

Academic Affairs Deans' Meeting
Minutes
November 27, 2018
9:30 a.m. – 10:30 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Eileen DeLuca (Interim 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: Ami Desamours (Chief Financial Officer, Foundation)
Barbara Miley (Coordinator, Accountability & Effectiveness)
Dr. Melissa Rizzuto (Director, Teacher & Learning Center)
Professor Myra Walters (Professor, Speech and Coordinator, Professional Development & Faculty Equipment)

1. Teaching & Learning Center (Melissa Rizzuto & Myra Walters)
 - a. Thursday, January 3rd – College-wide duty Day
 - i. Welcome by President and Provost
 - ii. Keynote Address by Dean Erik Christensen - Open Education Resources
 - iii. PD Breakout Sessions
 - iv. Lunch (Provided)
 - v. School Meetings
 - vi. OER Workshop for Textbook Affordability Work Group, OER Task Force, ATC
 - vii. New Faculty Meeting for those beginning in January 2019
 - b. Faculty Excellence Awards
 - i. Teaching and Instruction
 - ii. Service to College, Community and/or Profession
 - iii. Professional Development and Scholarship
 - iv. Please encourage nominations for Service to College and/or Profession and Professional Development and Scholarship
 - v. Deans should submit a nomination for each category
 - vi. Nominations can be submitted through
https://fsw.qualtrics.com/jfe/form/SV_cxcuZdc8LLi4wu1
 - c. New Faculty Seminar Schedule and Feedback
 - i. Has been changed to the morning of the first Friday from 9:00 AM – 12:30 PM
 - ii. Travel to all campuses during the year
 - iii. Reflection journal assignments will now be submitted each month

- d. Professional Development Fridays – fourth Friday of the Month
 - i. First introduced during AY 2018-2019
 - ii. Breakfast and lunch will be provided
 - iii. Meant to encourage interdisciplinary conversation among faculty
 - e. Evaluation of an ePortfolio Tool
 - i. Current process is not sustainable
 - ii. Support from the provost and faculty has been received to explore new options
 - iii. Portfolium ePortfolio provides a platform to create portfolios and manage review
 - iv. Example can be accessed through <https://portfolium.com/mrizzuto1>
 - v. Easier access and review capabilities than Canvas
 - vi. Simplifies notifications and reminders to faculty
 - f. Required Mentor Training Update
 - i. Began to formalize the mentoring process
 - ii. Training was introduced last year as optional and will be required this year
 - iii. Ongoing assessment of the mentoring program is taking place
 - g. Southwest Florida Teaching and Learning Symposium
 - i. January 22-23, 2019
 - ii. Partnership with FGCU Lucas Center for Faculty Development
 - iii. “Teaching, Learning, and Facilitating Across Cultural Strengths” workshop for faculty, staff, and students will be provided by Dr. Alicia Fedelina Chavez and Dr. Susan Diana Longerbeam
 - iv. Proposals will be accepted until December 7, 2018 (26 have already been received and 15 are from FSW)
 - v. Proposals can be submitted through <https://survey.fgcu.edu/Survey.aspx?s=253b0a6f7ab045119f12c0545d677ddf>
 - h. Teaching & Learning Center Engagement Space – A-210 (Lee Campus)
 - i. Recently updated through generous support of the Office of the Provost and the College
 - ii. Please feel free to stop by for a visit
 - i. Teaching & Learning Center Team
 - i. Melissa Rizzuto, Ed.D. (Director, Teaching and Learning Center)
 - ii. Professor Myra Walters (Coordinator, Professional Development and Faculty Engagement)
 - iii. Rebecca Yost (Assistant Director, Teaching and Learning Center)
 - iv. Rachel Gloster (Operations Associate, Teaching and Learning Center)
2. School-based Giving and AITF Funds (Ami Desamours)
- a. Focus this year is being placed on large donations and identifying major strategic initiatives
 - b. Ms. Desamours provided a copy of an updated form (attached) to help identify/outline strategic goals, potential donors, alignment to needs, and sources of funds

