need to be reviewed
 - g. MAN3860 to be reviewed by Anita R. and Jennifer P.
- Dr. Psihountas has asked chairs to discuss having separate school and department meetings.
 - a. Group discussion showed preference to maintain current format having the department breakout meeting followi the SoBT meeting.
- Discussion of compliance assist assessments.
 - a. AS-Accounting—Previous assessments have revealed there is a problem with accumulating data. In addition, test results for ACG2021 and ACG2071 used in the assessment have not met the 70% standard. On the other hand, the results for ACG2450 and the TAX courses have been favorable. Professors Bugger and Van Glabek have revised the ACG2021 course—revised textbook--and ACG2071 course—new publisher/textbook-- over the summer. Professor Bugger and Van Glabek have discussed during the course revisions that the same assessment items will continue to be used to determine if the course changes have any effect on assessment outcomes.
 - b. AS-Business—Assessment data accumulation problems noted in the 2016-17 assessment report and still present in the Fall 2017 assessment studies have been resolved—with one exception--in the Spring 2018 term. The improvement is directly attributed to the efforts put forth in the department early in the Spring 2018 semester to rename assessed items and placing additional notes--within master courses--to avoid instructor confusion regarding specific items to be assessed or modified. The lone exception was a course name FIN2001 was improperly typed in as ACG2021 and the related assessed item was not able to be assessed. This error has been corrected for future assessments. Recommendation that current assessments be continued to validate Spring 2018 results approved.

Paralegal Studies breakout minutes:

In Attendance: Mary Conwell, Chair of Paralegal Studies, Matt Hoffman, Professor; Sandi Towers, Adjunct Professor; and Jill De Valk

Open Source

Business Law has been updated using open sources including case studies. So far, 60% of the students are doing well and the remaining 40% are missing the main issue. Using open resources instead of a textbook is a priority of the college.

Paralegal Students

In the matter of enrollment decline, is one of the reasons because students are not declared as paralegal majors? We should look up students enrolled in the class, determine their major, and suggest adding Paralegal Studies as a major. We need to research the FTE for the past 5 years. Advertising to the less than 30 crowd is difficult, since a majority do not watch regular television. We need to think like the students who will be enrolled and draw from the high schools.

Cyberlaw Course

- Need approval from the Curriculum Committee
- Maybe just offer a course elective for now
- Post-AS certificate worth exploring

Assessment Results FY 2017-2018

The School of Business and Technology Chairs have met with Dr. Van Galen and Barbara Miley of Institutional Effectiveness regarding assessment results. As of 8/31/2018, SACS has looked at Compliance Assist. It has been determined that the chairs will need to use future tense when discussing the assessments in Compliance Assist. We also need to show that we are coming up with solutions. Assessments are a priority with the VPAA.

The FY 2017-18 results were distributed to the faculty members present and the following discussion ensued.

Outcome 1 – Demonstrate knowledge of the ethical & professional standards of the paralegal

- For Fall 2017, only 25% of students achieved the benchmark because two of the students did not submit their Internship Portfolios so they received a 0 grade on the assessment assignment.
- For Spring 2018, 100% of the students achieved the benchmark, or a score of 82% or higher on the assignment
- Main issue: Students are going through the program and not finishing the Portfolio assignment. What would prevent the student from completing the internship assignments which include a Partnership Plan with goals, a reflective paper, and the portfolio?
- A possible solution may be to develop a student survey or focus group to find out if this is a psychological barrier or that the student could not find an internship.
- Perhaps embark on historical research five years back to see who did not complete.
- The decision for the benchmark to remain at 82% of students will achieve a score of 82% or higher on the assignment was discussed and will remain at 82/82.

Outcome 2 – Demonstrate ability to utilize the law library & apply knowledge to legal writing

- For Fall 2017, 100% of students achieved the benchmark.
- For Spring 2018, 95% of students achieved the benchmark
- Although the benchmark of 85% of students will achieve a grade of 85 or higher was achieved, there is room for continuous improvement and for enhancing student engagement. One solution would be to eliminate the textbook and redevelop the course using open educational resources.

Outcome 3 – Demonstrate knowledge of tort law, constitutional law, & criminal law concepts & their application to factual situations

- For Fall 2017, of the four students enrolled in the PLA2942 course, 25% achieved the benchmark. (Two students did not submit their portfolios)
- For Spring 2018, all seven students enrolled in the PLA 2942 course, 100% achieved the benchmark.
- Due to the difference between Fall and Spring assessment results, it was discussed that maybe there is a need to drop the portfolio as an assessment tool for this learning outcome and add another assignment in place of it.

Outcome 4 – Demonstrate knowledge of all phases of trial practice & procedure

- For Fall 2017, 59% (13 of 22 students) achieved the 80/80 benchmark.
- For Spring 2018, 76% (13 of 17 students) achieved the 80/80 benchmark.
- The course of Litigation is challenging and the effectiveness of the assessment was discussed.
- Litigation could be updated to use open educational resources where lectures could be used more to explain the material more thoroughly in the case of online courses.

Outcome 5 – Demonstrate knowledge of real property law & its application to real property transactions

- For Fall 2017, 87% (20 of 23 students) achieved the 82/82 benchmark.
- For Spring 2018, 86% (18 of 21 students) achieved the 82/82 benchmark. Four students did not submit the document drafting assignment.
- Since the benchmark was met, the group decided that it was not a priority at this time to address the assessment assignment.

