

School of Business & Technology Department Meeting
Friday, October 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. Roger Webster	X		
Dr. Richard Worch	X		
Faculty			
Leroy Bugger	X		
Krissy Cabral	X		
Alisa Callahan	X		
Matthew Hoffman	X		
Deborah Johnson	X		
George Kodsey	X		
Tim Lucas	X		
Melinda Lyles	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		
Al Nault	X		
Christopher Renda			X
Caroline Siefert	X		
Other Staff			
Ashley Espinal	X		
Adjunct Faculty			
Elizabeth Schott	X		
Barbara Peat	X		
Guests			

Welcome: Dr. Psihountas welcomed all in attendance.

Announcements:

- There are several upcoming job fairs, both within the SOBT as well as the college. We will have a table at the Oct 17 CareerLink job fair at Suncoast Arena and plan to circulate and recruit additional displays for our internal job fairs coming up in November.
- Nov 7th & 14th SOBT job fairs held in K building on the 2nd floor. Faculty are asked to promote and encourage students to attend. The 7th will be crime scene, criminal justice, public safety, architecture and paralegal. The 14th will be business, accounting, computers, networking and risk management.
- Spring schedules are under development with a deadline of Monday. Last minute turnarounds are working to get resolved.

Updates from the Dean:

- Recruitment is ongoing
- We are looking at expanding the Cengage book adoption.
 - We can expand into other disciplines beyond the computer/network department.
 - Cengage gives unlimited access to all textbooks in their library.
 - Cengage will work with the SOBT to match learning objectives to textbooks.

- Calculus sequence is currently using Cengage.
- Book cost is always a concern. Cengage offers a way to reduce cost to students; pay a single price and have access to all courses using the platform.
- Cannabis and Cyber projects
 - Dr. Psihountas has been in conversation with Dean McClinton.
 - FGCU program is focusing on the science of cannabis.
 - We are exploring offering the program across disciplines.
 - Jill De Valk has done extensive research on what others schools in the state are doing. Programs are either agriculture or science based. What angle should be take?
 - Cyber-computer angle
 - Should we change the AS Network degree to AS Cyber Security & Networking

Chair Updates:

- Dr. Mary Conwell will be attending the upcoming National Paralegal Conference. Paralegal Advisory meeting coming up in November. If you wish to join taskforce on cannabis, please contact Jill for the research she has conducted.
- Dr. Jennifer Patterson reported they are finalizing tracks for specializations to submit to curriculum committee.
- Dr. Richard Worch offered a law enforcement perspective on identity theft. He suggested that everyone check their credit report monthly to be aware of any changes or issues that may have come up.
- Dr. Roger Webster shared that he had recently met with Carrie ?? the CEO of Griffin Systems. Florida is #1 in identity theft and suggested putting together a program regarding this topic. This is a growing industry.

Associate Dean, Jennifer Baker Updates:

- The SOBT webpage
 - Jennifer recently met with marketing and learned the plan is for every school's homepage to look like the main page with videos.
 - Marketing is looking for activities in class for a videographer to come in and film for the webpage, highlighting student interaction and programs.
- Cengage product
 - A 12 question survey was sent to 590 students enrolled in courses using Cengage. The feedback was both positive and negative. We will be meeting with the team from Cengage to strengthen satisfaction with the product, hopefully before spring term starts.
- Ask SOBT tables on select Wednesdays and Thursdays. Students will be able to get info on our clubs and specific programs.
- Lunch & Learn event with AS and AA advisors
 - Goal is to educate AA advisors on the AS programs and how to assist students in choosing electives for the BAS programs. This will include advisors from other campuses to strengthen the relationship.
- Updating the HS articulation agreements is in process. The frameworks for the HS programs have changed so we need to ensure their programs still align with our programs.
- The tutoring center had 117 visitors for the month of September.

Other Updates:

- We currently have 3 searches underway, with 2 positions open in computer science and 1 in architecture/construction.
- Perkins Grant is a new version this year. Jill is working on a survey that will go out. We have to demonstrate we are meeting the needs of the community so must conduct a local needs assessment. There is a 5 county committee so all are working at the same level.
- Advisory Board update-all but paralegal have met.
- Student advisory board will meet next week.

Dr. Psihountas thanked all for participating and the meeting was adjourned to the program-specific breakout meetings.

Minutes reported by Judy Dantes

BUSINESS AND ACCOUNTING BREAKOUT MEETING

In attendance: Dr. Jennifer Dr. Patterson, Professor Leroy Professor Bugger, Professor William Van Glabek; Professor Alisa Callahan, Dr. Timothy Lucas, Dr. Anita Rose, Ashley Espinal, Guest, Lisa Dick, Staff

Dr. Patterson sent emails to adjuncts about the portfolio evaluations due at the end of the month. She also reminded them about mentor meetings.

