

Department Meeting
Friday, October 12, 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			
Jessica Barnett			X
Judy Dantes	X		
Jill De Valk	X		
Lisa Dick	X		
Mark Morgan			X
Al Nault			X
Alissa Shupperd			X
Other Staff			
Adjunct Faculty			
Bernardine Carter	X		
Janet Harvey	X		
Barb Perrine	X		
James Smith	X		
Dr. Sandi Towers	X		
Guests			
Randy Manning			

New Hires:

- Judy Dantes, the full-time Instructional Assistant is located in K103 half of the time as a tutor for computer students.
- Please inform students that Micheal Magerko is available in K103 part-time as a tutor for Accounting and Business Math.
- Alissa Shupperd assists adjuncts in the forensic lab and will be also recruiting for SoBT programs.
- Jessica Barnett, Student Success II Advisor has joined SoBT from Advising will be assisting our business programs. She has just started working on her Doctorate in Business Administration so advising for SoBT is a great fit.
- Christopher Renda will be our fourth Coordinator and his start date is next Tuesday, October 16, 2018. He will also advise in the business programs. He is currently working as a Nursing Support Specialist for the Nursing Department at FSW.
- The search for a Computer Science Professor will begin soon.
- Architectural Design, Construction Technology and Civil Engineering currently is taught entirely by adjunct faculty.
- Human Resources has informed Dr. Psihountas that Professor Fahey will be retiring. They did not say whether he would be back for the spring semester and retiring June 30, 2018 or if he is retiring now.

Department Updates:

Professor Conwell was a site team member for an American Bar Association reapproval of a community college in Des Moines, Iowa last week. Ideas that she noted to improve our program here include the following: intense marketing at

the Charlotte, Collier, and Hendry Glades campuses and that we should add a post AA, AS, and Baccalaureate certificate to the Paralegal Studies Program. She mentioned that at the community college that she was reviewing, all faculty shared offices. The other site team member also revealed that at her college, professors were in a “bull pen” where they each had cubicles. At FSW, our professors do not have to share offices, so meetings are more private than at the colleges mentioned above.

Dr. Psihountas will be putting together an advisory board for Cybersecurity Law. Dr. Matt Hoffman will be developing the course which will span all four of SoBT’s departments. This course could be an elective for anyone.

Professor Anita Rose is the advisor for the Business and Economics Club at Collier. She mentioned that the club created a flyer which describes how Waffle House is a nice career path for students in the Business area.

Upcoming Advisory Board Meetings:

The Risk Management Insurance (RMI) Advisory Board meets on October 16, 2018

The Criminal Justice, Crime Scene, and Public Safety Advisory Committee meets on October 17, 2018

The SoBT (all program) Advisory Board meets November 1, 2018

The Paralegal Studies Advisory Committee meets November 13, 2018

Building Remodel:

Dr. Psihountas has been meeting with Facilities regarding the K Building remodel. The money available will only allow one floor to be updated. Dr. Psihountas thinks we need to focus on the second floor to make it more appealing to students. The halls are currently dark and not inviting to students.

Professor Andy Blitz:

Professor Blitz has resigned as Chair of the Computer Programs. Dr. Psihountas requested for a volunteer to take over the Chair position. If no one from the department steps forward, and no one has, the Provost can appoint a temporary chair.

Professor Blitz commented about his experience with Proctorio during the finals for A term. In his 3 courses, more than 50% of students were flagged resulting in the retesting of the students. We must make it a uniform experience where settings will not skew results.

Professor Matt Hoffman:

Professor Hoffman stated that the Faculty Senate would be sending out an email Monday, October 15, 2018 and requested that everyone please read the email.

eLearning Coordinator: Professor Rose applied for the eLearning Coordinator position. FSW eLearning has approved and the VPAA is the next approval.

Perkins Grant: Jill De Valk stated that the Roll Forward amount for the Perkins Grant for this year is \$69,000. Last year it was only \$23,000. We are going to use some of the funds for new computers in classrooms. Dr. Psihountas already met with Professor Deb Johnson at the Collier Campus to look at the classrooms there. Send Jill any equipment requests.

Risk Management Insurance courses: Dr. Psihountas sent out an email blast to students about the RMI courses available in the spring. Eleven students are interested so far. Professor Van Glabek redesigned the curriculum since other Business Administration programs with the RMI courses for automatic state licensure of the three licenses were only 60 total credit hours. Our program is currently at 67 credit hours which is not allowed by financial aid. Our AS BAMA will be 60 credit hours and students will also complete a CCC in Risk Management and Insurance along with the state licensure. There are over 8000 jobs available in Florida alone and starting pay is \$40,000 plus.

Professor Leroy Bugger, Chair of Business Programs: Professor Bugger mentioned that they will be discussing in the break-out meeting some of the duties that he will delegate to other professors in the Business area.

