

School of Business & Technology Department Meeting
Friday, January 10, 2020 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. Mary Myers	X		
Dr. Jennifer Patterson	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		
Dr. Roger Webster	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			
Len Goodman	X		
Barb Perrine	X		
Guests			
Dr. Joseph Van Gaalen			

Welcome and Recognition: Dr. Psihountas welcomed all back from the break. She received several nice feedback letters for the following faculty: Krissy Cabral, Dr. Anita Rose, Dr. Sandi Towers, Dr. Roger Webster, Chris Marcin, Dr. Jennifer Patterson, and Dr. Tim Lucas. Also, a big thanks to Dr. Patterson who solved many issues over break. Also great work to Dr. Rose and Dr. Matt Hoffman on the Business and Entrepreneurship Student Clubs.

Online Learning Coordinator Updates: Dr. Rose stated that the TLC has scheduled a workshop on February 7, 2020, from 9:00 am to 4:30 pm about Applying the Quality Matters Rubric to online courses. There is a training portal available in Canvas. FSW is involved in a pilot program with Lake Sumter for quality matters designation. Dr. Rose will be stepping down as of this Fall 2020 as online learning coordinator.

Guest speaker - Dr. Van Gaalen: Dr. Psihountas introduced Dr. Van Gaalen, who is the Assistant Vice President of Institutional Research, Assessment, and Effectiveness. His office completes surveys and assessments and gathers much of FSW data for institutional research. He stated that \$35,000 of FSW grant initiatives were not spent last year. Of the grants that were applied for, 87% of the applications were funded. The Academic Research Council (ARC) Grant is an internal grant awarded twice a year in the four categories of research: Action, Classical, Experiential, and Discovery. Classical research is a standard grant of academic research where the principal investigator (PI) is searching for information to be applied to a field of study. In the Action category, research is completed with FSW students or in the classroom. Dr. Rose was awarded this grant last year. Experiential research is social research where the professor is seeking information for research on FSW students or other members of the FSW community. An example would be research on a demographic of FSW students or faculty. Discovery research involves research where travel is necessary to

complete the research. Examples include the need to visit archives, or to visit a CEO of a company, or to take students to see a work of art. If a professor has an idea for the classroom and needs \$5000 in equipment and is not sure if the idea qualifies, email or call Dr. Van Gaalen to find out which type of research would work.

Dr. Van Gaalen also mentioned that there are many external grants available. If a professor has an idea, contact Institutional Research and they will do the legwork to find a grant that may be applied for. They do not write the grant for you, but may be able to assist with information on certain parts of the grant such as the narrative about the college.

From the Fall semester, IR is busy completing 118 course level assessments across the 5 different schools. If a class was on the list to be assessed, IR and the learning assessment coordinators will be in contact soon. Also, if a pilot program was being built for assessments in the fall or building assessments this spring, IR will eventually be in contact. SACS reaffirmation is 14 months away. If there are any questions about assessment in any way, please contact your department chair or learning assessment coordinator first before contacting IR.

A discussion ensued in a question and answer period. Regarding grants, if a professor has an idea, in plenty of time before the grant proposal deadline, contact Dr. Van Gaalen's office with the topic. Dr. Worch suggested that he was interested in research for criminal justice using firearms training equipment. The next deadline for the ARC Grant is July 3, 2020 at 4:30 pm. Get the proposal in early so if there's an issue, he can give assistance in time to fix the problem. The proposal form is presented to the committee anonymously.

The ARC grant can be used for travel if directly related to the research, but not to attend a conference. The highest amount ever awarded was \$8900. Adjunct faculty cannot apply on their own, but can be a co-principal investigator. The awards are based on need, the national travel maximum is \$1250 and the international travel maximum is \$1750. Each award has \$1250 figured in for publication costs.

Announcements:

- **Hiring update:** Melinda Lyles, was selected as the new Professor, Computer Science. We are taking a pause on selecting the Architecture and Construction Management Professor and regrouping whether to continue without a full time professor and using adjunct faculty. We will begin a search for replacements for part-time tutors Michael McGerko and Gale Smith soon. Gale will be stepping down the first week of February.
- **Speaker Series Dates:**
January 28, 2020 – Carolie Burroughs of Raymond James will discuss "How to Plan to be a Millionaire". We will have sign in sheets for students who need their attendance monitored for class or extra credit. Other dates in the speaker series include February 26, 2020 and March 24, 2020. All guest speaker events will be from 11:45 am – 12:30 pm on Lee campus in U 102. Events will also be video-conferenced to the Charlotte, Collier, and Hendry Glade campuses.
- **Job Fair:** The fall job fair in November was very well attended and you can see pictures on the electronic monitors. We are planning on one large event this spring term, most likely after spring break and before finals.

