**Academic Success Department Meeting Minutes**

**April 10, 2020**

**11:00-12:30pm**

**Via Zoom**

**I. Good News and Dean Updates**

1. **Prof. Maguire welcomed all and provided the following faculty updates: Prof. Kerri Lampos has rescinded her resignation. Dr. Martin Tawil will transfer to the School of Business and Technology as Full Time Professor of Accounting but he will continue to teach SLS courses. Dr. Kristy Ward resigned her position as Women’s Basketball Coach.**
2. **President , Provost, Dean updates – There are several update videos available from the various administrators.**
3. **Associate Dean Updates – Dr. Page discussed the distinction between online learning and remote learning. The FSW community has been engaged in remote learning since returning from Spring Break. It is going well and faculty are working with students as best they can. The late drop option might be considered if the student’s reason for dropping is COVID-19 related. Incomplete is also an option but students must complete and turn paperwork in to Dr. Teed. No ground sections are being offered for Summer 2020 however, the Fall 2020 schedule will go back to normal. Dr. Page conveyed Dr. Teed’s sentiments thanking everyone for their efforts to help students to become successful. The College is trying to get as many faculty as possible e certified. It is a very labor-intensive process.**
4. **Dean Updates – Dr. Teed elaborated on remote learning. As per a SACS exception, FSW has been allowed to use remote learning to finish Spring 2020. Faculty and staff spent a week in Spring learning various modalities. Remote learning is not true online classes. SLS has run blended and online classes but REA and EAP have not. Per SACS, FSW cannot do remote learning after Spring 2020. We must go to true online learning. Summer 2020 is all truly online with certified online instructors. If we cannot go back to ground courses in Fall 2020, classes will be fully online. FT faculty is priority for online training certification. Currently, there are 3 cohorts across the College consisting of 25 each going through training now for the next 6 weeks. Following this, Adjunct faculty is the next priority. There is a limited supply of E Learning staff available to train faculty and approve courses. It takes several months to complete the course work to become online certified. Those who are certified should talk to Dr. Page about teaching SLS online this summer.**
5. **Privacy Statement for Recording – If recording Zoom classes, students must be informed of the recording and of how to remove images and to turn audio off if they do not consent. Faculty should post the statement about this, found on the FSW website, onto Canvas page if recording. Prof. Maguire will e mail the link to everyone.**
6. **Late Drop Applications – Only grant to someone who has been doing the work all along and suddenly cannot. Student must initiate this, provide documentation, and develop a plan to complete by timeline set by FSW. Late drop can go up to one year after. See form on Registrar’s page. Student must initiate and Advisor assists with completion.**

**II. Committees**

1. **Curriculum Committee – Dr. Myers stepped down and Dr. Sheila Seelow is the new Coordinator.**
2. **Professional Development - 13 applications were approved for conference travel from April-June 2020 however, all 4th quarter conferences were canceled due to COVID-19. 3 applications for conferences in July-September 2020 were approved provisionally and applications can still be submitted through June 19, 2020.**
3. **Academic Standards Committee – No meeting was held. This committee will meet next week.**
4. **Academic Technology Committee - Dr Ring has not gotten any updates from the committee.**
5. **One Book, One College – A Zoom conference on COVID-19 was held with over 100 participants. It was very informative. The fall kickoff event will not be as long as last year. The book will be available to any professor who says they will use the book for class; it is not exclusively for Cornerstone classes. There will be a twenty-minute kickoff followed by a drop-in session. There is a Film series planned related to OBOC and a showcase/fair event. Possibly, e books will be offered although they cost more than hard copies. Dr. Ransford is heading a Selection committee for the 2021/22 book.**
6. **Learning Assessment Committee - Learning Assessment Committee – Dr. Hessler reported that no meeting was held and there are no updates.**

**III. Student Engagement**

1. **Orientations for Fall 2020 – Catherine Gorman reported that through May 8, all have been moved online. There are 4 modules to complete online and currently 500 students are going through it. Student Engagement is tracking 10 students per week. Advising is sending out Education Plans (suggested courses) and then students register for those classes. There are no announcements about Fall classes yet; only summer. Enrollment is 7.8% lower than last year this time which is not extremely high. Many students are intentionally waiting to see how classes will be run.**
2. **Student Engagement is deciding if they will have Peer Mentors for summer. Peer Mentors want to be engaged. They can do Zoom meetings. Recruitment for Peer Mentors for the fall is occurring now so faculty should send recommendations to Catherine Gorman.**

**IV. Data Update**

**Dr. Van Gaalen shared graphs on Success Rates for SLS. SLS success rate is 82%; 92% if passed SLS; 45% if not passed SLS.**

**V. EAP Update**

**Prof. Olancin is getting a high response from class since moving remotely. Students are doing their work and they hope that material can be put online.**

**VI. Reading Update**

**Dr. Hester reported that going on line has been a lot of work and they are working with a designer now.**

**VII.** **. SLS Update**

1. **Summer Institute training modules planned for June 18 will be recorded by the faculty trainers and made available that day as a training event through the TLC. A new module addition will be a “Boot Camp” showing the course syllabus, assignments, and master shell use in Canvas, as well as Peer Mentor Handbook information .**
2. **Prof. Maguire thanked Dr. Schultz and Prof. Olson for revising the Grading Rubric for GPS/MCP for wording to fit both projects.**

**Next scheduled Department Meeting would be during Faculty PD Days the week of August 17, 2020. TBD.**