

**Department Meeting**  
**Friday, February 8, 2019 1:00 – 3:00 PM**  
**Thomas Edison Campus, Building U, Room 106**

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

	Present	Absent	Excused
<b>Staff</b>			
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
<b>Other Staff</b>			
Adrian Kerr	X		
<b>Adjunct Faculty</b>			
Mike Engdahl	X		
Janet Harvey	X		
James Smith	X		
Dr. Sandi Towers	X		
<b>Guests</b>			
Dr. Russell Swanson			
Dr. Joseph Van Gaalen			

**Welcome:** Dr. Psihountas welcomed all in attendance.

**Guest Speakers:**

**Dr. Joseph Van Gaalen** – Assistant Vice President, Institutional Research, Assessment & Effectiveness

Kelli Dunlap – Director, Institutional Reporting & Analysis

Grade distributions

- To access Student Opinion Surveys:
  - Log into Portal
  - Select College Resources tab
  - Under Office of Academic Affairs, select Student Opinion Survey
  - Select term and course
  - Print Report
- Assessment – Faculty, please contact your chairs with ideas for analysis – assessment
- SACS Monitoring Report – 2022-2025 – Reaffirmation starts in the Fall
- Grants – ARC and external – Does not need to be a classical research project. Can be actual-action research
  - Discovery Research – interview experts
  - Social Research – elearning maturity
  - The Grant office will help you find external funding and will do the legwork to see what’s out there.

ARC Grant – For full time faculty but adjunct faculty could be involved as a co-principal investigator  
External grants – Adjuncts can pursue

- Student Evaluations – How to receive better student participation in surveys:  
Annoy with emails  
Have students take the survey at beginning of class  
For online courses survey opens this week. Engage with students in announcements and discussion boards.
- Surveys in the fall begin the 2<sup>nd</sup> Monday in November. Spring used to be adjuncts only, now some departments complete surveys both Fall and Spring. This is the first Spring where full time faculty have had the SOS administered in some departments.

**Dr. Russell Swanson** – Chair of the Continuing Contract Review Committee

- The latest version of the Faculty Evaluation Plan is located in the Document Manager on the Portal. One stop shop of information and forms.
- Committee is in the process of refining the rank and promotion process
- Clarifying the timeline – go by academic year not calendar year
- If you have questions, please ask your Dean first. The Document Manager also has a list of members of the Committee

**Dr. Rose** – eLearning Coordinator for SoBT

- Serves as the communicator and collaborator between SoBT and eLearning
- The Quality Matters initiative is to make sure that online courses measure up. Faculty could become QM certified. Quality Matters is through the Florida College System through the Florida Shines online course catalog. There are also course review awards where a quality review would receive a green checkmark and a high quality review would receive a gold star. By fall this year all online courses will have a course design reviewed by 2 peers. Please contact Dr. Rose with any evaluation ideas.
- Using a quality standard rubric to evaluate course design quality
- eLearning supports online courses

**Dr. Psihountas Updates:**

- Today, February 8, Form #1 is due – all but comprehensive review faculty must submit  
For the two faculty members who are up for 5-yr Comprehensive Review – Faculty Evaluation Plan e-portfolio is due
- March – Dean will meet with five faculty members on annual contract and the two faculty members up for Comprehensive Review. Form #2 will be completed by the Dean for the five faculty currently on annual contract
- End of March – Form #3 is due from all faculty members (goal setting for next academic year with weights)
- Two faculty members under Comprehensive Review, by 2<sup>nd</sup> Friday in April (April 12, 2019), letter of intent to apply for initial granting of status is due to the Dean, with a copy to the Chair of the Continuing Contract Review Committee, Dr. Russell Swanson, who spoke earlier.

**Jennifer Baker, Associate Dean:**

- Working on Compliance Assist assessment data. SoBT did not have much data from the Student Opinion Surveys. Will try to offer in Spring 2019 semester as assessment tool. We missed A term but will try to include Full and B term surveys. A discussion ensued whether administration can distribute SOS for full time faculty in both the Fall and Spring. Historically, surveys for full-time faculty were administered in one of the semesters. Adjunct faculty were surveyed in the fall and spring semesters. We will check in the CNA and consult with the Union whether administration can survey in both Fall

and Spring semesters. Jennifer would like to use the survey information as data points. For example, comparative data on pass rates and to measure retention and completion rates. The information is at an aggregate level for course improvement for SACS.

- Form 1 – Full time faculty for evaluation from fall

### **Chair Reports:**

#### **Dr. Richard Worch:**

- Wednesday, February 13, 2019, the selection committee for the Crime Scene Technology Professor will be meeting.