Chair reports:

- **Dr. Worch:** Issue with the Summary class list in the Portal. For more information, the capital I is a link when you hover on it. Although he contacted IT last September, the issue has not been corrected yet. He contacted Brandon of IT recently, who said that unless you click on the column information, you don't know it's a link. He said to tell Martin Tawill to take care of from a union standpoint. All the information we need about students' emails, etc. is available there.
- **Dr. Mary Myers:** Thanked all for the warm welcome that she has received since moving to SoBT. She acknowledged that Melinda Lyles has stepped up by assisting adjunct faculty and allowing adjuncts to use her materials.
- **Dr. Patterson:** Business Analytics is one of the programs they are hoping for. Also, she mentioned that we have a great diversity of talent.
- **Dr. Conwell:** The Real Estate Law CCC passed the curriculum committee Fall 2019 and will roll out in the fall semester 2020. We are hoping adding the certificate will help to expand enrollment. Unduplicated enrollment in PLA course is up this Spring semester. Professor Hoffman will be attending a conference in London and will be teaching this summer in Florence, Italy. Professor Conwell will be travelling to Myrtle Beach to attend the AAFPE

Regional Conference in March. She will also be inspecting another paralegal studies program for the ABA this spring in Houston, Texas.

Associate Dean Updates:

- **Jennifer Baker, Associate Dean:** - Please submit office hours if haven't already done so. Also, please email all outstanding syllabi. Course retention will be addressed in the February meeting because we are still in the process of analyzing. Two part-time instructional assistant positions are available. In the past, we have had evening and day hours. This past semester, we tried Saturday hours but only one or two students utilized the lab on Saturday. Students use the lab mainly in the day during the week. Reminder that Drop/Add ends on January 13, so please keep checking for new students. If the courses that you are teaching are using pre-loaded material, for example from Cengage, please look at quizzes and exams before your students complete them. There have been incidences where material that hasn't been covered yet has appeared on the quiz.
- The schedule will be changing next year so that Spring Break will be the same week as Lee County Schools is off. B term will begin 2 weeks before Spring Break. This year A term lasted 50 days and B term was 33 days. The change corrects this problem next year.
- Textbook changes for 2020-21 are due in mid-February so please talk with your chairs now about this.
- If you need a computer lab scheduled for your final exam, please contact Lisa. Scheduling labs is on a first come, first served basis.
- Please check the final exam schedule. The day and time scheduled isn't always the same as when the class normally meets.

Open Discussion:

- The college has purchased Curriculog automated workflow system for the curriculum and credit review process. This new workflow system will be paperless. October 2020 will be the last day to introduce new programs for 2021-2022. If you have a new program now, please complete old forms, but in fall, you need to input into the new system. The new BAS IT paperwork will need to be finished before October to be certain that it will be presented by the new deadline.
- It was suggested that when there is a new system like Curriculog is purchased for the college, there should be a presentation where faculty are able to learn about the new system.

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

BUSINESS AND ACCOUNTING BREAKOUT MEETING

Friday, January 10, 2020 at 1:00 in U 106, Lee Campus

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

Dr. Patterson made announcements the following agenda items:

I. Mentoring

New Adjuncts - Dr. Rose is mentoring Steve Klinkerman

Professor Newman said that mentors for adjuncts should start meeting before the term begins.

Discussion centered around access for mentors to Canvas page to score mentored adjuncts. It was noted that faculty have not been invited to that Canvas page. Dr. Patterson said she will research this issue.

II. Textbooks

2020-21 Adoptions – need to work on now and have ready for 2/14/20 department meeting breakout. Patterson will send out 19/20 textbook spreadsheet. She asked that everyone look at their area to check for any changes. February 17 - Deadline for 20-21 adoptions to Lisa.

It was mentioned that books aren't as readily available at other campus bookstores as they are at Lee campus.

III. Course Development

For Fall 2020 Term:

ACG 3024 – needs new text edition and course development

MTB 1103 – Callahan will update

Three new ENT classes for new certification – ENT 2000, ENT 2012, ENT 2276 – will all have open source for text

GEB 2430 – Lucas – the text goes to open source. Need to add one ground class to each campus for fall 2020 plus 2 online. He said that adjuncts need to teach the class at the same rigor for the other campuses the same as Lee campus. Should have the background set for consistency.

