

**Department Meeting**  
**Wednesday, August 14, 2019 1:00 – 3:45 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. Roger Webster	X		
Dr. Richard Worch	X		
<b>Faculty</b>			
Leroy Bugger	X		
Vincent Butler			X
Krissy Cabral	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		
Al Nault			X
Christopher Renda			X
<b>Other Staff</b>			
<b>Adjunct Faculty</b>			
David Hoffman	X		
Barbara Peat	X		
Elizabeth Schott	X		
<b>Guests</b>			

**Welcome:** Dr. Psihountas welcomed all in attendance. She also spoke in memory of Mark Morgan, Student Success Advisor for the Law and Public Service programs, who had passed away during the summer.

**New Faculty:**

- Krissy Cabral – Crime Scene Technology
- Dr. Roger Webster – Computer Science, also serving as Department Chair
- Melinda Lyles – Visiting Professor, temporarily for Professor Butler in Computer Science

**Recognition:**

- The Business and Economics Association (BEA) will start a club at Lee campus with Dr. Rose and Dr. Hoffman as co-advisors. Meetings are scheduled on Wednesdays.
- Dr. Towers accepted the advisor position for the Paralegal Club, which she requested that the name be changed to Legal Studies Club.
- Dr. Kodsey has agreed to start an IT student club at FSW.
- Dr. Rose took a group of 8 students to New York City in June to tour the stock exchange, United Nations, and other important business centers. Dr. Psihountas joined them for a few days.

- Dr. Conwell was the featured speaker at the Paralegal Association of Florida SWFL Chapter (PAF SWFL). She spoke about the importance of “Legal Writing for the Legal Professional”.
- Dr. Patterson and Professor James Smith have received notes of appreciation from students.
- Dr. Patterson mentioned that the Florida RIMS organization sponsored student Amy Hofschneider to attend their national conference.
- Paralegal student Aaron Stanley received a scholarship to attend a symposium by the Planned Giving Council.
- Need 3 students to man a table at an upcoming Foundation event in October.
- Dr. Rose and Dr. Kodsey will be giving their ARC Grant presentations in AA 168 on Friday, beginning at 9:00 AM.

#### **Updates:**

- A thank you to the Computer Science recruitment committee for their end of the year service to hire Dr. Webster. At this time, the administration is only allowing replacement positions.
- Recruitment for law enforcement students is underway.
- The first meeting of the newly created Computer and Technology Advisory Board has been scheduled.
- We recently hired a replacement for Mark Morgan’s position, who passed away in June. Also looking for a part-time technical instructional assistant to replace Kathy Fanny, who set up SoBT social media accounts and the power points for the television monitors.
- Dr. Psihountas and Jennifer Baker will visit all of the classes to meet students in the first weeks of school.
- The newly appointed Computer and Technology Advisory Board’s first meeting has been scheduled.
- SoBT is planning on sponsoring recruitment fairs in Building K four times this year. There is a job and internship board for students on the first floor of K.
- We are planning “Ask SoBT” information tables in K, manned by student work study assistants.
- The Provost’s office has new enrollment mandates.

#### **Chair Reports:**

**Dr. Mary Conwell:** Professor Conwell will be participating in another ABA site visit in September at a college in Louisiana. She also will be attending the AAFPE conferences in Detroit in the fall semester and Myrtle Beach in the spring semester. She would also like to attend the ABA Technical Conference in February 2020 in Chicago.

St. Pete College has a study abroad program and this year they traveled to Lisbon, Portugal. They had previously invited FSW students to accompany them. Professor Conwell has a meeting with Mike Messina of International Education to discuss a partnership with St. Pete College.

Since Florida is now included in allowing the use of medical marijuana, Dr. Psihountas and Professor Conwell discussed the possibility of developing a track and developing a law and cannabis course

**Dr. Jennifer Patterson:** The business department has many new adjuncts this semester. There has been a second section added to the RMI course. Professor Van Glabek is expanding VITO and collaborating with SCORE

**Dr. Roger Webster:** Ready to start back for the new semester and thank you to all.

**Dr. Richard Worch:** Dr. Worch thanked the Dean and Associate Dean for working so diligently to increase enrollment in the Public Safety programs. Dr. Worch informed the group about the history of law enforcement education and how President Johnson initiated the Marshall Project, a study on U.S. crime by the crime commission. The report was published in 1968 and was titled *Challenge of Crime in a Free Society*. The BAS

Public Safety Capstone is based on the report. The report resulted in \$6 billion in federal grants toward law enforcement education. Prior to the report, only 12 institutions in the U.S. issued degrees in criminal justice. Today, there are two issues in Southwest Florida regarding criminal justice education: private institutions and the culture of the agencies. Some agencies support education and tuition reimbursement and some do not. He also stated that the Public Safety advisory committee will be meeting in September. He also welcomed Crissy Cabral to the department and mentioned that she will be a valuable member of the team.