- c. Ms. Desamours will also send the form electronically to everyone present following the meeting
3. End of Term Procedures
- a. Last day of classes is December 3, 2018
 - b. Final exams week is December 4 - 10
 - c. Final grades are due by December 12 at 4:30 PM
 - d. The last faculty duty day is December 13; deans should not hesitate to schedule departmental meetings if needed
 - e. The first faculty duty day for the spring semester is January 3, 2019
 - f. The first duty day for staff is January 2
 - g. Dr. DeLuca asked the deans and their staff to be mindful of the end of term procedures
 - h. Faculty should also be encouraged to prepare ahead of time for the spring semester
4. Other Business
- a. Holiday gathering for the deans; possibly lunch or dinner
 - i. Tentative date/time/location: December 12, 3:00 PM, Ford's Garage (Cape Coral); further details will be provided
 - b. Dr. McClinton noted the length of terms for Mini A and B next year are not the same
 - c. Dr. DeLuca asked if any of the deans are currently serving on the Academic Calendar Committee; Dr. McClinton volunteered to serve on the committee
 - d. Dr. Psihountas expressed concern with the declining enrollment at the Charlotte campus
 - e. Dr. McClinton agreed with the declining enrollment and provided a spreadsheet courses being offered and the timeframe (attached)
 - f. Dr. DeLuca stated that Dr. van Gaalen recently prepared good data on faculty coverage, room utilization, etc. and the information will be provided to everyone present once the report is finalized
 - g. Dr. Miller stated there is a need to schedule a meeting between FSW upper administration and the superintendent of the Charlotte County Public Schools
 - h. Drs. McClinton and Teed stated that faculty positions will be searched and interviewed beginning in the spring semester

The meeting adjourned at 11:15 a.m.

Barbara Miley

From: Eileen DeLuca
Sent: Tuesday, November 27, 2018 8:46 AM
To: Denis G. Wright; Deborah D. Teed; Debbie Psihountas; Larry J. Miller; Martin A. McClinton
Cc: Barbara Miley
Subject: Dean Meeting Agenda

11/27/18

- 1. January Duty days and other Professional Development Initiatives.
Guests: TLC-Dr. Rizzuto, Myra Walters**
- 2. School-based giving and AITF Funds. Guest: Ami Desamour**
- 3. End of term procedures.**
 - a. Last day of classes 12/3**
 - b. Final Exams 12/4-12/10**
 - c. Final Grades due 12/12, 4:30 p.m.**
 - d. Last faculty duty day, 12/13 First faculty duty day in Spring 1/3
(Staff, 1/2)**
- 4. Other**

From: Eileen DeLuca
Sent: Tuesday, October 30, 2018 8:56 AM
To: Denis G. Wright <Denis.Wright@fsw.edu>; Deborah D. Teed <Deborah.Teed@fsw.edu>; Debbie Psihountas <Debbie.Psihountas@fsw.edu>; Larry J. Miller <Lawrence.Miller@fsw.edu>; Martin A. McClinton <Martin.Mcclinton@fsw.edu>
Cc: Barbara Miley <Barbara.Miley@fsw.edu>
Subject: Dean Meeting Agenda

10/30/2018

- 1. Course Fees**
- 2. Faculty and Administrator Search Updates**
- 3. Update on Board of Trustee Meeting 11/13/2018**
- 4. Other**

From: Eileen DeLuca

Sent: Tuesday, October 16, 2018 9:02 AM

To: Denis G. Wright <Denis.Wright@fsw.edu>; Deborah D. Teed <Deborah.Teed@fsw.edu>; Debbie Psihountas <Debbie.Psihountas@fsw.edu>; Larry J. Miller <Lawrence.Miller@fsw.edu>; Martin A. McClinton <Martin.Mcclinton@fsw.edu>

Cc: Barbara Miley <Barbara.Miley@fsw.edu>

Subject: Dean Meeting Agenda

10/15/2018

1. Compliance Assist Updates

a. CR 8.1 (Student Achievement)

b. Standard 8.2.a (Student Outcomes: educational programs)

c. Annual Meeting December 8-11

2. Standing Committee Updates

3. Faculty and Administrator Search Updates

4. Other

Eileen DeLuca, Ph.D.

Interim Provost and Vice President for Academic Affairs

Florida SouthWestern State College

8099 College Parkway

Fort Myers, FL, 33919

239-985-3498

eileen.deluca@fsw.edu

Teaching and Learning Center

— Dean's Meeting November 27th —

Agenda

January Duty Days

Faculty Excellence Awards

New Faculty Seminar Schedule and Feedback

Professional Development (PD) Fridays

Evaluation of an ePortfolio Tool

Required Mentor Training Update

Teaching and Learning Symposium with FGCU

TLC Faculty Engagement Space in A-210

Thursday, January 3rd - Collegewide Duty Day

- Welcome by President and Provost
- Keynote Address by [Dean Erik Christensen](#) - Open Education Resources
- PD Breakout Sessions
- Lunch (Provided)
- School Meetings
- OER Workshop for Textbook Affordability Work Group, OER Task Force, ATC
- New Faculty Meeting for those beginning in January 2019

