

**Department Meeting**  
**Friday, April 12, 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	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
<b>Staff</b>			
Jessica Barnett	X		
Judy Dantes	X		
Jill De Valk	X		
Lisa Dick	X		
Kathy Fanny	X		
Mark Morgan	X		
Al Nault	X		
Christopher Renda	X		
<b>Other Staff</b>			
<b>Adjunct Faculty</b>			
Diana Cintron	X		
Janet Harvey	X		
David Hoffman	X		
Barb Perrine	X		
Elizabeth Schott	X		
Dr. Sandi Towers	X		
<b>Guests</b>			

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

**Recognition:**

- The Collier Campus Life Award winners: Nancy Adams, Club President of the Year; Federico Cruz, Club Member of the Year; Dr. Anita Rose, Club Advisor of the Year
- Dr. Kodsey will be Computer Club Advisor 2019-20 AY
- Dr. Conwell completed her 2<sup>nd</sup> review of an American Bar Association approved program in Peoria, Illinois
- Dr. Rose completed the FSW/FGCU Leadership Enrichment
- A team of four of Dr. Rose’s students received 2<sup>nd</sup> place out of 100 teams in Globus Simulation
- Kathy Fanny, a part-time Instructional Assistant who is an Adobe expert, created social media accounts for SoBT
- 14 Students will be inducted into the Sigma Beta Honor Society. (54 students qualified) Honorary member this year is Lisa Dick.

**Chair Reports:**

Dr. Mary Conwell:

- Mary recently attended the AAfPE regional conference in Chicago
- Food insecurity – 60% of students attending community college has food insecurities. Should be an initiative for a food pantry on all FSW campuses
- The Spring Advisory Committee Meeting is Monday at the Lee County Justice Center
- Wednesday, the Lambda Epsilon Chi (LEX) Honor Society will be inducting 6 members. Eight students met the requirements

**Dr. Jennifer Patterson:**

- The new Risk Management specialization is growing slightly
- Success story – A successful job interview by a graduate based on what he learned here at FSW

**Dr. Richard Worch:**

- Criminal Justice Advisory Committee met on March 27, 2019
- He appreciates the recruiting efforts
- PAD Capstone – Four presentations this week and more next week. Three students are from Charlotte County
- One applicant for Professor, Crime Scene Technology accepted an interview
- Rubrics are subject to interpretation. Chairs will be meeting with faculty this fall for calibration of rubrics.

**Jennifer Baker, Associate Dean:**

- Working on a recruitment plan for area high schools
- Compliance Assist Data
- On the panel for the PAD Capstones – commented that all four presentations were fantastic
- Michael Magerko is moving to help his last employer temporarily. Will begin process for finding a part-time accounting instructional assistant

**Dr. Psihontas Updates:**

- According to Institutional Research, using fall 2018 data, 50% of the highest DWF courses college-wide are from SoBT. The problem is not unique to us, but it is complicated to solve this issue
- 11 courses of 22 include the following: PLA2942 66.7%, ACG1001 53.3%, ACG2071 52%, ACG 2011 50%, CNT1000 48.3%, CGS1100 46.4%, ACG2021 44.5%, COP1000 41.3%, CTS1133 40.7%, CJE2711 40%, PLA2930 40%
- It was commented that one problem is that faculty must enter the first day attended if giving an “F” grade even if the student was never in class and did not drop the class.

**Dr. Anita Rose – eLearning Coordinator:**

- The eLearning department is in the process of transitioning to a new system of updating courses, which will be much easier and has promise for greater efficiency

**2018-19 Accomplishments:**

- Personnel: Two new coordinators, Jessica Barnett and Christopher Renda; Four Instructional Assistants, Judy Dantes, Michael Magerko, Alissa Shupperd, Kathy Fanny; Associate Dean, Jennifer Baker; and three faculty searches underway, Computer Science (2) and Crime Scene Technology.
- New Risk Management Insurance CCC launched in January
- New tracks, RMI and General Business, in AS in Business Administration/Management
- New Cyberlaw course beginning Spring 2020
- Constitutional Law – Promoting new pathways with Political Science faculty
- Changes to requirements in Construction Technology approved by Curriculum Committee

