

School of Business & Technology Department Meeting
Friday, September 13, 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
Other Staff			
Ashley Espinai	X		
Adjunct Faculty			
Christopher Class	X		
Maureen McFarland	X		
Barbara Peat	X		
Sandi Towers	X		
Guests			

Welcome: Dr. Psihountas welcomed all in attendance.

Introduction of New Coordinator: Dr. Psihountas introduced the new coordinator of student retention and Success, Caroline Siefert. She will advise students in the Paralegal Studies, Criminal Justice, Crime Scene Technology, and BAS Public Safety Administration programs.

Recognition: Dr. Conwell just returned from Baton Rouge, Louisiana with great new ideas after participating as a site team member for an ABA Paralegal program re-approval.

2019 – 20 Progress to Date:

- Dean Speaker Series for students and community
- New advisory boards meeting in September and October – Computer, Risk Management Insurance, and Architectural boards
- BAS IST
- CJ Cohort initiative
- Marketing initiatives
- Web-based course delivery
- Career Planning and Placement Center

- Hiring more faculty and a placement specialist
- First meeting in October of the Dean's Student Advisory Council
- "Ask SoBT" information tables in K Bldg
- The Dean and Associate Dean are in the process of visiting all classes this semester to meet the students
- Pizza with the Deans – September 23, 2019 – K 103 – 4:30 pm to 6:00 pm
- Donuts with the Deans – September 24, 2019 – K103 – 9:30 am to 11:00 am
- Goal of improving quality and student engagement within courses to improve DWF rate, response times, and students' opinions that we care about them.

Updates from the Dean:

New initiatives with students in our theme – "Maximizing Student Engagement"

- Class intros and Canvas shell announcements
- Ask SoBT tables manned by the student assistants to answer questions that students have regarding our programs
- Will continue the newsletters
- The new monitor with content has been added to the downstairs of K Building near the K 103 computer lab. The job/internship board has been moved across the hallway to accommodate the new monitor.
- Upcoming career fairs in November will be located in the open areas of K Bldg, on November 7th and November 14th. CJ, paralegal and architectural/engineering employers will participate on November 7th and business, accounting, RMI, and computer employers will participate on November 14th.
- Completion of scheduling in October
- New minimums were established by the Provost. In order for classes to run, there must be 15 students enrolled instead of 12. Exceptions to the minimums include capstone courses, internship courses, independent study courses, or specialized equipment courses.
- Course selection and overloads – moving forward with scheduling of classes, faculty need to identify the courses they want to teach for load and then identify courses they want to teach for overload. Once registration begins, if an overload section is cancelled, the faculty will not be able to bump an adjunct out of another section just to receive an overload section. The only time this will occur is if load needs to be made.
- New SoBT requirement for the spring semester states that full-time faculty must teach at least one ground class
- Certification exams – students are not allowed to substitute certification exams in lieu of attending and completing the course. It is a violation of Federal Financial Aid regulations.
- New programs update –
 1. Miami Dade has a Cannabis Industry Science Specialist CCC which includes the courses of *Biology of Cannabis*, *Chemistry of Cannabis*, and *Florida Cannabis Policy and Regulation*. SoBT could create a track in AS Business Administration/Management and CCC – Legal, RMI, Finance, Entrepreneurship, Law Enforcement as electives
 2. FGCU has a five-day workshop under community education, noncredit continuing education. Program speakers include physicians, botanists, scientists, CEO/entrepreneurs, business leaders, industry management, accountants, investment bankers, attorneys, community activists, artists, and chefs
 3. Cybersecurity course – BUL 2561 – Cyberlaw – To be offered in the spring 2020 semester. Course to include material from the following: risk management, forensic accounting, digital forensics/computer related, legal aspects, and law enforcement aspects.
- Volunteers needed for search committees for Computer Science and Architecture/Construction Management

Chair Updates:

