

School of Business & Technology Department Meeting
Friday, November 8, 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 Seifert	X		
Other Staff			
Ashley Espinal	X		
Adjunct Faculty			
Linda Hanwacker	X		
Janet Harvey	X		
Maureen McFarland	X		
Barbara Peat	X		
Sandi Towers	X		
Guests			

Welcome: Dr. Psihountas welcomed all in attendance and reminded everyone of our motto: “Maximizing Student Engagement.”

Agenda:

- **Study Abroad Summer 2020:**
 Anita Rose and Matt Hoffman will be teaching at Lorenzo de’ Medici in Florence Italy.
 Dr. Psihountas will be teaching in India at
 The price has been lowered and there are internal scholarships available.
 Reminder that there is an information session on Wednesday at 2:00 pm in U106.
- Maureen McFarland has donated \$100 towards students for business courses.
- There will be a meeting for new adjunct faculty on December 10, 2019 at 5:00 pm. Full-time faculty please be present.
- Professor Bugger will be retiring after the spring semester.
- Upcoming job fair for all disciplines including risk management insurance, finance, accounting, computer, architecture, civil engineering, construction, law, and public safety programs.
- Video models – FSW marketing is filming hands-on exercises and discussions from students to put on the website program pages.
- Please spread the word about the new BUL 2561 Cyber Law course.
- The Speaker Series schedule for the spring semester:
 1/28/2020 – Carolie Burroughs in U 102

2/26/2020 – Carrie Kerskie in U 102

3/24/2020 – Ross Tsakas in AA177 – a success story about a student who studied abroad and came up with a very successful business idea.

- **Career Fair:** The first SoBT career fair was held last night in the halls of K Building for Architecture, Public Safety programs, and Paralegal Studies. Overall it was a positive experience. There will be another fair next Thursday, 11/14/19 for the business and computer programs.
- **Department Chair Reports:**
Dr. Jennifer Patterson: Working on new programs and new tracks for business including Business Analytics. The McGraw Hill representative will be available on Wednesday, 11/13/19 at 5:00 pm. They are also reviewing Pearson My Labs.
- **Club News:**
Computer Club: George Kodsey said that the club will be participating in a robotics competition. Melinda Lyles is also assisting with the club. Professor Lyles has been involved with FIRST engineering group.

The Legal Studies Club is reaching out to honors students.

- Need new computer science chair: Dr. Webster is stepping down as chair of the Computer programs after the semester ends.
- **Selection of new professors:** For the computer programs, we have an internal candidate, Dr. Mary Myers, who formerly was a professor in our computer programs. She has had many leadership roles here at FSW, including heading online learning, Cornerstone professor, and Curriculum Committee Chair. We have phone interviews with seven computer science candidates. The Architecture, Construction, and Civil Engineering candidates include six phone interviews and three candidates will be interviewed face to face.
- A discussion ensued regarding the Grace Hopper Celebration of Women in Computing. The event will take place in Orlando in 2020. The event is motivational with over 400 companies interviewing for employees.
- **ARC Grant:** This grant is available twice a year and the deadline is approaching. The committee will be evaluating two proposals for spring.
- **E-Learning Coordinator:** Dr. Rose commented that information from the QM Conference, Dr. Jestor will put together a report of how to utilize the many resources for FSW.
- **Group Activity:**
Strength
Weakness
Opportunity – (ex: FGCU Hospitality program is teaching out and should FSW pursue adding hospitality)
Threat – (ex: FGCU Architecture – has many articulation agreements and amazing facilities to compete with)
Groups are to give one example of each:

Results included:

Strengths: FSW SoBT has a student advisory board where every program is represented. One student who is 32, just started back and has joined the Student Advisory Council for SoBT. We have inexpensive tuition. We provide practical applications in our curriculum. Online courses. We appreciate diversity and unique cultures. We recognize achievements and utilize teamwork. FSW faculty is a strength. FSW has engaged students.

Weaknesses include the following: Lack of cohesiveness between departments. Need better technology for online courses. Recruitment of students and advising of students is geared toward AA students. Job market is weak for some programs.

Opportunities include the following: Increase new tracts. FSW is a feeder for other universities which we should use for recruiting. The career fairs could be an opportunity for recruiting students. Departments working together.

Threats include the following: Private colleges recruiting students away from FSW. Losing students to FGCU. New regulations and laws. AA advisors telling students they should be AA students and not advising them of the AS and BAS opportunities available to students here.

