

School of Business & Technology Department Meeting
Friday, April 10, 2020 1:00 – 3:00 PM
Online Zoom Meeting

	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			
Adrian Kerr	X		
Adjunct Faculty			
Barb Perrine	X		
Barbara Peat	X		
Janet Harvey	X		
Guests			

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.

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

BUSINESS AND ACCOUNTING BREAKOUT MEETING

Friday, April 10, 2020 - ZOOM Meeting

Online (Zoom - <https://zoom.us/j/885920033?pwd=Y2VCQjhWcCtvZWg4STFJNm1dkxWQT09>)

In attendance: Dr. Jennifer Patterson, Chair, Professor Leroy Bugger, Professor William Van Glabek, Dr. Timothy Lucas, Dr. Anita Rose, Professor Alisa Callahan, Professor Janet Harvey, Lisa Dick, Staff

Dr. Patterson made announcements on the following agenda items:

Information from Provost Department Chair/Deans Meeting

Late drop forms – www.fsw.edu/registrar/forms

Incomplete forms

Upcoming Faculty Survey (COVID Experience)

Summer Canvas Master Shells

Textbooks

Notable Fall Textbook Changes

ACG 2021 – New edition will require a new Pearson myAccountingLabs course ID

ACG 2071 – New Publisher, Wiley, looks very much like Canvas and should not require additional training for faculty or students.

MTB 1103 – Will require new McGraw-Hill Connect Course

RMI 2110, 2212, 2662 – new edition – Master course shells will be updated during the summer for the Fall. Chapters currently used in the courses will be slightly modified. (Beginning in the Fall, each course will cover different chapters than the current chapter/course divisions).

Follett Access Program

Begins in the Fall including courses:

ACG 2021, ACG 3024, MAN 2021, and MTB 1103

Additional information for students and instructors before the Fall term

Students opt in through a link in Canvas

Payment directly from student accounts

Fall term Subject to Change

Could be Online depending on COVID

Could be fewer or more courses

Learning Assessment General Member needed

Curriculum Change Deadline in October

Need to be ready by September

Changes currently under consideration

Adding CGS 1100 as an option CGS course for RMI

Remove Intermodal Freight Transportation CCC

Adding “prerequisite” of TAX 2000 for TAX 2010

Possible A.S. Business Analytics

APA Manual

6th or 7th edition

Entire department use the same edition

Possible to provide faculty the new manual?

New Business

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

FSW PARALEGAL STUDIES BREAKOUT MEETING FRIDAY APRIL 10, 2020 2 PM – 3 PM ZOOM

In Attendance:

Dr. Debbie Psihountas
 Jill De Valk
 Professor Matt Hoffman
 Professor Mary Conwell
 Professor Deborah Eldridge
 Professor Michael Rubinaccio
 Professor Keith Grossman
 Professor Elizabeth Schott
 Professor Munir Al-Suleh

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

1. Chair Mary Conwell announced that the next Paralegal Advisory Committing meeting would take place on Thursday, May 7 at the Lee County Justice Center from 11:30 am to 12:30 pm.
2. The new assessment rubrics for the Paralegal Internship and Litigation courses will wait until Fall Semester 2020 for their roll out given the overwhelming challenges of winding up the Spring Semester 2020 due to the pandemic.
3. Chair Conwell announced American Bar Association changes for paralegal education. Paralegal classes can now all be online as long as nine hours are synchronous. Zoom technology would be an example of how this nine hour requirement could be met.
4. Professors who had to switch mid-semester from a ground format to an online format due to the pandemic were queried about how the transition was going. Professors reported a mostly smooth transition.
5. Chair Conwell asked for professors to consider and suggest more affordable options than Westlaw.
6. Chair Conwell brought up the new certificate involving unmanned aircraft systems approved by the State of Florida as a possibility for the Paralegal Studies, Architecture, Construction, and Engineering Programs to evaluate as a possible trans-disciplinary

endeavor. Other new certifications, such as the Real Estate Paralegal Certificate, for the Florida College system were also discussed.

7. Potential legal issues involving Zoom were covered.
8. Professors were updated about the ongoing search for a full-time faculty in the Architecture/Construction/Engineering Programs.

The breakout session was adjourned. *Minutes reported by Professor Conwell.*

Computer Science Department Meeting Agenda

4/10/2020

1. Good News to Share
2. Check In: How is everything going?
3. Support Needs
4. Summer and Fall Schedules
5. Late Drop/Withdraw/Incomplete
6. Assessment Data for Spring, 2020
 - a. Review
 - b. Closing the Loop
7. Looking Ahead:
 - a. Program Updates (Must be submitted by 10/12 for 2021)
 - b. Course Updates (Must be submitted by 11/9 for 2021)
 - c. Syllabus Development for BAS courses
8. [Calendar for 2020-2021](#)
 - a. College Closed
 - 9/7 & 11/11
 - 11/26-11/29
 - b. Study Days – College Open & No Classes (Considered a Duty Day)
 - 9/8
 - 11/25
9. Computer Updates
 - a. Send recommendation to IT
10. New Business

- I. Textbooks
 - a. Thanks to all for their though and quick work on textbook selection
 - b. The department is ready to submit to Lisa Dick
- II. General Education/Syllabus Review
 - a. There may be a college-wide syllabus review in April
 - b. Departments are encouraged to examine the General Education competencies and see if any others now apply
- III. BAS
 - a. The faculty met to review the courses that are needed for revamping the BAS- Information Systems Technology degree.
 - b. Computer Programming faculty will look at those courses
 - c. Networking faculty will review their new courses
 - d. The goal is to submit the updates in time for the April curriculum committee meeting

Meeting adjourned at 3:45 pm