- Dr. Mary Conwell completed travel to Baton Rouge as a site team member for the ABA. She will be traveling to Detroit in November for the AAFPE conference. She mentioned that students have recently praised new professor Judge Mary Evans and Professor Towers. She stated that she is concerned about the general advisers in S Bldg. steering students away from the AS degrees of Paralegal Studies or the rest of the SoBT programs. She explained that the federal government will only hire paralegals who are graduates of an ABA approved program. Also some markets such as in Baton Rouge, will only hire graduates of an ABA approved program as well. She suggested that we need to educate the advisors.
- Dr. Jennifer Patterson did not have anything to report
- Dr. Richard Worch announced upcoming advisory board meeting.
- Dr. Roger Webster shared with the group that the Computer Advisory Board met earlier this week and they provided valuable feedback on the proposed BAS IST classes. They would like to see more mobile devices and cloud device instruction and C++ language should be reworked since it is dated.

Associate Dean, Jennifer Baker Updates: Thanked the advisors for stepping up and helping with the Criminal Justice and Paralegal caseload until we hired Caroline Siefert. Thanked the faculty for assisting with the early alert process for all the students not just the ones that are repeating courses. We ask that faculty let students know of upcoming SoBT events and club meetings. Alisa Callahan suggested using Canvas announcements more often especially for the important information.

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

Meeting minutes interpreted and reported by Jill De Valk

PARALEGAL STUDIES BREAKOUT MEETING 2:15 PM – 3:30 PM

In Attendance:

Professor Matt Hoffman, Professor Mary Conwell

The following topics were discussed at the September 2019 breakout meeting. Professor Conwell discussed her ABA site visit to Louisiana State University in Baton Rouge, Louisiana. Professor Conwell went over information about the Real Estate Paralegal Certificate newly approved by the Florida Department of Education. It is a 12 credit hour certificate, and the first three courses would be Business Law, Real Estate, and Introduction to Paralegal Studies. Professor Hoffman and the other Paralegal Studies faculty will make suggestions about what the fourth class should be.

Professor Conwell emphasized that FSW Paralegal Studies faculty need to strongly encourage students to commit to FSW's ABA-approved A.S. in Paralegal Studies, rather than or in addition to the general A.A.

Compelling reasons for students obtaining the ABA-approved A.S. in Paralegal Studies are the following:

1. The federal government will only hire paralegals who are graduates of ABA-approved programs.
2. Some legal markets will only hire paralegals who are graduates of ABA-approved paralegal programs.
3. FSW's mandatory paralegal internship can save students aspiring to attend law school hundreds of thousands of dollars in law school tuition if they discover, upon completion of the paralegal internship, that working in a law firm and therefore law school are not really for them.

Also discussed was mass emailing recent FSW AA graduates about FSW's A.S. in Paralegal Studies, as well as mass emailing recent FGCU graduates. Professor Conwell stated that she will tell adjunct Paralegal Studies faculty to emphasize the ABA-approval status of FSW's Paralegal Studies Program to their students.

Department Meeting Computer Breakout Minutes

September 13, 2019

In attendance: Roger Webster, Malinda Lyles, George Kodsey

- Courses that haven't been taught in 5 years were discussed whether they should be eliminated from catalog
 - All courses were determined to be kept except:
 - CTS2339 which has been updated to CTS2334 Microsoft Windows Server
- Dr. Webster initiated discussion regarding the D or better grade for prerequisite courses
 - The faculty in attendance agreed that the passing grade for prerequisite courses should be changed to a "C" instead of the current "D"
 - A student earning a "D" grade most likely did not sufficiently learn the material to be able to be successful in the next course
- Cengage was discussed
 - Pearson was a previously used platform
 - Textbooks were very expensive
 - With Cengage students have unlimited access to the library of textbooks
 - COP1000 instructor can choose between 3 languages; C++, Java or Python
- For the Spring courses, continue to use Cengage