#### **Dr. Mary Conwell:**

- The committee of the Computer Faculty search met for the first time.
- Dr. Conwell will be visiting a college in Illinois in March as a site team member for the American Bar Association.
- Dr. Conwell will be attending the AAFPE Conference in Chicago in April.
- Dr. Hoffman will be attending the National Business Association Conference in Chicago in April.
- Professor Blitz will be attending the RSA Conference in San Francisco in March.
- Dr. Conwell thanked all who assisted with the Closer Look Tours of area high school students on February 1 and February 6.

#### **Dr. Jennifer Patterson:**

- February 27, 2019, 12:30 pm to 4:00 pm, FSW will be hosting a Volunteer Income Tax Assistance (VITA) event. Professor Van Glabek will be volunteering as a tax consultant at the event.
- The department is working on getting the Intermodel Freight program going.
- Professor Bugger explained about the current changes in the AS BAMA Program. We could add as many as 6 more specialties using existing courses or without adding new courses. The Risk Management Insurance AS and CCC passed the Curriculum Committee. All program changes passed.

### **Next Meeting Items and Close:**

Dr. Psihountas will be attending the Suncoast Credit Union Conference in Tampa on February 18, 2019. There will be about 1800 employees attending.

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

*Department meeting minutes interpreted and reported by Jill De Valk.*

### **Breakout Meeting - Paralegal Studies, Architecture, Construction, Engineering Programs and Computer Science Programs February 8, 2019**

**In Attendance:** Mary Conwell, Jennifer Baker, Sandi Towers, Matt Hoffman, Andy Blitz, Deborah Johnson, Vincent Butler, George Kodsey, and Jill De Valk

#### **Computer Science:**

- Priority List: CGS 1000 – CGS 1100 – COP 1000 (developed in 2016 by Professor Cox)
- Computer faculty voted originally in 2015 to offer CGS 1000 only online since the class is a computer literacy course consisting of terms and computer history

The computer faculty took a vote today and reaffirmed that CGS 1000 should only be offered online with all computer faculty in favor.

- They also discussed that CGS 1000 was offered totally online in Spring 2018 and Fall 2018 but also should be offered in the summer semester.
- Computer faculty had also previously voted to offer CGS 1100 as a ground course meeting once a week. The faculty reaffirmed the vote unanimously today that CGS 1100 ground course meet once a week instead of two days per week per the summer 2019 schedule.
- It was also discussed that CGS 1100 and 2108 use Microsoft Office. We need to update 2108 since Office 2019 is coming out this fall. It was mentioned that if students do not have access to Office 2019, they are able to download it in the portal. This is a larger issue than just a textbook change. There is not a lot of funds available to update courses. The list of courses to be updated was sent to Dr. Jestor.
- Course preferences for summer are due by Monday, Feb 11, 2019. This is completed by seniority, so please email Professor Conwell your start date.
- It was discussed that the due date for Form 1 was not communicated. There was confusion college wide regarding this due date.
- A discussion ensued regarding Dr. Kodsey's plan for the change in Programming. Professor Blitz mentioned that since 2014, nothing has changed in programming. The problem is the amount of work involved. COP 1170 and COP 2071 need curriculum actions. All names and course descriptions need to change including the CCC, prerequisites, Gold Standard exams, and state frameworks. Need to look at other examples in the state and take it in steps.
- We need to understand the process so that we are all on the same page. What are common assessments for courses? The assessments may not be correct as common assessments.
- 2108 – There will be no assessment data for Professor Johnson and Professor Butler for Spring 2019. For upper IT courses, per the state frameworks, certificates are assessments.

#### **Paralegal Studies:**

- Internship relationships with local firms:  
Family Law attorney Shawn Seliger welcomes one or two interns each semester  
Green, Schoenfeld, & Kyle would like one intern each semester; they have hired three of our graduates in the past.
- Jennifer Baker would like to send a survey out this spring to help figure out obstacles to students not completing the internship. In some cases, ABD syndrome and overwhelming life events prevent the student from completing the assignments. The Paralegal Club is planning on a portfolio workshop at the end of the semester.
- Compliance Assist goal for Legal Research and Writing I, an 85/85 benchmark for continuous improvement of student engagement. For Litigation, one of the assignments did not meet the 80/80 benchmark. The project is very technical. Do we need to change the project? Perhaps we need to review student responses for that particular assignment.
- The Cyber Law class will be proposed at the next Curriculum Committee meeting. We are trying for a Spring 2020 initial schedule offering.
- Dr. Psihountas is partnering with Dr. Teed, Dean of Arts, Humanities, and Social Sciences in a pathways project where AA students could complete a track for legal studies or political science.

