School of Business & Technology Department Meeting
Building from Disruption
Friday, October 19, 2020   1 – 4 PM

	Present	Absent
Administration		
Dr. Debbie Psihountas, Dean	X	
Jennifer Baker, Associate Dean	X	
Department Chairs		
Dr. Mary Conwell	X	
Dr. Mary Myers		
Dr. Jennifer Patterson	X	
Dr. Richard Worch	X	
Faculty		
Krissy Cabral	X	
Alisa Callahan	X	
Dr. Matthew Hoffman	X	
Dr. Deborah Johnson		
Dr. George Kodsey	X	
Dr. Tim Lucas	X	
Dr. Melinda Lyles	X	
John Montoya	X	
Michael Nisson	X	
Dr. Anita Rose	X	
Dr. Martin Tawil	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			
Max Al Suleh	X		
Lincoln Barton	X		
Greg Bryant	X		
Michele Gatto	X		
Keith Grossman	X		
Janet Harvey	X		
Barbara Peat	X		
Barb Perrine	X		
Miguel Rivera	X		
Michael Rubbinaccio	X		
Elizabeth Schott	X		
Sara Stelfox	X		
Sandi Towers	X		
Guests			
Dr. Rebecca Harris			

Welcome: Dr. Psihountas, Dean of the School of Business and Technology, welcomed all participants.

Student Success Updates: Aaron Stanley, Paralegal Studies student, recently wrote a note to Professor Conwell stating that he recently received a recognition letter from John Morgan of Morgan and Morgan for his one-year anniversary at the law firm. He also thanked Professor Conwell for all of her guidance and encouragement as well as the "efforts of many" at SoBT.

Guest Speaker – Dr. Rebecca Harris – QEP: Dr. Harris is co-chair of the steering committee for the Quality Enhancement Program. During the 2020-2021 academic year the steering committee will begin developing the new QEP which will be implemented in the 2022 – 2023 academic year. The focus for the QEP is on transdisciplinary communication.
Assessments for the QEP may include general education assignments, research capstone or portfolio, a new course, or community projects led by students. Dr. Anita Rose is on the research and community project committee, Dr. Matt Hoffman and Dr. Martin Tawil are on the portfolio committee.

Dr. Harris asked the group, "What are you doing for transdisciplinary communication?" Examples could include creating a transdisciplinary communication 1 credit hour course with a different perspective like the sustainability course that all FGCU graduates are required to take. Another example is that within learning communities, have a unified assignment or require service learning. The One Book One College project is another example. She also asked the group to think about the following: How do you see SoBT supporting the QEP, transdisciplinary communication theme?

Dr. Psihountas suggested an earlier topic discussed by SOBT could fit nicely into the QEP framework, as the entire university could be involved. She mentioned Dr. Mera in SOHP, who already met with our task force (Dr. Conwell, Dr. Hoffman, the dean) in SOBT, the entrepreneurship, legal, criminal justice, finance, and other links, the science links, and of course the School of Health Professions and health profession aspects of cannabis on health issues, ethics issues (SAHSS). "Your call, but something to consider," as Dr. Psihountas suggested, that would have broad reach across schools and longer-term benefit to the state and to our students (who would have a leading edge unique certificate or AS degree program as a result.)

Chair reports:

- **Dr. Mary Myers, Computer Science:** excused from reporting

- **Dr. Richard Worch, Criminal Justice, Crime Scene and Public Safety Administration** – Dr. Worch commented that they are in the process of a Criminal Justice faculty search to replace Professor Nisson, as he retires. They are also looking into a couple of certificates.

- **Dr. Mary Conwell, Paralegal Studies, Architecture, Construction and Engineering Technologies** – Dr. Conwell commented that the Florida Department of Education approved the Real Estate Paralegal certificate, a short-term training certificate. We are offering this certificate beginning this semester. In the Law Office Management course, which Professor Keith Grossman is teaching, also includes training for each student to receive the eDiscovery certificate for paralegals in the course, paid by the Schulz Grant. In November, Professor Conwell, Professor Matt Hoffman, and hopefully Jill De Valk will attend the virtual American Association for Paralegal Educators (AAfPE) Conference. Professor Conwell has been appointed to the ABA Standing Committee for Paralegal Education. She will participate virtually on the site committee in re-approvals of two paralegal programs this semester. In the spring semester, she will be the site team leader in a re-approval for a college in Kansas. Professor Conwell also mentioned that she is focusing on expanding enrollment in the Paralegal Studies program.

- **Dr. Jennifer Patterson, Business and Accounting** – Offering QuickBooks certifications paid by the Schulz Grant. In the process of presenting new curriculum for the AS Analysis Specialist degree. Area businesses are already looking for interns in that area. They will be presenting the curriculum for AS Aviation to the Curriculum Committee next year. Dr. Lucas is on the ARC grant committee. Graduate Savannah Ridzorch is an example of student success in Accounting. She is now attending the Institute of Management Accounting.