- **Textbook Discussion:** Please discuss textbooks throughout January about adopting Cengage and give comments to Jennifer Baker.
- The new registrar is on the agenda for January's department meeting.
- **New Adjunct Faculty Meeting:** We will have a meeting on December 10, 2019 at 5:00 pm in U 102. Fulltime faculty are encouraged to be involved but the meeting is not mandated. This is on the last duty day before winter break so flex your hours that day in order to make the meeting if possible. The previous orientation was in the fall with break out groups. Participants may call in using Zoom instead of coming in.

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

Meeting minutes interpreted and reported by Jill De Valk

11-8-2019 Criminal Justice, Crime Scene Technology, and BAS Public Safety Administration Breakout Minutes

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

Agenda:

- SoBT Christmas potluck on December 4, 2019
- Discussion regarding suggesting reference books for criminal justice at the library, Mike Nisson said to contact Bill Shuluk.
- Krissy was able to purchase the following items for Crime Scene with funds from Dr. DeLuca:
 1. Blood spatter heads which includes a sculpture head and fake bloods. Krissy incorporates PVC piping and drapes paper over to capture the blood spatter. Dr. Worch commented that we could demonstrate this in the Criminal Investigation course as a good practical assignment on steps to preserve evidence.
 2. Superglue tank to produce fingerprints
 3. Trajectory rods to figure out the direction a bullet came from including all angles. The goal is to have new technology. The newer rods have a laser and will be used in the crime scene photography class also.
 4. Comparison microscope to review 2 fingerprints side by side. Also great for comparing ballistics.
- The group viewed 2 videos from the CST Monday night class. These videos are available on FSW FaceBook page and YouTube.
- Regarding the Computer Forensics class that was developed for Computer Science programs at FSW, Mike said at the Maryland College he taught, they had a course titled Forensic Accounting. Mike said he will share a copy of the syllabus with the Dean. He also mentioned there was a course for community policing that bridges crime scene and criminal justice. Barbara Peat also suggested that maybe we could incorporate hands on exercises in criminal justice courses to illustrate reality. Maybe develop a cross-discipline course like forensics accounting that could be used for criminal justice and business. Also, in the GIS course through computer software, introduce computer mapping as a cross-discipline. Dr. Worch reminded that the state of Florida dictates what we teach in the programs. We can offer specialized courses as electives.

- Suggestion was made to tell students what courses you will be teaching in the next semester, so students may register earlier.
- The meeting was adjourned at 3:15 PM

Meeting minutes interpreted and reported by Jill De Valk

BUSINESS AND ACCOUNTING BREAKOUT MEETING

In attendance: Dr. Jennifer Dr. Patterson, Professor Leroy Bugger, Professor William Van Glabek, Dr. Timothy Lucas, Dr. Anita Rose, Dr. Matthew Hoffman, Professor Janet Harvey, Ashley Espinal, Guest.

Dr. Patterson made announcements on the following agenda items:

I. Adjunct Mentors/Portfolios/Observations

Dr. Patterson reminded everyone that adjunct portfolios need to be done by early spring. She said that adjuncts will need to have class observations completed. She also mentioned that Professors Eldridge and Edwards will not be working at FSW starting in spring. They won't be on the list for portfolios.

II. McGraw-Hill Connect Training will be on Wednesday, November 13th, 5:00pm for new adjuncts.

III. Pearson MyLabs Training will be on Wednesday, November 13th, 5:00pm for new adjuncts.

IV. Adjunct Faculty Meeting reminder - Tuesday, December 10th 5:00pm

V. General Education Competencies

Dr. Patterson asked that everyone check their syllabi to see if the general education competencies aligns with the course. If you feel they don't, please email her.

VI. Proposed Curriculum Changes

a. BAS Management (field of study restrictions) (work in progress)

Dr. Patterson began the discussion of enrollment in BAS electives:

If not core classes, financial aid won't pay

Field of study restriction changes need Curriculum Committee action

Dr. Hoffman said that if they have electives, they should be able to register and have financial aid cover the tuition. He thought that it should be ok for students to register for electives, since they are electives, they should not be out of the field. He asked for clarification on this.