Outcome 6 – Demonstrate knowledge of estate planning & probate administration concepts & their application to probate procedures

- For Fall 2017, 55% (12 of 22 students) achieved the 82/82 benchmark.
- For Spring 2018, 60% (9 of 15 students) achieved the 82/82 benchmark. Five students did not submit the document drafting assignment.
- Since the benchmark was not achieved, examining the assignment will be a priority.

Outcome 7 – Demonstrate knowledge of fundamental principles of law of business organizations

- For Fall 2017, 73% (71 of 97 students) achieved the 80/80 benchmark.
- For Spring 2018, 85% (110 of 129 students) achieved the 80/80 benchmark.
- The course has recently been redesigned for Fall 2018 semester. We will examine the new assessment when we start receiving data.

Outcome 8 – Demonstrate knowledge of fundamental principles of contract law including Uniform Commercial Code

- For Fall 2017, 82% (80 of 97 students) achieved the 82/82 benchmark.
- For Spring 2018, 98% (126 of 129 students) achieved the 82/82 benchmark.
- Since the Business Law (BUL2241) course has recently been redesigned, this is a moot point. There will be new data reported beginning the Fall 2018 semester.

Outcome 9 – Demonstrate knowledge of & ability to perform litigation techniques & procedures

- For Fall 2017, 59% (13 of 22 students) achieved the 80/80 benchmark.
- For Spring 2018, 76% (13 of 17 students) achieved the 80/80 benchmark. Six students did not submit the assessment assignment.
- The group discussed to modify the assessment. Also discussed using open educational resources for this course instead of a textbook.

Outcome 10 – Demonstrate knowledge of management techniques & procedures

- For Fall 2017, 78% (7 of 9 students) achieved the 85/85 benchmark. One out of the ten students enrolled in the course did not submit the assignment.
- This course was not offered in Spring 2018.
- Since the benchmark was narrowly missed, the faculty discussed whether the benchmark of 85/85 should remain. The consensus of faculty thought we should drop the benchmark to 82/82.

Outcome 11 – Demonstrate knowledge of family law & procedure

- For Fall 2017, 81% (17 of 21 students) achieved the 85/85 benchmark.
- For Spring 2018, 100% of the students who submitted the assignment achieved the 85/85 benchmark. Three students did not complete the assignment.
- In an effort for continuous improvement, faculty will continue to watch the assessment results. The Family Law course could be redesigned with open educational sources

Outcome 12 – Demonstrate knowledge of employability skills

- For Fall 2017, 25% (1 of 4 students) achieved the 85/85 benchmark. Two of the four students did not complete the assignment.
- For Spring 2018, 100% (7 of 7 students) achieved the 85/85 benchmark.

- As discussed previously, the assessment assignment should be modified for this learning outcome. Perhaps students experienced problems due to the effects of Hurricane Irma in the fall semester.

Outcome 13 – Demonstrate understanding of entrepreneurship

- For Fall 2017, 78% (7 of 9 students) achieved the 85/85 benchmark.
- Law Office Management (PLA2763) was not offered in the Spring 2018 semester.
- The benchmark was narrowly missed. The faculty discussed that maybe an assignment from the Business Law (BUL2241) would be a more appropriate assessment for this learning outcome.

Gulf Coast Paralegal Association:

The GCPA has recently voted to dissolve the organization. The members have always been such friends to our Paralegal Studies Program.

The meeting was adjourned at 3:40 PM.

Meeting minutes reported and interpreted by Jill De Valk

Computer, Architectural Design, Construction Management Programs Breakout Minutes

Attendance

Prof. Blitz, Prof. Butler, Prof. Kodsey, Prof. Johnson, Alissa Shupperd

Agenda Items

1. Compliance Assist / Prof. Blitz
2. Professor Teaching Preferences, Attendance and Student Enrollment Management / Prof. Blitz
3. Proctorio / Prof. Blitz
4. Student Assessment Data & Class Statistics / Prof. Blitz

Main Points for Agenda Items

1. Main Changes in Networking & Programming, Compliance based on State Frameworks and named Learning Outcomes, Prof. Blitz
2. Professors now Named in Contract to have Preference of Courses over Adjuncts, Professors unable to Drop Students Based on Non-Attendance, Auto Publishing of Courses without Professor Confirmation or Notification, Students Taking Core Courses out Order Caused by Courses being offered only Once a Year, Advisors Enrolling Students that have never Taken Online Courses into Online Classes
3. Professors not Asked to Commit to Viewing Hours of Exam taking film, No Trouble Shooting before Proctorio put into Practice, No structure for a Student who was Flagged but Claims to have Not Cheated, Decision to not Change Exam Settings in Proctorio and to give zeroes to any student who is flagged, Leaving responsibility of Grade Changing and Exam Review to Upper Administration
4. Student Data Inaccurate through Canvas Caused by Attendance Issues and other Anomalies in Data through Canvas, Data now Being Pulled from Other Sources for Accuracy

Other Notes

Deliberation between which Publisher to Use for Online Assessments, MyAccountingLab vs SAM vs Cengage

Request for Faculty to have access to Compliance Assist

Civil Engineering Moved to Paralegal

State has Dropped Credit Requirements from 63 to 60 in Several Degree Areas

New Bachelor's Degree for Department Requested, Will Add to Course Availability and Selection for Professors