**Jennifer Baker, Associate Dean:**

- Compliance assist has improved over the last year
- Tutoring: Michael McGerko and Gale Smith are available to tutor Accounting, Business Math, and Finance students. Judy Dantes will provide tutoring to Computer students. The K 103 lab will be open Monday through Thursday from 11 am to 8 pm and Saturday from 10 am until 2 pm. Please let your students know that there is tutoring available.
- Thanks to the advisors, Jessica, Al, and Christopher for taking on Mark Morgan's students after his sudden death. Jessica has been assisting with the articulations. Caroline Seifert has accepted the Coordinator position after an internal search was completed. She will begin advising the Paralegal, Criminal Justice, Crime Scene, and BAS Public Safety Admission at the end of the month.
- Regarding the high DWF rates, Kelli Dunlap of Institutional Research has developed a report that identifies students who are repeating a course for a second or third time. Faculty please keep an eye on these students in order to alert SoBT of any problems. Faculty should contact the advisor, who will contact the tutors, who will keep faculty informed on the student's progress. We need to collaborate with student services and outside sources to help the students.
- Jennifer has visited area police departments, police academy, and gun ranges in an effort to recruit students for the cohort. We are offering a one stop concierge service to assist the law enforcement officers from the application process to registration. We have 10 students enrolled in the cohort, 35 students in the pipeline, and 45 students interested but very busy to get the admissions process completed. Jennifer has been educating the officers of the benefits of completing an AS and BAS degree including incentive pay and tuition reimbursements.
- In the process of developing recruitment at the high school academies. These students are possibly more career focused than tradition high school students.
- Jill De Valk and Professor Conwell completed the American Bar Association interim report for the Paralegal Studies program to remain in compliance with the ABA requirements.

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

- Dr Rose informed the group on the Florida online course quality designations. These designations are based on the Quality Matters (QM) Higher Education rubric standards, but the review process is unique to Florida. The Florida online course review processes were developed by the Quality Workgroup members to be flexible enough to work across all of our institutions and to accommodate institutional differences while increasing overall online course quality.
- The Quality (Q) designation results from a course being reviewed by two trained reviewers, one of whom may be the faculty developer, meeting all of the Quality Matters (QM) Higher Ed. Course Design rubric standards, and meeting QM Accessibility Standard 8.3.
- The High Quality (HQ) designation results from a course being reviewed by three trained reviewers, one of whom is a Subject Matter Expert (SME), scoring at least 84 on the Quality Matters (QM) rubric, meeting all QM essential standards, and meeting QM Accessibility Standard 8.3.
- The proposal up for negotiation includes the following: Full-time faculty earn \$500 for developing a course with a Quality designation and earn \$1000 for developing a course with the High Quality designation.

- A discussion ensued regarding who owns the rights to the course? The person developing the course would own the rights. Not sharing the course with other faculty would be a disservice to adjunct faculty. How would common course assessment assignments be handled?

#### **Student Success Initiatives:**

- Cengage – book coordination across disciplines
- New email communication channel
- Recruitment of student
- Recruitment of employers to provide internships
- Dean Speaker Series: Dr. Psihountas welcomes any assistance finding great speakers to invite.
- Forming a Dean’s Student Advisory Council with monthly meetings. Please ask students who would be great representatives to volunteer to serve.
- Working on improving the quality and student engagement within courses by improving DWF courses, communication quick response times, having students feel that we care about them, and do professors have too many overloads?