- New Advisory Boards including Risk Management Insurance and Architecture and Construction
- New SoBT monthly newsletter launched in September 2018
- New Brochure and marketing materials created

#### **Academic Year 2019-20 – Looking Ahead:**

- Dean speaker series for students and community
- New Computer advisory board
- RMI, and launch of BAS ITM
- CJ Cohort initiative
- Web-based course delivery
- Career planning and placement center
- More school and community partnerships
- Form a dean’s student advisory council with monthly meetings
- New “Ask SoBT” information tables in K
- Visit all classes in the fall to meet students
- Improve quality and student engagement within courses to improve the following: DWF rates, response times, students feeling like we care about them, too many overloads?

#### **Final Comments:**

- A discussion ensued regarding the Student Opinion Surveys. Ground courses no longer have the paper survey option so how do we get the students to complete the electronic survey? If students are not getting points for completing the survey, they just do not submit it.  
We are able to add up to 3 questions of our choosing to the survey and it was suggested maybe the questions could include what went well and areas of improvement of the course. The questions would be voted on by the faculty whether to be included or not. Can we do surveys on our own? At this point, it was suggested by a department chair that they look into whether this is possible with the union first.
- Compliance assist – It was commented by Institutional Research that some SoBT programs have too much assessment data and others have too little data.
- Another conversation about the SOS included the following comments: If one student from the class complains, what about the rest of the class and they feel like the instructor is guilty before an investigation of a complaint has been completed.
- Overload limits is an economic issue where some faculty need to teach overloads. It was commented that adjunct faculty have full time jobs and they are able to teach up to four courses per semester.

Dr. Psihountas thanked all for attending and the meeting was adjourned to the breakout meetings at 2:30 p.m.

*Meeting minutes for the SoBT Department Meeting interpreted and reported by Jill De Valk.*

#### **COMPUTER BREAKOUT MEETING FRIDAY, APRIL 12, 2019 2:30 PM – 3:15 PM**

In attendance: Dr. George Kodsey, Deb Johnson, Vinnie Butler, Barb Perrine, Dr. Psihountas, Associate Dean Baker, Kathy Fanny, and Mary Conwell, J.D.-Interim Chair - FSW Computer Studies Program

**Open Educational Resources:** Open Educational Resources are not often used in computer studies classes, but when they are used, there can be a problem with professors still using supplemental materials from previous textbooks, which is copyright infringement.

**Canvas Rubrics:** Professors in some online classes are not recording data in the provided Canvas rubrics. Professors need to record in the Canvas rubrics even if they know the rubrics well and use them as a guide for grading. Another problem with online classes is the lack of student-professor engagement. For example,

some professors do not respond to email, and some students do not respond to email. Dr. Van Gaalen is hosting a mandatory workshop for both full-time and adjunct faculty in August 2019 on exactly what is needed to ensure the goal of a uniform and accurate system of assessment.

**Interim Chair Situation:** Two new faculty will be hired as full-time computer studies professors this spring. It has been proposed that one of these new hires become the permanent chair of the computer studies program. However, there are issues involving a new professor who is not on continuing contract filling the role of a department chair.

**Textbook adoption:** There is little or no course development planned because there is no money to pay faculty to develop master classes and master course shells. There may be no uniformity in the course shells going forward. However, Quality Matters training will be taught by Anita Rose for online professors. When the college pays someone to develop an online course, the developer does not own the course, eliminating copyright issues.

**Good website:** Interim Chair Conwell recommended the website [noredink.com](http://noredink.com) to assist students with written communication problems.

**Project by Dr Kodsey:** He is working on research to study behavior that is not easy to measure. Presently he is collecting information from students and faculty to input using software. It is a mathematical model. It is a huge undertaking, but he hopes to get support.

**Student Food Insecurity:** It is estimated that 60% of students at community and commuter colleges will experience problems with food, housing, and/or transportation at some point during their studies in college. There are current and former FSW students who are homeless and living in their cars or wooded areas in Southwest Florida. Many students live on the edge. Faculty should look into establishing a college food pantry on campus. Associate Dean Jennifer Baker spoke about a program at FGCU which partnered with Harry Chapin. The problem of student hunger needs to be brought to the attention of FSW's Provost and FSW's student government. Professors are often not aware of the serious life issues facing students. Frequently it is a choice of eating or putting gas in the car to attend a ground class.