Professor Mary Conwell, Chair of Paralegal Program: Professor Conwell and Professor Hoffman will be discussing the marketing of the Paralegal Studies Program. She also stated that the Gulf Coast Paralegal Association (GCPA) recently voted to disband. The GCPA was always such a good friend of our program. The Paralegal Association of Florida has stepped up offering mentoring for our students. Professor Conwell will be speaking at one of their meetings in the spring semester. She also added that she will be attending the AAFPE Annual Conference in Newport, Rhode Island in early November.

Professor Richard Worch, Chair Public Service Programs: Dr. Worch mentioned that there will be a faculty search for a Forensic Professor. The search depends on whether Professor Fahey will be retiring in June or if he is retiring now. Dr. Worch also commented that twenty plus advisory board members from various agencies have responded that they will be attending the meeting.

Associate Dean Position: Dr. Psihountas stated that HR received approximately 80 applicants for Associate Dean. The committee consisting of Professors Leroy Bugger, Andy Blitz, Anita Rose, Jennifer Patterson, Deb Johnson, Alisa Callahan, and Dr. Psihountas, has narrowed the list to three finalists. Face-to face interviews are scheduled on October 18 and October 22. Each interview will span 4 hours including a presentation where current faculty and staff will be able to participate.

The Associate Dean will serve as a data point and duties will include reviewing syllabi and office hours, and they will be the initial contact for student issues. The Associate Dean will be helpful to Dr. Psihountas by providing information for faculty and staff reviews. Dr. Psihountas will continue to complete personnel evaluations.

Registration updates: Lisa Dick mentioned that the Registrar's Office changed the procedure for adding and dropping courses during registration. Please direct students to the Registrar's web page and access "How to videos" in the left column.

The meeting was adjourned to the various break out meetings at 2:00 pm.

Meeting minutes interpreted and reported by Jill De Valk

Paralegal Studies Breakout Meeting:

In attendance: Professor Mary Conwell, Professor Matt Hoffman, Adjunct Professor Sandi Towers, Dr. Psihountas, and Jill De Valk.

ABA Site Team Member Visit: Professor Conwell was selected by the American Bar Association to be a site team member in the reapproval of a community college's paralegal program in the Midwest last week. Reviewing another paralegal program's information was insightful, and Professor Conwell brought with her some ideas to strengthen our program at FSW. Ideas include marketing to students currently attending Charlotte, Collier, and Hendry Glades campuses and adding a post AA and BAS certificate to serve our students. She also learned that paralegals in the Midwest earn approximately \$52,000 in starting pay.

Lambda Epsilon Chi Honor Society (LEX): The Sigma Beta Delta Honor Society which inducts students from SoBT's bachelor degrees decided to change the induction ceremony to the Fall semester instead of the spring semester. Jill researched paralegal students, with the assistance of Institutional Research, to determine who would currently qualify for LEX. We have decided for the induction ceremony to remain in the spring semester so more students would be able to qualify prior to their graduation in May 2019.

Capstone Course: Professor Conwell commented that despite the course orientation where she explains the course requirements and despite reminders to students, of the five students enrolled in the course, three students did not turn in the assignments for the course. Perhaps students did not pay attention that the course was not a full term course.

Meeting minutes for Public Safety Oct 12, 2018

Attending: Dr. Debbie Psihountas, Dean (part of meeting)

Dr. Richard Worch, Chair

Michael Nisson, Professor

Bernie Carter, Professor

Judy Dantes, Instructional Assistant (note taker)

1-stop shop for admissions

- Admissions, advising and so on would set up stations at police station or wherever needed.
- o Potential students would move through stations, submitting application...all the way to advising and choosing classes at one time
- o Unofficial transcript brought to event
- o Has been done in past

SLS course requirement

- "Cornerstone" course required for 1st time in college students perhaps out of place for law enforcement students.
- The suggestion was made to develop a new SLS course for public safety students that would meet their needs

Online class sizes

- Currently set to 25
- CJE, CJL, PAD classes heavy writing component
- Smaller max size needed
- o Recommended max size of 20

On-site cohort

- Has been done in the past
- o Same course offered both day and evening on a given day to give both day shift and night shift an opportunity to participate
- o On site at police station or jail

Alyssa will begin recruitment

- Visit high schools with academies
- Provide program information

Business Law: Professor Hoffman recently redeveloped the Business Law course. Sandi Towers commented that the course is challenging but her ground course students are responding well to the course. She said that currently 80 to 85% of her students now understand how to read and understand the case studies in the course's modules.

Cybersecurity Law: Matt Hoffman has agreed to develop the new course to be presented to the curriculum committee. Chairs and professors from the disciplines of Public Service, Computer, and Business programs will provide input in their areas. The plan is to gain approval and offer the course in the Fall of 2019 as an elective. Since this subject is massive, perhaps we would need two courses, Cybersecurity Law I and II which would include hacking, intellectual property, First Amendment, and copyright among other topics. Professor Hoffman recommended that this course be blended and possibly co-taught with a professor from one of the other disciplines.

The meeting adjourned at 2:50 pm.

Meeting minutes interpreted and reported by Jill De Valk