Professor Bugger said that 1000 and 2000 level students register for 3000 level classes that are not in their degree.

b. AS Accounting Technology

c. AS Business Administration

i. Tracks/Specializations

1. Entrepreneurship - 3 new courses

d. AS Business Analytics Specialist (work in progress)- 3 new courses

Professor Bugger talked about a QMB course added to the Business Analyst Specialist track might be an issue because we would need to add QMB to the Credentialing manual. Dr. Patterson said that manual is updated regularly and QMB could be added. After discussion, it was agreed that Dr. Rose, Dr. Psihountas and Professor David Hoffman would be able to teach QMB. They all have the correct marketing qualifications.

Professor Bugger said he spoke with many faculty and administrators about the validity of the proposed changes in the AS Business and AS Accounting degrees. He reviewed AS Accounting degree curriculum changes:

1. 18 general education hours to 15 and 3 hours of AS accounting electives. After viewing the form, Professor Bugger said he would work on the catalog page.
2. He went over each category and noted where each change would be, including Using MAN 2430 instead of Philosophy or Ethics; returning ENC 1102 to the mix, replacing RMI 2001 with RMI 2110. He said that this may induce students to go through the whole RMI certification; AS Accounting electives – added MKA and QMB.

He then reviewed and read the justification for the changes and they were discussed. Dr. Hoffman agreed to be on the AS Business Degree Curriculum document.

Professor Bugger reviewed corrections on the AS Business Degree Curriculum form including: 18-hour to 15-hour general education change, adding in the Entrepreneurship track and including Entrepreneurship I class in the business electives which would go from five to eight hours. ENT 2000 will replace ENT 1000. Students will be able to use ENT 2000 and well as ENT 2276 for FGCU transfer credits. ENT 2012 will go from four credit hours to 3 credit hours.

A discussion was held about removing Professor Callahan from the AS Business Degree Curriculum document since she was not present at the meeting.

VII. Accounting Instructor Search Committee

Dr. Patterson announced that Professor Bugger will retire at the end of spring. She said that a search committee will be put together and asked if anyone would be interested in serving on the committee. Dr. Rose and Professor Van Glabek both said they would serve.

VIII. Curriculum Committee Member

IX. Learning Assessment Committee General Member

Professor Bugger stated that he is a current member of the Curriculum and Learning Assessment Committees. He said that whoever wants to take over for next academic year could attend spring meetings with him.

Meeting minutes reported by Dr. Patterson

Computer Science Breakout Meeting Minutes

In attendance: Roger Webster, Chair, Melinda Lyles, Deborah Johnson, George Kodsey, Dean Psihountas, Judy Dantes
BAS IST

- Dean-still would like to turn it into the state
- How does network security feed into the BAS degree?
- Some classes need different prerequisites
- Help with sequencing
- Two classes advisory board suggested? Swap out?
- State mandates have to use-
- Entire curriculum has to be rethought and repackaged
- 8 years old-needs updating
- 3 current faculty plus Mary and new faculty need to get started
- Particular things you picked from FL DOE
- Operating systems course-no pre-reqs?
- Write a plan on how to proceed-doing nothing is not the right answer
- More bodies in department-after new hires come on board
- Have to wait until January-
- Need to have 2 department meeting per month-hasn't happened(Dean asked for)
- Can be changing classes at the same time as redeveloping new program
- Other models in the state framework that we can look at to have a basis for new program

- Additional meetings don't get things done-assign tasks to get things done

Melinda Lyles' suggestions for changes in Networking program

- CGS2260-Computer Hardware/Software maintenance removed
- CTS1131/CTS1133 can be taken at the same time
- CNT1000
 - CTS1131 and CTS1133 will be prerequisites

Suggested Sequence:

1st term:

1131, 1133, SLS 1515 or 1331, ENC1101

2nd Term:

CGS2108, CNT1000(prereq of CTS1131/CTS1133), MAN 2021

3rd Term:

CTS2655, CTS2321, CTS2334, CTS2142/MAN2582

4th term:

CIS2321, CTS2120-prereq of CNT1000, CTS2334, CTS231

Roger moves that changes are approved pending final writeup from Melinda

Deb Johnson seconded, vote passes unanimously

MeasureUp

MeasureUP practice tests purchase for next year. All voted to approve the renewal of the MeasureUP licensing.

Deb concerned by Cengage opinion poll that was sent out too soon. Some comments that some faculty have stopped using the Cengage material. Some are using some of the materials. If it's a required book it has to be used and it's not optional. Do the adjuncts know that the materials are required to be used?

Meeting minutes reported by Judy Dantes