[Draft Schedule](#)

Faculty Excellence Awards

- Teaching and Instruction
- Service to College, Community and/or Profession
- Professional Development and Scholarship

New Faculty Seminar Schedule and Feedback

- Change to Morning of 1st Friday from 9:00 AM - 12:30 PM
- Travel to all campuses during the year
- Reflection journal assignments submitted each month

PD Fridays - 4th Friday of the Month

- Introduced during 2018-2019 Academic Year
- Provide breakfast and lunch
- Encourages interdisciplinary conversations among faculty

Evaluation of an ePortfolio tool

- Current process in Canvas is not sustainable
- Support from Provost and Faculty to look at new options
- Provides a platform to create portfolios and manage review
- Easier access and review capabilities than Canvas
- Simplifies notifications and reminders to faculty

Required Mentor Training Update

- Began to formalize the mentoring process
- Training introduced last year as optional and required this year
- Ongoing assessment of the mentoring program

SWFL Teaching and Learning Symposium

- Partnership with FGCU Lucas Center for Faculty Development
- “Teaching, Learning, and Facilitating Across Cultural Strengths” Workshop for faculty, staff, and students by [authors](#) Dr. Alicia Fedelina Chávez and Dr. Susan Diana Longerbeam
- Accepting [proposals](#) until December 7th (26 received; 15 from FSW)

TLC Faculty Engagement Space in A-210



TLC Team

Melissa Rizzuto, Ed.D.

Director, Teaching and Learning Center

Professor Myra Walters

Coordinator, Professional Development and Faculty Engagement

Rebecca Yost

Assistant Director, Teaching and Learning Center

Rachel Gloster

Operations Associate, Teaching and Learning Center

MAJOR STRATEGIC INITIATIVES

Purpose

FSW Foundation is working to expand and increase large dollar value donations. The ability to articulate a long range vision and tangible impacts is key to obtaining loyalty and commitments from our donors. This document will help us communicate the FSW academic vision to our donors, and we look forward to involving our deans and key staff in the fundraising process.

FSW Vision

Florida SouthWestern State College will be the catalyst for creating an innovative education system which provides accessible educational pathways that prepare students to be enlightened and productive citizens.

FSW Values

We value student success, integrity, intellectual inquiry, and academic rigor.

FSW Mission

The mission of Florida SouthWestern State College is to inspire learning; prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community.

FSW Strategic Directions

1. Focus recruiting and admissions upon entering FSW with the intent and commitment to graduate.
 - a. Continue to recruit high-achieving students
 - b. Encourage full time enrollment
 - c. Facilitate student completion of financial aid/scholarship applications
2. Explore new workforce-related certificate and degree options benefiting potential FSW students
3. Support curricular and programmatic innovation to enhance the academic experience, engender student achievement, and increase the number of success FSW graduates.
 - a. Continue to reinforce best teaching and learning practices through professional development offerings
 - b. Upgrade and increase academic technology to support active and engaged learning across the disciplines
 - c. Strengthen the academic learning community through opportunities for dialogue and collaboration within and across disciplines
4. Review college processes and procedures based on facilitating graduation
5. Create a college experience that enhances FSW students'—both residential and commuter, traditional and nontraditional—education to become a well-rounded FSW graduate

- a. Continue to enhance residence life programs
- b. Continue to involve students in extracurricular activities—academic enrichment experiences, athletic events, cultural experiences, international experiences, research opportunities, etc.
- c. Expand internship experiences
- d. Explore how students can get full program/degree/certificate on a satellite campus by articulating the satellite campus program of study including timelines of classes on each campus
- e. Increase scholarly activity, including opportunities for student research
- f. Expand international education

School or Educational Area: Choose an item.

Major Strategic Goal:

What It Takes:

Staffing	Capital	Equipment	Other

Impact On:

Students	FSW	Community

School or Educational Area: Choose an item.

Major Strategic Goal:

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What It Takes:

Staffing	Capital	Equipment	Other

Impact On:

Students	FSW	Community

School or Educational Area: Choose an item.