New MAR 2644?

New MKA 2701?

FIN 3400 – textbook change

Dr. Rose is updating SBM 2000 for summer 2020

Master course update QMC – needs to be set up in new shell

QMC – certification costs discussed in 2/7/20 meeting. Which faculty members are qualified?

IV. Course Development Continued

Patterson for Marketing

Van Glabek for Data Analytics

QMB course qualifications were discussed. Who is available and wants to teach the course? Tawil and Psihountas are qualified to teach it.

The need for another fulltime business faculty was discussed and, and it was generally agreed that if we are to implement these new courses, program, and, certifications, we need more faculty. Increased enrollment can be part of the justification.

V. Compliance Assist

Dr. VanGalen will send data collection reports from fall 2019 to Dr. Patterson and she will send out.

Bugger said that ACG 2021 and ACG 2071 assessment rubrics need review and should be updated.

It was discussed that adjuncts should not be able to change rubric points

Van Glabek and Bugger noted that SLS 1331 and/or SLS 1515 were an FSW requirement and not required as a FDOE General Education Requirement. Discussion was held regarding the possibility of replacing the SLS courses with other courses. However, since FSW requires the SLS courses, this would result in a degree requirement of 63 credit hours and would exceed the 60 credit hour maximum. Patterson stated that she was against exceeding the 60 hour degree requirement. The discussion ended with no agreement to make changes in the SLS requirement.

VI. New Business

Dr. Rose said that the SMAN International Business ENT Concentration is under the 2 + 2 w/FGCU. She said we need to add the other international business courses to this concentration.

Fall 2020 schedule was discussed. It was agreed that more blended classes are needed for fall. A cohort for blended classes for the SMAN degree was suggested.

Professor Bugger suggested future Curriculum changes might include initiating a possible AA to BAS accounting track transfer

Use of social media for online BAS marketing was discussed.

Dr. Rose said that all SoBT classes on the Collier campus should be put into J building on that campus.

Professor Bugger asked if anyone wanted to become the representative for SoBT for next year for the Curriculum and Learning Assessment Committees.

1-10-2020 Criminal Justice, Crime Scene Technology, and BAS Public Safety Administration Breakout Minutes

In attendance: Dr. Richard Worch, Mike Nisson, and Jill De Valk

Agenda:

- Dr. Worch demonstrated the Portal issues with the Summary Class List. He explained that every column is a link to class information. For example, click on enrollment count, student name, or subject and you will see the class information.
- A discussion ensued about accessing Attendance Verification and how to access your class easily. You can either type in the class code "4878" or Spring 2020 in the search to get just this semester's courses.
- Dr. Worch expanded on the Firearms Training Simulation computer program. Several years ago, Dr. Meyer was going to purchase with Perkins funds but the Police Academy on Michigan Avenue in Fort Myers purchased the system and we did not. Dr. Worch believes at that time, the hardware and software was about \$5000. This training simulator shows students the reality of being a police officer and could be used in the Introduction to Criminal Justice curriculum easily.
- Perhaps the ARC Grant could be used to pay for this purchase. Components of the ARC Grant to include:
 - Problem statement: Students do not realize the real life dangers involved in the job of police officer
 - Purpose: To expose students to the dangers of being a police officer
 - Limitations: only limited to exposing students to what police officers face on a day to day basis
 - The system could be used to demonstrate scenarios asking "Should the police officer use deadly force in this scenario?"
 - Scope: The Criminal Justice program courses of CCJ 1010 Intro to Criminology, CCJ 1020 Intro to Criminal Justice, CJE 1300 Police Organization for Internal Affairs curriculum, and maybe CJL 2100 Criminal Law.
 - Research: Is the use of firearms training simulation one of the best ways to show students the dangers of real life police officers.
- The simulation could also be used in training for a school shooting incident. Any scenarios that could mimic a school shooting could be used. We could ask participants, "What would you do as a faculty member or school resource or police officer?" We could bring the press in for marketing purposes.

- What we are not doing is teaching students when to shoot and not to shoot, but showing a simulation of what police officers can encounter day to day. Students would be asked to think about what they would do in that situation, which would demonstrate critical thinking.
- Could be used in curriculum regarding community policing to put the students in the situation and explain what they would have done in that scenario.
- Could be used for FSW employee active shooter training.
- The meeting was adjourned at 3:00 PM

PARALEGAL STUDIES BREAKOUT MEETING FRIDAY JANUARY 10, 2020 2:15 PM – 3:30 PM BUILDING U LEE CAMPUS FORT MYERS, FL

In Attendance:

Dr. Debbie Psihountas Jill De Valk
 Professor Matt Hoffman Professor Mary Conwell

The following topics were discussed at the January 2020 breakout meeting.