#### **Final Comments:**

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.*

#### **8-14-2019 Paralegal breakout meeting**

**In attendance:** Mary Conwell, Matt Hoffman, Dr. Psihountas, and Jill De Valk

#### **Agenda:**

- Curriculum for Cannabis course – could be an open elective course like Constitutional Law which would give students more elective options. Cornell University has an undergrad course and the University of Maryland has created a Master’s degree in Medical Cannabis Science.
- For next meeting, think of ways to market the Paralegal Studies program.
- Internship and job opportunity emails to students: Since professors and other staff are no longer able to email courses other than the courses they are teaching, Professor Conwell will email the opportunities to Professor Hoffman and the adjunct professors to let them inform their students. Lisa Dick is attempting to have access restored. Previously, Jill emailed all of the paralegal studies courses directly with the information.
- Is there a way of tracking students who have completed law school?
- Guest speaker – Professor Conwell informed the group that Kylie Troyer, President of the Paralegal Association of Florida Southwest Chapter is available to speak with ground classes. Professor Hoffman mentioned that he has Constitutional Law on Tuesday nights this semester.
- The meeting was adjourned at 3:45 PM

*Meeting minutes interpreted and reported by Jill De Valk*

#### **BUSINESS AND ACCOUNTING BREAKOUT MEETING**

**In attendance:** Dr. Jennifer Patterson, Dr. Anita Rose, Professor Leroy Bugger, Professor William Van Glabek, Professor Alisa Callahan, Dr. Timothy Lucas, Professor David Hoffman, Lisa Dick

The breakout group discussed:

### **Compliance Assist:**

Discussion was held on Fall 2018 and Spring 2019 Data Collection Reports and Compliance Assist wrap up academic year 2018-19. Topics included:

Dr. Patterson sent out data reports during summer. She needs per course comments to add to compliance assist.

Should we keep Learning Outcomes the same for 19-20? Any new outcomes are due at the end of August.

Anything new to add to data collection for Compliance Assist?

### **Potential Additional Business Administration and Management AS Specializations:**

Discussion covered the April 2019 meeting discussion on new tracks:

Accounting/Budgeting Operations Management (Professor Bugger and Professor Van Glabek)

Business Development and Entrepreneurship (Dr. Rose and Professor Bugger)

Healthcare Administration (Dr. Patterson and Professor Van Glabek)

International Business (Dr. Hoffman and Dr. Lucas)

Small Business Management (Dr. Rose and Professor Bugger)

Finance (Professor Callahan)

Dr. Patterson needs track information back to her before the October 11 department meeting. Need paperwork for any new courses ASAP to take to December Curriculum Committee meeting. Paperwork due by November 1. Professor Bugger will review paperwork before it goes to the Dean and the Curriculum Committee meeting. Dr. Patterson asked - can we support new course with the current instructional staff?

It was decided that Professor Hoffman will collect data from MAR 2011 and will submit it to Dr. Patterson.

No new business was discussed.

*Minutes reported by Lisa Dick*

### **Computer Breakout Minutes**

August 14, 2019

In attendance: Roger Webster, Chair; Jennifer Baker; Deborah Johnson; Malinda Lyles; George Kodsey; Dr. Joe VanGalen, Institutional Research

Dr. VanGalen in attendance to assist in creating a new plan for assessment of courses—we need good data

- The new Cengage platform makes common assessment assignments difficult
- Faculty #1 priority is students not assessments
- Each Associates degree- select a handful of outcomes
  - Select 3 courses to assess
    - Benchmark
    - Near end
    - Wildcard-what do you want to know more about it
  - Look at outcomes of course
    - Pick an outcome
    - Pick another outcome
    - Find the tool that hits those outcomes

- Exams
  - Quizzes
    - Be careful how you choose style
- Same outcome can be different assignments
  - Use common rubric
  - Rubric is shared-not assignment
- Specific questions in exam that all use
- Take a couple of learning outcomes-choose tool or tools to evaluate
- Choose courses not taken by students outside of program
- Goal-pilot something by Spring
  - Run for real next fall
- Minimum of 6 between the 2 programs
- Rubric can be a list of tasks not just a rate of 1-5
- Purpose is so that nothing surprises you
- Use shell because it's easy to copy
- Need to let Institutional Research know what method is chosen so they can pull data
- Use Cengage or other publisher assignment as assessment tool
  - IR can't recover information
  - Cengage owns data-no way to retrieve when no longer using platform
  - Assignment can be done in Cengage
    - Rubric in Canvas
- Discuss most important outcomes
- 2 years of data collection
- If everyone does great on 1<sup>st</sup> class, maybe not best to use for assessment
- Create spreadsheet
  - List course
  - List outcome
  - List assignment
- 1<sup>st</sup> step-identify learning outcomes for assessment
- What courses have been assessed in the past?
  - Clean slate?
- CGS2108
  - Common assessments
    - Write excel formulas
    - Files & folders
    - Database design
  - Common final
    - Question banks link to different sections
- Learning objectives are listed in syllabus