Major Strategic Goal:

--

What It Takes:

Staffing	Capital	Equipment	Other

Impact On:

Students	FSW	Community

Courses-Char

Spring 2018 - Charlotte

School	DC	Subj/Course	TimeSlot								Grand Total
			a) Before 9:00	b) 9:00 to 10:59	c) 11:00 to 12:29	d) 12:30 to 1:59	e) 2:00 to 4:29	f) 4:30 to 5:59	g) After 6	h) Online or Blank	
SHP	SHP	EMS2119	1								1
		EMS2119L				1					1
		EMS2421L	1						1		2
		NUR1020	1			1					2
		NUR1020L	1	2							3
		NUR1025L				1					1
		NUR1034		2		2					4
		NUR1034L	3								3
		NUR1214L	1								1
		NUR2033				1					1
		NUR2033L	3								3
		NUR2140	2								2
		NUR2244		1							1
		NUR2244L	3								3
		NUR2440		1							1
		NUR2440L	3								3
		NUR2941L	2								2
SHP Total			17	10	6			1		34	
SoAHSS			17	10	6			1		34	
SoAHSS	Communication	SPC1017			2	2	2			6	
		SPC2608			1	1				2	
		SPN1120			1		1			2	
		SPN1121			1	1		1		3	
	Communication Total				5	3	4		1	13	
	English	CRW2001					1			1	
		ENC1101		2	1	2	1			6	
		ENC1102	1	2	1	1	3		3	11	
		LIT2000		1	1					2	
	English Total			1	5	2	4	5	3	20	
FYE	REA0019			1					1		
	SLS1515	2	2	2				1	7		
FYE Total			2	2	3			1	8		
Humanities	ARH1000		1						1		
	HUM2020		1					1	2		
	HUM2211			1					1		
	HUM2250					1			1		
	PHI2010					1		1	2		
	PHI2600			1					1		
	THE1000					1			1		
Humanities Total			2	2	1	2		2	9		
Humanities-Mu		MUL1010		1					1		
Humanities-Music Total				1					1		
Soc. Sci.	AMH2020		1						1		
	DEP2004			1	1				2		
	ECO2013			1				1	2		
	ECO2023				1				1		
	POS2041				1	1			2		
	PSY2012			1				1	3		
	SOP2770		1						1		
	SYG1000							1	1		
	WOH1012		1	1		1			3		
	WOH1030		1					1	2		
	Soc. Sci. Total			3	5	3	3		4	18	
SoAHSS Total			3	12	18	11	14	11	69		
SoBT	SoBT	ACG2021						1	1		
		ACG2071						1	1		
		CGS1100		1					2		
		GEB1011						1	1		
		MAN2021						1	1		
SoBT Total			1					5	6		
SoBT Total			1					5	6		
SoE	SoE	CHD1135						1	1		
		EDF2085				1			1		
SoE Total					1			1	2		
SoE Total					1			1	2		

Spring 2019 - Charlotte

School	DC	Subj/Course	TimeSlot								Grand Total
			a) Before 9:00	b) 9:00 to 10:59	c) 11:00 to 12:29	d) 12:30 to 1:59	e) 2:00 to 4:29	f) 4:30 to 5:59	g) After 6	h) Online or Blank	
SHP	SHP	EMS2119		1							1
		EMS2119L					1				1
		EMS2421L						1			1
		NUR1020		1	1				1		3
		NUR1020L	3								3
		NUR1025L					1				1
		NUR1034		1							1
		NUR1034L	6								6
		NUR1214L		1					1		2
		NUR2033					1				1
		NUR2033L	3								3
		NUR2140		1							1
		NUR2244		1							1
		NUR2244L	2								2
		NUR2440		1							1
		NUR2440L	3								3
		NUR2941L	3								3
SHP Total			20	7	1	3	1	1		33	
SoAHSS			20	7	1	3	1	1		33	
SoAHSS	Communication	SPC1017		1	2	2	1		1	7	
		SPC2608			1	1				2	
		SPN1120			1		1			2	
		SPN1121			1	1		1		2	
	Communication Total			1	4	3	3		2	13	
	English	CRW2001					1			1	
		ENC1101		2	2	1	1			6	
		ENC1102	1	1	1	2	2		1	8	
		LIT2000		1	1	1				2	
	English Total			1	4	3	4	4	1	17	
FYE	REA0019			1					1		
	SLS1515	2	2	2		2		1	7		
FYE Total			2	3		2		1	8		
Humanities	ARH1000		1						1		
	HUM2020		1					1	2		
	HUM2211			1					1		
	HUM2250					1			1		
	PHI2010					1		1	2		
	PHI2600			1					1		
	THE1000						1		1		
Humanities Total			2	3	2	2		2	11		
Humanities-Mu		MUL1010		1					1		
Humanities-Music Total				1					1		
Soc. Sci.	AMH2020		1					1	2		
	ANT1410				1				1		
	DEP2004			1	1	1			3		
	ECO2013			1				1	2		
	ECO2023				1				1		
	POS2041				1	1			2		
	PSY2012			1	1			1	4		
	SOP2770		1						1		
	SYG1000							1	1		
	WOH1012			1		1			2		
	WOH1030		1					1	2		
Soc. Sci. Total			3	6	4	4		4	21		
SoAHSS Total			1	12	20	13	15	10	71		
SoBT	SoBT	ACG2021						1	1		
		ACG2071						1	1		
		CGS1100		1					2		
		GEB1011						1	1		
		MAN2021						1	1		
SoBT Total			1					5	6		
SoBT Total			1					5	6		
SoE	SoE	EDF2085				1			1		
SoE Total					1			1	1		
SoE Total					1			1	1		