*Computer meeting minutes reported by Kathy Fanny*

#### Public Safety Breakout Meeting 4/12/19

In attendance: Richard Worch, Mike Nisson, Diana Cintron, Judy Dantes

- Compliance assist-reviewed with Dr. VanGalen
- SACS continuous improvement should meet with faculty
- Subjective interpretation of rubric
- Grade strictly by rubric
- At the next adjunct meeting – calibration of rubrics
- CJ Program Outcome 2-only section Dr. VanGalen looks at if it does not meet expectations for low quality work
- Dr. Worch won't tell faculty how to grade paper
- Discussed criteria in rubric & are in consensus as to what goes into grading. Will be further discussed at adjunct meeting
- Discussed surveys
- Canvas- student leaves comment on an assignment, professor is not receiving notification.

*Public Safety programs minutes by Judy Dantes*

- I. Compliance Assist
  - A. Student Learning Outcomes (SLOs) and Assessments
    - a. Additions
    - b. Deletions
  - B. Fall '18 Data Collection Reports
- II. CREATIVE – Learning Outcomes
- III. UDOIT Universal Design Online Content Inspection Tool
 

*UDOIT will scan one whole Canvas course's content, not just each rich text field. The report provides basic suggestions on how to correct common accessibility barriers. Many of the identified issues can be fixed within the resulting report using the "U FIX IT!" option.*

*[https://fsw.mediaspace.kaltura.com/media/t/1\\_wnqm2fy1](https://fsw.mediaspace.kaltura.com/media/t/1_wnqm2fy1)*
- IV. Proposed Curriculum Revisions
  - A. Business Administration and Management, AS suggested revisions
    - a. Move ECO 2023 Principles of Microeconomics from Core Requirements to General Education Requirements
    - b. Remove "Any General Education Humanities Course (PHI 2600 – Ethics)" from General Education Requirements
    - c. Add GEB 2430 Ethics in Management
  - B. Financial Services Management, CCC suggested revisions
    - a. Delete MAN 1023 Management for Non-Profit Organizations
    - b. Add FIN 2100 Personal Finance
    - c. Add FIN 2001 Business Finance
    - d. Revise/update BAN 1004?
    - e. Additional Banking Operations Course?
    - f. Delete any other courses?
  - C. Small Business Management, CCC suggested revisions
    - a. Add ACG 2450 Accounting Software Applications
    - b. Delete any other courses?
- V. Potential Additional Business Administration and Management, AS Specializations (discussion)
  - a. Accounting/Budgeting Operations Management
  - b. Banking
  - c. Business Development and Entrepreneurship
  - d. Healthcare Administration
  - e. Human Resources
  - f. International Business
  - g. Marketing
  - h. Real Estate
  - i. Small Business Management
- VI. Potential Additional AS Degrees (discussion)
  - a. Supply Chain Management, AS with embedded Logistics and Transportation CCC
  - b. Transportation and Logistics, AS with embedded Intermodal Freight Transportation CCC
  - c. Business Entrepreneurship, AS with embedded Business Entrepreneurship CCC and Entrepreneurship Operations CCC
- VII. New Business

## Paralegal Studies Breakout Meeting

Friday, April 12, 2019 - 12:00 PM – 1:00 PM – U106

**In Attendance:** Matthew Hoffman, Mary Conwell, Michele Gatto, Sandi Towers-Romero, Dr. Psihountas, Jennifer Baker, and Jill De Valk

**Approval of Previous Meeting Minutes:** After a review of the previous meeting's minutes, there was a motion to approve the minutes. The motion was seconded. All approved so the motion carried.

**Cyberlaw Course – Professor Matt Hoffman:** Matt has developed a Cyberlaw course which will debut in the spring 2020 semester. This course will cut across many disciplines including Associate of Arts degree-seeking students.

