

Department Meeting
Friday, January 11, 2019 1:00 – 3:00 PM
Thomas Edison Campus, Building U, Room 106

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

	Present	Absent	Excused
Staff			
Jessica Barnett	X		
Judy Dantes	X		
Jill De Valk	X		
Lisa Dick	X		
Michael Magerko			X
Mark Morgan	X		
Al Nault			X
Christopher Renda			X
Other Staff			
Adjunct Faculty			
Bernardine Carter	X		
George Manning	X		
Barb Perrine	X		
James Smith	X		
Dr. Sandi Towers	X		
Guests			
Nancy Adams, Pres - Business Club			
Maria Moreno, Vice Pres – Bus Club			

Welcome: Dr. Psihountas welcomed all in attendance.

Guest Speakers: Nancy Adams, President and Maria Moreno, Vice President of the Collier Campus Business Economic Association of FSW spoke about the opportunities for students. Dr. Anita Rose is the advisor of the club. They mentioned the events last fall semester that were hosted at the Collier Campus for students, including a presentation by Greg Taylor, a recruiter for Waffle House. Mr. Taylor spoke about different career tracks and how an employee of Waffle House could grow within the company. The club also invited Cornerstone students to attend, which they were allowed to use as an event for the GPS assignment. The club also hosted a guest speaker from McDonald's, which was a well-orchestrated event. Both of these events were beneficial to demonstrating to students that after graduation, there are great job opportunities in the area. The club is willing to assist students at the Fort Myers campus who are interested in starting a business club.

Dr. Towers commented that on February 20, 2019, in A Bldg., Room 103 at 4:30 p.m., Greg Taylor will be a guest speaker for her Business Law, Family Law, Legal Research and Writing I, and SLS 1515 (Cornerstone) students. She invited anyone who was interested to also attend. Dr. Psihountas suggested sending out an

email invitation. The presentation is a great outlet for students to learn skills that they will use later in their careers.

Congratulations and Other Announcements:

- Professor Andy Blitz and Dr. Matt Hoffman were awarded Faculty Professional Development funds for travel this Spring semester.
- George Kodsey was awarded an ARC Grant.
- Mary Conwell will travel to review a paralegal program at a Midwestern college to participate in another American Bar Association site visit as a team member in March 2019.
- Paralegal Studies student James McCarrier has been selected to complete an internship at the Henderson Franklin law firm in Fort Myers.
- There are eight students enrolled in Personal Insurance, the first Risk Management Insurance course.
- On Saturday, January 12th, FSW is hosting a Volunteer Income Tax Assistance (VITA) session. Professor Van Glabek and 7 FSW Accounting students will be volunteering at the event which assists disabled, low income, or limited English speaking people with their income tax returns. The event will be located in AA Bldg. room 177.

Reminders:

- Attendance Verification for Full and A terms are due on January 15, 2019 by 4:30 p.m.
- Textbook selections deadline for AY 2019-2020 is coming up. Please check email for deadlines.
- Please submit office hours and syllabi to Jennifer Baker as soon as possible.

Logistics Program – A discussion ensued about keeping the Logistics courses which were developed by Dr. Lucas under the TAACCCT XCEL-It grant. It was suggested that we could add a specialization track to revive the courses. A future meeting will be scheduled to determine interest and needs for the community. Anyone with comments, please contact Dr. Psihountas or Dr. Lucas.

Advisory Boards: Last fall, changes were made to the advisory committee boards for some of the programs. The overall SoBT board met last fall and will meet again in the Spring semester. Members representing the fields of Business, Architecture, Civil Engineering, Construction Management, and Computers were in attendance. The last meeting in the fall semester was well attended. The Paralegal Advisory Committee met in Judge Swett's chambers in November and will meet again this Spring. The newly formed RMI Advisory Board includes 9 members and met in October. In the Spring meeting, the students enrolled in Personal Insurance will be invited to attend. The Criminal Justice, Crime Scene, and Public Administration Advisory Committee met in fall and will meet again in spring. Dr. Psihountas stated that all faculty members are invited to attend the advisory meetings in their disciplines.