Dr. Patterson asked that any track/specialization curriculum paperwork be sent to Professor Bugger by end of October for his review. Professor Bugger said there are many curriculum action forms. He said to use the Change of Program forms for the discussed changes. He noted that the forms need to be correct and all approvals signed off and ready to submit in December. Professor Bugger asked that anyone adding tracks email him the proposals ASAP.

Dr. Patterson reported that Peg Elmore, an SoBT advisory board member from CareerSource Southwest Florida, suggested a supply chain management track because of job availability in that area.

A discussion regarding changing general education requirements for AS Accounting and AS Business degrees was led by Professor Bugger. Professor Bugger gave a detailed presentation on both proposals. He referred to the nursing program curriculum proposals at 21 hours. The AS Accounting and AS Business degrees are currently at 21 hours. The State Frameworks requires 15. He researched other colleges and they are anywhere from 15 to 24 hours. He referred to his handouts regarding internal versus State politics. Professor Bugger also reviewed FTE for the accounting, business, and AA degrees. He said that the way the current general education credits are set up, they protect the institution; they do not help the students. Professor Callahan asked why do we want to change? Professor Bugger said we need a well-rounded student to come out of FSW prepared for the workforce. He also reviewed catalog changes that would need to take place with the proposed program changes. He provided a handout for both AS Accounting and Business degree catalog page changes. Professor Bugger stated that he believed the nursing program would be our ally in these general education credit changes.

The group discussed the need to include ENC 1102 Composition II in the general education credit requirements. Dr. Patterson, Dr. Rose, and Professor Callahan all agreed it needs to be left in the requirements.

Professor Bugger announced that he was going to email all deans and chairs about these proposed changes in the general education requirement. In-depth discussion followed.

It was proposed that RMI 2001 Principles of Risk Management be taught out and replaced with RMI 2110 and SLS 1331. Professor Callahan agreed and added, or FIN 2100 with SLS 1331. The group discussed the possibility of offering a business analytics as degree and talked about which instructors would be qualified to teach it.

Meeting Minutes reported by Lisa Dick.

10-11-2019 - Criminal Justice, Crime Scene Technology, and Public Safety Administration Breakout Minutes

In Attendance: Dr. Worch, Mike Nisson, Krissy Cabral, Barbara Peat, Jill De Valk, and Dr. Psihountas

Cengage Platform: Regarding Cengage textbook and platform, Mike Nisson's experience was not good at the college in Maryland where he taught.

Criminal Justice and Crime Scene Technology was rewritten in 2014 and 15. We need to look over the curriculum to see what we need to change. With Cengage, you send them your syllabi with the learning outcomes and program outcomes and they will find you a textbook. We need to come up with a game plan.

We need to see what deal the Federation comes up with and what FSW Online comes up with to see what we can update. We all need to look at the syllabi to see if the textbooks in assignments match and also what assessments to use to measure the learning outcomes and program outcomes. This is the most opportune time to compare what the state frameworks and which assignments to assess the frameworks.

Mike Nisson commented that he didn't see anything that was way off in the Criminal Justice program modules. It was mentioned also though, that in Intro to Criminology, there was one module that needed correction.

Professor Peat also mentioned that in Intro to Criminal Justice, she noticed that there was an essay question from the prior month in Chapter 5 or 6. Dr. Worch commented that this may have been a module or a chapter that was over 2 modules. If anybody sees anything that's not right till Mike Nisson or Dr. Worch. This is a small department but it's manageable to maintain the courses.

Decision on the revision or keeping courses the same, it's beneficial for full-time professors to keep in touch with the adjuncts.

Things always change, Dr. Worch explained that in years past Dr. Wright, who was the Provost at the time, had the full time professors every year include a learning objective goal in their portfolio. So thinking of that, how do we want to assess what we are doing?

Dr. Worch explained that Professor Nisson and Professor Krissy Cabral need to come up with 3 goals that we are able to measure like class goals or assignment goals for compliance assist. For Criminal Justice, one of the goals could be to review the current text and make sure that the state frameworks are aligned to the assignments, learning outcomes, and program outcomes.

We need to find out if we get paid for redoing a course or part of the job. For example, this summer it took Dr. Worch 48 hours to update one of the courses and of course this was without being paid. In the past, people were paid to rewrite the courses, so the plan for 2020 - 2021 academic year is to look at the courses and make sure that they are updated for the next 5 years. This will be how you want your program to be. To bring down the cost for students, Barb Peat volunteered to be on a committee if needed, on ways to bring down the costs for students.

As a recap of things on our radar screen for academic year 2020-2021, we need to have a review of courses and meet with adjuncts. This helps to show that we've tried to receive more important input. Krissy in Crime Scene Technology and Mike in Criminal Justice need to think of 3 goals for their programs. In other words, what do you want for your program for the future and then list what you want to measure and how to measure and then give to Dr. Worch to put into compliance assist. Then next year, we can report on how the textbook worked out. A discussion ensued about the O'Hare book on death investigation. It was a Spitz book which Professor Nisson talked about as having this one book for all of the crime scene technology courses. It would be used for all of them because it was an all-inclusive book.