**Open Education Resources (OER) Issues: Copyright, Accessibility, Peer-Reviewed:** Professor Conwell attended the Textbook Affordability Committee meeting recently. If we are moving toward OER, we need to be cognizant that we cannot use supplemental resources from the former textbook due to copyright laws. The three cornerstones of copyright, accessibility, and peer-reviewed need to be included in the process of developing classes using OER.

**Mandatory Workshop in Fall 2019:** The workshop will include recording in Canvas rubrics, grading online assignments, and enhanced online student-professor interaction and engagement. In the workshop, we will outline clearly what is expected.

Dr. Van Gaalen of Institutional Research discovered that in online courses, some faculty were not using the rubrics. The rubrics in the Canvas shells need to be utilized and recorded. Institutional research drills down to look at individual courses to see if the professor is scoring in the rubric. It was discussed that the rubrics grading procedure was perhaps never communicated to newer professors. Moving forward, scores need to be recorded in the rubrics. One way to grade late assignments in rubrics should be to grade for mastery of content but deduct points in the grade for lateness.

Student-professor engagement can be an issue in communication with online courses. Michele Gatto commented that she gets back to students as soon as possible and if there is no response, will call the student or offer to meet them. She stated that she has experienced students who show up to class but do not submit assignments. She continues to attempt to communicate with them to complete the assignments. It was discussed that communication is a two-way street and that students need to reply.

Engagement with the students depends on the assignment. Currently in Canvas, faculty only receive notifications once a day which is inefficient. Instead of commenting while grading it was suggested to convert the message to email like Canvas messaging. One suggestion was to send an email directly to the faculty member, but then it is impossible to check comments on a phone. Another option would be to tell students to call or text the faculty member.

**American Association for Paralegal Education (AAfPE) Regional Conference:** Professor Conwell recently attended the AAfPE Regional Conference in Chicago. Discussions at the conference included food insecurity experienced by students and the need for a food pantry at FSW locations. Mary commented that a Houston area college has a pantry open 24/7 with weekend packages available for commuters. Some colleges also have clothing available to students for job interviews. Dress for Success is a local organization here who helps women with business attire and assistance with interviewing skills.

One of the technology sessions included a discussion regarding computer software that is programmed for case briefs, providing cases, and citing and then added to the drop box to send to the agency. Professor Conwell mentioned that she would like to attend the ABA Technology Conference in February 2020 in Chicago in an effort to learn more about the trending technology available.

The legal recruiting session included why an agency should hire an applicant and what applicants should emphasize in their resumes. Employers like interviewees who exude self-confidence and that applicants should memorize their resume so that they are familiar with their work experience. Also mentioned was that applicants often interrupt the interviewer and then end up not answering the original question. Sandi mentioned that she addresses the do's and don'ts of interviewing in the Cornerstone course and in Law Office Management. It was suggested that faculty should include tips in the Intro course and Paralegal Internship orientation such as "do not interrupt interviewer's questions".

Wages were also discussed, with paralegals in the Chicago area starting out from \$40,000 to \$50,000. It was mentioned in the session that Beacon Hill Agency recently placed a paralegal with ten years of trust experience at \$200,000. Intellectual property paralegals can earn up to \$150,000 per year which suggests that specialty area experience helps paralegals earn more.

**Emerging Opportunities for Paralegals:** Selling legal software and training law firms to use the software is an emerging opportunity for paralegals. There are also opportunities for paralegals to freelance in the legal areas of E-discovery, litigation support, legal research, document review and coding, legal billing, and factual research.

**Noredink.com:** An online platform that provides grammar assistance to students. This tool helps students by focusing on the student's weaknesses.

**Upcoming Conferences:** The AAFPE National Conference is this fall 2019 in Detroit, Michigan. The AAFPE Regional Conference will be located in Myrtle Beach, South Carolina in the spring of 2020. The ABA Tech Conference is scheduled for February 2020 in Chicago.

**Interim American Bar Association Report:** The report is due on July 15, 2019.

**Metrics:** The Office of Institutional Research informed Dr. Psihountas that of the 22 courses with the highest D-W-F rates, the School of Business and Technology had 11 of the courses. We need to think about what we can do to improve these statistics.

The meeting was adjourned at 12:55 PM.

*Meeting minutes for Paralegal Studies interpreted and reported by Jill De Valk*