Employee updates:

- Longtime Adjunct of SoBT Michelle Fanslau Wright passed away yesterday. (January 10, 2019)
- Alissa Shupperd, former part-time Instructional Assistant, has relocated to Oregon.
- Human Resources has placed advertisements in the Chronicle of Higher Education from Dec to January 31, 2019 for the following positions: Professor searches for Computer Science, Construction Technology, and Crime Scene Technology.
- The Foundation was contacted by a business who would like to hire a part-time assistant. Please let Mark Morgan know if you have an interested student.

Recruitment Events:

- Dunbar High School – Dr. Patterson will be stationed at an information table on Monday, January 14, 2019. If anyone would like their information handed out at the event, please give handouts to Dr. Patterson.
- The event “Take a closer look at the School of Business and Technology” will take place on February 1 and 6 in Bldg. J, Room 103. We will showcase what we have to offer perhaps including instructor panels and student panels.
- Suncoast Credit Union event in Tampa on February 18, 2018. We could push the new RMI track at this event.

Jennifer Baker, Associate Dean: Jennifer Baker commented that it has been a great 2 months so far. Also added that 95% of syllabi have been submitted, which is the fastest she has received syllabi compared to her former employment at other colleges.

- Tutoring – The computer lab hours will be included in the newsletter. We are trying to increase the utilization of tutors. The Instructional Assistants have access to the syllabi on the shared drive which will let them know when exams are scheduled so they can form study groups ahead of time. We are also working on the possibility of receiving a report that will help identify students who are repeating a course.
- The course development request deadline for Fall 2019 is February.
- A discussion ensued about how to identify students who are struggling with Canvas. One suggestion was to create a flyer to tell students where to go for help in Canvas. Advisors could ask Cornerstone students if they are having trouble when they meet for the GPS assignment. Some courses include a Canvas orientation quiz or include videos to see how Canvas works. Another suggestion is that during orientation, Student Engagement could introduce Canvas.

Chair Reports:

Dr. Mary Conwell:

- The Florida Department of Education is updating the paralegal studies’ frameworks which she will ask input from the faculty for improvement suggestions.
- Professor Conwell will be attending the AAFPE Conference in April in Chicago.
- Professor Conwell will be speaking at the Paralegal Association of Florida Southwest Chapter meeting in June.

Dr. Jennifer Patterson:

- She will be attending the Dunbar High School event on January 14, 2019.
- Business will be working on the credit articulation for the Microsoft certification with the assistance of Al Nault and Judy Dantes.
- The Suncoast Credit Union event could be used to introduce the business programs’ specializations tracks.
- SoBT will offer the first and second classes of the RMI specialization in the summer semester.

Dr. Richard Worch:

- We have received 28 applications so far for the Crime Scene Technology full-time position.
- In the Canvas shells, there is a new system, so faculty will need to enable the Turn-It-In software.
- The next Public Safety Programs Advisory Committee meeting will be on March 27, 2019 at 11:00 a.m.
- The goal that additional CJ and PAD courses in AY 2019-2020 will use open educational resources with the assistance of the library.

Next Meeting Items and Close:

The next departmental meeting will be February 8, 2019. Dr Psihountas is planning on a group activity to reflect on what worked, what needs to improve, future opportunities, and marketing initiatives. The SWOT Analysis acronym stands for Strength, Weakness, Opportunity, and Threat. The groups are as follows: Strengths – Tim Lucas, Andy Blitz, Mike Nisson, Elizabeth Schott; Weaknesses – Mary Conwell, Bill VanGlabek, Vinnie Butler; Opportunities: Jennifer Patterson, Deb Johnson, Matt Hoffman, Alisa Callahan; and Threats – Leroy Bugger, George Kodsey, Anita Rose, and Richard Worch.