1. The problem of FSW Paralegal Studies students not registering for access to Westlaw. One proposed solution is to have Westlaw registration be part of the attendance verification process at the beginning of each semester. Putting a notice in CANVAS, as well as announcements for each online paralegal course, might encourage students to register for access to the Westlaw database in greater numbers.
2. The proposed Law and Business of Cannabis course and certificate. Developing this course/certificate could be facilitated by applying for an ARC grant. Integrating this course/certificate into FSW's supply chain program is beneficial because the proposed course/certificate fits into so many disciplines. Professor Hoffman pointed out that if an individual has a medical marijuana card, that person cannot obtain a firearms license. The proposed course/certificate would educate students on the benefits and drawbacks of applying for and receiving a medical marijuana card. More and more colleges and universities are adding the formal, academic study of cannabis to their curriculums. FSW has the opportunity to be a leader in this trend.
3. Studying law and business in Italy. Professor Matt Hoffman elaborated on the international law and business class he will be teaching in Florence, Italy this summer. He described field trips to Italian wineries, car manufacturers, and Milan fashion houses. He is promoting this exceptional opportunity for study abroad in all of his classes, with positive results.
4. Towards the end of the breakout session, Jill De Valk joined the conversation and contributed her sage perspective about the various subjects covered in the meeting.

Computer Science Department breakout minutes

Department Meeting: Friday, 01/09/2020, 2:00 pm – 3:00 pm

Faculty	Present	Absent	Excused
Dr. Deborah Johnson	X		
Dr. George Kodsey	X		
Professor Melinda Lyles	X		
Dr. Mary Myers, Chair	X		
Dr. Roger Webster	X		

Staff/Guests
Barbara Perrine, Adjunct Professor
Jennifer Baker, Associate Dean
Judy Dantes, Instructional Assistant

Agenda

- I. Textbook Selections
- II. Funding
- III. Learning Assessment Committee
- IV. Assessments and Results
- V. Fire Science App
- VI. New Business

Meeting Minutes

- I. Textbook Selections
 - a. Faculty are happy with the Cengage product and would like to continue it next year.
 - b. Dr. Myers will be asking for specific textbook information. We will share a common spreadsheet and input the selections.
 - c. The goal for completion is February 17
- II. Funding
 - a. The computers for the computer science program need to be refreshed on all campuses (Thomas Edison, Charlotte and Collier). The computers in K-129 cannot run the software needed for the programming classes.
 - b. Faculty are going to submit a list of items they need such as software and hardware beyond the classroom computers.
 - c. Networking especially needs additional hardware – the current equipment is out of date.
- III. Learning Assessment Committee
 - a. Professor Melinda Lyles has agreed to serve as the representative.
 - b. Faculty will still be responsible for defining SLO's and interpreting data results. Professor Lyles will make sure the department has the guidelines from the LAC.
 - c. This item will be added to next month's agenda for further discussion among faculty.
- IV. Assessments and Results
 - a. This item will be added to next month's agenda for further discussion among faculty.
- V. Fire Science App
 - a. There was not enough time to discuss this. Dr. Psihountas will set up an initial meeting.
- VI. New Business
 - a. Associate Dean Jennifer Baker
 - i. Questioned the use of 3 languages in COP1000. The master course was set up so that C++, Python, or Java may be used. Dr. Kodsey said the preference is C++, but any of the three is acceptable.
 - ii. There was a concern that students who use Java in COP1000 will have an advantage when they move into COP2800 (Java Programming). COP1000 teaches programming fundamentals that are language independent, so this is not an issue.
 - iii. Professor Concerns
 - 1. The professor teaching COP2830 (HTML II) is teaching the same content as is in COP1822 (HTML I). Dr. Myers spoke with the Professor and Dr. Webster provided the

COP1822 syllabus for review. Dr. Myers is working to get this sorted.

- b. Needs
 - i. Dr. Myers asked faculty to provide a list of needs by 1/17. This will allow us to prioritize and prepare for Perkins funding requests.
 - ii. Dr. Myers would also like a list of courses that faculty feel should be developed online.
- c. Expanding Online
 - i. Dr. Kodsey would like us to explore adding additional online programming courses to meet student needs.

Meeting adjourned at 3:00 pm