There will be a retirement party honoring Professor Dennis Fahey on February 21, 2019 in B 114.

Professor Conwell adjourned the meeting at 3:30 pm.

## 2.8.19 Business and Accounting Studies breakout minutes:

**In Attendance:** Dr. Jennifer Patterson, Dr. Timothy Lucas, Professor William Van Glabek, Professor Leroy Bugger, Dr. Anita Rose. Professor Alisa Callahan participated via telephone.

The breakout group discussed the following topics:

Dr. Psihontas requested that the CFA Society Summer program was announced during the meeting. The program was announced at the beginning of the meeting. An email sent to the Business/Accounting Faculty on February 11, 2019 included the flyer with the announcement.

### I. Curriculum Committee

#### A. RMI

Leroy discussed the outcomes from the February 1, 2018 Curriculum Committee Meeting in which proposed changes to the RMI 2662 were approved. In addition, changes to the RMI CCC were approved.

#### B. Tracks/Specializations

Leroy discussed the outcomes from the February 1, 2018 Curriculum Committee Meeting in which proposed changes to the AS Business Administration and Management degree in which specializations for RMI and AS Business Administration and Management were approved.

#### C. Financial Services Management, CCC

Dr. Psihontas requested that the Financial Services Management CCC was discussed in the breakout meeting to determine whether the faculty felt the courses offered were the best for the program. Results of the discussion included recommendations by Professor Van Glabek that the state frameworks for the CCC are consulted to establish the best courses. Professor Callahan suggested that she could review the BAN 1004 course to determine if it provides the most appropriate learning outcomes that are the most effective for the CCC. Professor Callahan also suggested the addition of FIN 2100 Personal Finance and deletion of MAN 1023 Management for Non-profit Organizations. Discussions of Professor Callahan's findings, as well as state framework guidelines will continue in future meetings.

### II. Intermodal Freight Transportation Update

Meeting scheduled with Dr. Tim Lucas, Dr. Psihontas, Dr. Patterson, and Keith Robbins from FDOT for February 19, 2019 to discuss possible future of the Intermodal Freight Transportation CCC and the possibility of developing an advisory board.

### III. VITA Free Tax Preparation February 27<sup>th</sup> - 12:30pm-4:00pm

Reminder for the VITA Free Tax Preparation event and encouragement to spread the word to students.

### IV. Travel Reimbursements

#### A. Do not pay yourself; they will not reimburse you until after travel has been completed.

- i. A check request to pay for the conference registration directly to the vendor.
- ii. The Finance Office holds a college credit card and travel expenses can be paid by making an appointment to come over and complete the purchase within their office.

Dr. Psihontas requested Travel Reimbursement requirements to be discussed in the breakout meetings. The note was included on the Agenda, but due to time constraints, Dr. Patterson neglected to mention it during the meeting. A follow-up email was sent to the Accounting/Business faculty on February 11, 2019.

### V. Textbooks 2019-2020 Adoptions

Every textbook for all programs in the Business and Accounting Department were discussed to determine which textbooks would be adopted for the '19-'20 AY.

### VI. Compliance Assist

#### A. Courses for Assessments in each Program

Discussions began towards determination of which courses for the AS in Accounting, the Accounting Technology Management CCC, and the AS Business Administration and Management programs would include Student Learning Outcomes for the '19-'20 AY Compliance Assist.

- i. SLOs – Minimum 3 per program
  - a. State Frameworks
    - a. Google Spreadsheet Link
    - b. Consolidated Spreadsheet CCCs
  - b. Others?

B. Schedule

- 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

VII. "Marketing" Opportunity

A. Suncoast All-Team Meeting – Tampa – February 18

(potentially recruit staff members as students to the school)

The marketing opportunity was mentioned along with the potential opportunity for recruitment in the AS Accounting degree program, the AS Accounting Technology CCC, and the Financial Services Management CCC.

VIII. New Business

New Business was discussed at the beginning of the meeting and included the CFA Society

*Business and Accounting meeting minutes reported and interpreted by Dr. Jennifer Patterson*

**Public Safety Breakout Meeting**

In attendance: Dr. Richard Worch, chair; Michael Nisson

Notes: Judy Dantes

The online cohort that Bernie Carter is working on putting together was discussed. It was determined clarification is needed on how the cohort will work

Textbooks for the next Academic Year were discussed with no changes being advised