Dr. Psihountas thanked all for attending and the meeting was adjourned at 2:10 p.m.

Meeting minutes interpreted and reported by Jill De Valk.

Paralegal Studies, Computer, Architecture, Construction, & Engineering Programs Breakout Meeting Minutes – January 11, 2019

In Attendance: Dr. Mary Conwell, Dr. Deb Johnson, Andrew Blitz, Dr. George Kodsey, Vincent Butler, Barb Perrine, George Manning, Dr. Matthew Hoffman, Dr. Sandi Towers, and Jill De Valk.

- The deadline for proposed course updates to eLearning is on February 1, 2019. The problem is that Microsoft Office may be updating to a 2019 version after this date. It was suggested that we apply for the redevelopment in case we need it.
- A discussion ensued regarding eLearning allowing only a couple of changes to courses per year. Computer Technology is constantly changing. We would need to update courses 1100, 2108, and 2511 yearly. Professor Conwell will email Dr. Psihountas and Dr. Jester regarding this dilemma so they are aware of the need for more flexibility for Computer programs to accommodate updates.
- Issues with Computer Program course roll-out which does not have a streamlined process yet, was discussed. In the past, professors and adjunct professors received a packaged course, so they were able to teach within 24 hours. In Canvas, there was a problem with Pearson coordinated courses. In future semesters, if the process needs to be different, professors need to receive communication with a reasonable amount of time regarding what is happening or other issues.
- Another issue is that students do not have books at the beginning of the semester, sometimes because the Bookstore does not have the books available for them to purchase. Students cannot be successful when they start a course and are behind because they are waiting for a textbook. Also, the delay really has an impact in mini-term course expectations.
- The Professor of Computer Science search has resulted in 30 applicants so far. We may be having a difficult time because the salary is low for requirements of PHD and programming experience.
- Faculty members discussed whether a separate advisory committee meeting for Computer Programs was necessary. The consensus determined that the Computer Advisory Committee was sufficient to meet during the general SoBT Advisory Board meetings twice a year.
- Faculty are now required to complete their weekly office hours over 2 days, even if they are teaching all online classes.
- Turn-it-on plagiarism software must be turned on in Canvas in order to enable it.
- In an effort to assist students with paralegal internship issues, it was discussed that we will start establishing standing internships with local law firms and agencies. For example, asking law firms such as Shawn Seliger, P.A. and Henderson Franklin or FSW General Counsel if they need an intern every semester. Some students experience anxiety in finding an internship and then they do not complete the course.

- A law student at Ave Maria emailed Professor Conwell to offer to give presentations to our paralegal students or at a Paralegal Club workshop.
- The Paralegal Association of Florida, Southwest Chapter is offering mentoring for student members. The PAF is an affiliate of NALA and Kylie Troyer is the new President of the southwest chapter, and has been a guest speaker for Professor Conwell's courses in the past semester.
- The Florida Department of Education will be requesting any updates to the Paralegal frameworks this year. They will send the existing frameworks to program directors requesting any input or proposed changes. Professor Conwell will share and include input from all paralegal faculty and adjunct faculty members.

Professor Conwell thanked all for attending the meeting and the meeting was adjourned at 3:12 pm.

Meeting minutes interpreted and reported by Jill De Valk

1.11.19 Business and Accounting Studies breakout minutes:

In Attendance: Dr. Jennifer Patterson, Chair; Leroy Bugger; William Van Glabek; Dr. Anita Rose; Dr. Timothy Lucas; Alisa Callahan; Lisa Dick

The breakout group discussed the following topics:

2019-2020 Textbook Adoptions:

The group discussed bookstore website issues

1. Description of what students see and buy from the bookstore website
2. Are bundles listed correctly? Connect and Mindtrip should not be required but listed as OR on the website and in the bookstore on the shelf.
3. Publishers should not have any say/communication to bookstore on changing what is adopted.
4. There are several ways to look at adoptions for each course. Are the links listing the same info? By class, class schedule worksheet, and bookstore website.
5. February 18 - Deadline for 19-20 Adoption to Lisa
6. Dr. Patterson would like to develop a strategic plan for future adoptions

Course Development:

Detailed discussion about developing, reviewing, and editing Canvas shells centered around:

1. Most of the discussion involved ACG 2071 ACG 3024, GEB 2430, FIN 3400, and MAR 3231/3232 currently have old Canvas shells and need to be updated for content and textbook.
2. Professor Van Glabek expressed his frustration about editor/reviewers getting last minute access to classes that need changes quickly.
3. FSW Online ownership of shells was discussed
4. Dr. Rose stated that as the new ELearning Coordinator for SoBT, these issues will go through her first.
5. Professor Callahan asked if we need an ELearning developer just to update book changes.
6. The group discussed the problem of deadlines for book adoptions don't coordinate with publisher deadlines for sending out books.
7. Dr. Lucas asked to discuss open resources instead of actual textbooks for next department meeting. Dr. Rose indicated that open resources classes will take priority for development

over classes with textbook adoptions. She also indicated that open resource may include a book, it's just not an official adoption.

8. Dr. Patterson referred to the Course Design Cycle deadlines noted on the agenda:
- 9.

TO TEACH BY:	FALL TERM	SPRING TERM	SUMMER TERM
SUBMIT REQUEST FORM BY:	February 1	May 1	October 1
PROJECT PLANNING:	February	May	October
COURSE BUILD:	March to May	June to September	November to January
SUBMIT FOR QUALITY REVIEW:	June 1	October 1	February 1
READY FOR IMPORT:	July 1	November 1	March 1

Professor Bigger presentation on change of AS Business Administration degree:

1. Professor Bigger made a detailed presentation to the group regarding changes to the AS BA degree based on inclusion of the RMI specialization. This would mean changing, the degree, the catalog, and the degree planner worksheets. He also reviewed his Curriculum Committee proposal asking for the groups approval and permission to add their names to the proposal document. He handed out several documents that illustrated his proposed changes. The group unanimously approved the Curriculum Committee document and all gave their permission to add their names to the document.

Dr. Patterson reviewed three Compliance Assist handouts covering course outcomes, class cross degree/CCC/specializations

1. The group discussed current assessment class assignments
2. Degree planning worksheet handouts were reviewed. Dr. Patterson said that we should represent as many programs as possible and update/change assignments to assess especially if the outcomes have been met and data collected and they are older assessments. The group discussed the need.
3. Dr. Patterson went over collection data deadlines:
 - SLOs by March '19 Department Meeting
 - Assessments by April '19
 - Discuss Data Collection Results in August '19 Department Meeting
 - Final Assessment list to Dr. Van Gaalen's Office by August '19

Dr. Patterson announced information about faculty evaluations:

- Annual Contract - Dates TBA
- Form #1 – Self-Evaluation – Spring Term – (my 4.) due first week in February
- Form #2 – Pre-Evaluation Conference – Supervisor
- Form #3 – Weight Declaration – End of March

Dr. Patterson announced upcoming “marketing” opportunities:

- Dunbar High School – January 14
- Suncoast All-Team Meeting – Tampa – February 18
(potentially recruit staff members as students to the school)

Meeting minutes reported and interpreted by Lisa Dick

Public Safety Breakout Meeting

January 11, 2019

In attendance: Michael Nisson, Bernadine Carter

In Canvas-must go in and manually turn on the "Turn It In" feature. It is off by default

A module in Intro to Criminology has links to the library

Students are unclear how to log in to the library

The login should be their student ID without the @ symbol

Discussed the criminal justice club that FSW used to have. Bernie Carter suggested looking into reviving the club

Hiring is ongoing for the open position in Crime Scene