A discussion ensued about the problem with having no textbooks and keeping up with the links for videos. Oftentimes, the video links do not work, which is the case in Intro to Criminology course. During that one that assignment Barbara Pete has, it's OK to answer questions using the book since they are not able to see the video and answer the questions that way.

Professor Peat asked about the rubric bullseye that we had talked about in the past. She does not see anything of a bullseye on her rubric. Dr. Worch answered that this bullseye is not going to be fixed for the fall. FSW online's goal is to fix the rubrics for spring so that the learning outcomes and program outcomes are measured for reports for institutional research.

Krissy Cabral mentioned that in the past she has used AFIS which is similar to AFIX and that IT was looking to fix the IP on computer. Jill asked if they use the FX program and Krissy's going to ask Judy if it was loaded on to the computers at the beginning of the semester because Professor Antonini used to use FX every semester.

Dr. Psihountas joined the group and she's hoping to encourage the chairs and faculty to meet more often than once a month. She is also encouraging full-time professors to attend the advisory meetings which are twice a year. Once in the fall and then in the spring semester. A discussion ensued about the Cengage textbooks and programs and it was mentioned that if there are problems, it's hard to fix when the term has already started, so we need to get the bugs cleaned up before the semester starts. We need to invite the sales representatives to tell what the needs are for the criminal justice programs. The Cengage products are a nice price point where students have access to unlimited textbooks for a specific price. The Criminal Justice, Crime Scene Technology, and Public Service Administration faculty will review and will conclude if this is a good fit for their programs.

Professor Peat asked if it was OK if she offered extra credit assignments as an alternative to students who have missed the due date for an assignment. Dr. Worch suggested maybe opening up the assignment again so that the student may submit the assignment and then if she wanted to, she can override and deduct points for it being late.

The meeting was adjourned at 3:10 PM.

Meeting minutes were interpreted and reported by Jill De Valk.

Computer Breakout Meeting

- Letter of resignation as chair
 - Someone else will take over as of December
- Search committee
 - Internal transfer
- Mission statement
 - How should we make our decisions-what is best for students
- Web page
 - Content is a marketing tool
 - Job potential
- AS Information Technology change from 2 current degrees
 - Computer programming specialization
 - Cyber security specialization
- BAS Information Technology
 - Seamlessly integrate AS degrees into the bachelor's degree
- Have to understand framework of current programs before we try to change things
- Some things need to be modified to be more current
- Better to modify current program than go to state to start over
- Dec 6 meet with curriculum committee
 - Change requirement for D as passing grade to C
 - Must be implemented
 - Paperwork has already been done for computer programming classes; still need to do networking classes

- Any changes for 20/21 catalog deadline Dec 6. Must be submitted to curriculum committee by Nov 1
- Which classes should be offered as online and which need to be in person
 - If student has been unsuccessful in online course, we should have mechanism to prevent them from registering for online class again
 - No prerequisite for students to pass college algebra
- Better course descriptions
- Hierarchy charts for all programs
- 3 courses picked for assessment
 - Networking
 - Security+ CTS2120
 - Hardware CTS1131
 - Network Essentials CNT1000
 - Programming
 - Hardware CTS1131
 - C# 1 COP2360
 - C# 2 COP 2360
- Website for computer club
- BAS IST
 - Program as it stands is outdated
 - Should we rework as fast as possible
 - As it currently stands, had no input from advisors
 - Program can be revised to meld from AS degrees into this program
 - Core unrealistic-
 - This program is offered at other institutions
 - We chose to do curriculum different from other schools
 - No need to trash proposal as it stands

Meeting Minutes reported by Judy Dantes

PARALEGAL STUDIES BREAKOUT MEETING

In Attendance:

Professor Matt Hoffman, Professor Mary Conwell

The following topics were discussed at the October 2019 breakout meeting. Professor Conwell discussed the following three topics:

The increasing level of anxiety and mental health issues seen in current students. Professor Hoffman commented that external events, such as political polarization and economic worries, contribute to the heightened expression of worry and crippling anxiety in today's college students. Future discussions will explore how Paralegal Studies faculty can facilitate lessening the level of anxiety among students in SoBT programs.

Developing a post-bac paralegal studies certificate was covered, including the Real Estate Paralegal certificate recently approved by the Florida Department of Education.

Additional discussion centered around the multi-disciplinary law/business cannabis certificate. It was agreed that the cannabis certificate has great potential to enhance interest in all SoBT programs.

Towards the end of the breakout session, Jill De Valk joined the conversation to inform the two professors about changes to the Perkins Grant. Jill also will email all paralegal students about upcoming career fairs. Jill informed the two professors that Henderson Franklin will be at the upcoming career fair and is looking for a legal assistant.

Meeting minutes reported by Dr. Mary Conwell