Courses-Char

Spring 2018 - Charlotte

Count of CRN			TimeSlot								Grand Total	
School	DC	Subj/Course	a) Before 9:00	b) 9:00 to 10:59	c) 11:00 to 12:29	d) 12:30 to 1:59	e) 2:00 to 4:29	f) 4:30 to 5:59	g) After 6	h) Online or Blank		
SoPAS	Math	MAC1105	2	1	1				1		5	
		MAC1114			1						1	
		MAC1140	1			1					1	
		MAC2233					1				1	
		MAC2311			1						1	
		MAC2312			1						1	
		MAT0057	1						1		2	
		MAT0058	1					1			2	
		MAT1033	1	2	1	1				1	6	
		MAT1100			1						1	
		MGF1106							1		1	
		STA2023	1	1		1				1	4	
		Math Total			2	8	5	4	2	1	4	26
		Science	AST2002C								1	1
	BSC1005				1					1	2	
	BSC1005L					2					2	
	BSC1010		1	1							2	
	BSC1010L				1	1					2	
	BSC1011				1						1	
	BSC1011L					1					1	
	BSC1051C		1								1	
	BSC1085C		2	1	1	1			1		6	
	BSC1086C		2		1				1		4	
	CHM2025				1						1	
	CHM2025L				1	1					2	
	CHM2045		1								1	
CHM2045L				1						1		
CHM2046	1									1		
CHM2046L						1				1		
HUN1201			1							1		
MCB2010C	1							1		2		
OCB1000					1					1		
Science Total				1	9	8	9	1		5	33	
SoPAS Total			3	17	13	13	3	1	9	59		
(blank)	(blank)	ORC1000							4	4		
(blank) Total	(blank) Total								4	4		
(blank) Total									4	4		
Grand Total			23	40	31	31	17	1	25	6	174	

Spring 2019 - Charlotte

Count of CRN			TimeSlot								Grand Total	
School	DC	Subj/Course	a) Before 9:00	b) 9:00 to 10:59	c) 11:00 to 12:29	d) 12:30 to 1:59	e) 2:00 to 4:29	f) 4:30 to 5:59	g) After 6	h) Online or Blank		
SoPAS	Math	MAC1105	2	1			1	1	1		6	
		MAC1114			1						1	
		MAC1140	1								1	
		MAC2233					1				1	
		MAC2311				1					1	
		MAC2312				1					1	
		MAT0057	1				1		1		3	
		MAT1033	1	1	1	1				1	5	
		MAT1100				1					1	
		MGF1106							1		1	
		STA2023	1				1	1		1	4	
		Math Total			2	5	5	3	4	2	4	25
		Science	AST2002C								1	1
			BSC1005			1					1	2
	BSC1005L				1						1	
	BSC1010		1				1				2	
	BSC1010L				1		1				2	
	BSC1011							1			1	
	BSC1011L				1						1	
	BSC1085C		1	3		1			1		6	
	BSC1086C		1	1		1			1		4	
	CHM2025			1							1	
	CHM2025L				1						1	
	CHM2045		1								1	
	CHM2045L				1						1	
	CHM2046		1								1	
CHM2046L				1				1		2		
CHM2211								1		1		
EVR1001C						1				1		
HUN1201					1					1		
MCB2010C	1								1			
OCB1000					1				1			
PHY2048						1			1			
PHY2048L						1			1			
Science Total			4	10	5	6	5		4	34		
SoPAS Total			6	15	10	9	9	2	8	59		
(blank)	(blank)	ORC1000							4	4		
(blank) Total	(blank) Total								4	4		
(blank) Total									4	4		
Grand Total			27	35	31	26	25	3	23	4	174	