Associate Dean Updates:

- **Jennifer Baker, Associate Dean:** - We have been focusing on enrollment growth for SoBT programs. We are in the process of developing a recruitment plan and working continually to target existing students. In the spring semester, the advisors will recruit at the area high schools, technical colleges, and local businesses.

Dr. Debbie Psihountas, Dean Update:

- Dr. Norman will attend the November SoBT department meeting. He is the new Vice Provost for Workforce Programs and has a Doctor of Education degree in Public Administration.
- The Curriculum Committee deadline is next week. They have moved to Curriculog, a paperless software program.
- **Updates on the search for the Criminal Justice faculty position**. Professor Nisson will be retiring after this semester. The expertise he has brought to the Criminal Justice program these years is very much appreciated. There has been quite a bit of interest in the position.
- Dr. Rose has a plan to develop an entrepreneurial center on both the Collier and Lee campuses which will include a career center.
- **Student of Concern from and reporting**: https://www.fsw.edu/studentofconcern
- Covid 19 – SoBT staff went into overdrive starting in March, with weekly Monday meetings that are still scheduled. In the reports yesterday, it was revealed that SoBT enrollment for Fall 2020 has a 4% increase over last year. Everything we do makes a difference. To spend Schulze Grant

funds, we contacted every student who had less that 12 hours left to complete their degree. The deadline to spend these funds is December 2020.

- The Cares – Rapid Credentialing funds are used on short term certificates and has a deadline of May 30, 2021. We are able to pay for tuition in the 12-hour Real Estate Paralegal certificate out of these funds. All certificates completed go into SoBT totals.
- Classes must have 15 students enrolled or we have to cancel them. It is difficult to get low enrollment courses approved.
- We need to think of more courses for programs to collaborate like the Cyberlaw course which can be used for the Computer, Paralegal Studies, Criminal Justice, and Risk Management Insurance degrees. This may help with class enrollment.

Adrian Kerr, Director of Corporate Training and Services Update: The grants received for training this year to fund eight training projects for area companies including Arthrex and a logistics company total $2 million. The Schulz grant is funding two noncredit certifications for drinking water plant certificates and wastewater certificates.

Dr. Psihountas thanked all for participating and the meeting was adjourned to the program-specific breakout meetings at 2:00 pm. She added that it takes each and every one of us to be invested in the success of our students and she appreciates the efforts.

10/9/2020 Paralegal Studies, Architecture, Construction and Engineering Technologies Breakout Meeting Minutes

In Attendance: Mary Conwell, Matt Hoffman, John Montoya, Sandi Towers, Elizabeth Schott, Al Nault, Michael Rubinaccio, and Jill De Valk.

Textbook Revisions: Textbooks for next academic year starting Fall 2021, need to be selected by the spring 2021 semester.

FSW Libraries: Faculty Librarian Bill Shuluk is the library liaison for the School of Business and Technology. If you have any new resources that you would like the library to offer your students, please contact Professor Conwell.

Emphasis on Boosting Enrollment:
- ABA Guidelines are now allowing 9 credit hours of legal specialty synchronous courses to be taught via Zoom, Webex, or similar technology as traditional courses. The following courses were traditional previously: Family Law, Legal Research and Writing I, Paralegal Internship, Paralegal Capstone. The change by the ABA was based on Jury consultant Kristine Farmer's dissertation on the effectiveness of online versus traditional course. She found no difference in the effectiveness of teaching in those modes.
- We would like to market throughout Florida that all courses may be completed through the online, the live online, or traditional modalities. We will be contacting the area high schools in the spring to recruit for students. Please let Professor Conwell know any further ideas for increasing enrollment.

Covid 19: Professors related their experiences with students were positive regarding wearing face coverings.

Modalities: Professor Conwell asked if there are any comments regarding using Zoom to teach courses or should we continue with traditional ground classes also. Professor Towers commented that Zoom works like a charm. Professor Schott commented that the courses that have hands on components are taught better in the traditional way. Courses in the Architectural and Civil Engineering degrees are more hands on.

Certificates: There are Cares - Rapid Credentialing grant funds available for short term certificates. The Paralegal Real Estate Certificate qualifies for this money. This semester the students in Law Office Management are also completing an eDiscovery certificate that was paid by the Schulz grant. Professor Montoya commented that they are looking into offering the AutoCad or Revit certification.

Guest Speaker Al Nault, Advisor for the Architectural, Construction, Engineering Technology and Computer degrees: Advises and recruits for these programs. Currently virtually recruiting and has limited face to face contact with students. Announced there is a Zoom event on November 4th for the Lee County area. Explained that there are 2 versions of certificates. The college credit certificate which leads to AS degrees and industry certifications such as AutoCad, Revit, and the Leed Green certification. Offering both types of certifications helps with FSW's completion rates.

Professor Montoya commented that there is a potential for the integration of industry certifications to his programs.

Please remind your students that Spring 2021 registration starts on October 29th.

Concerns, Suggestions, or Complaints:
- The next Legal Studies Club meeting is scheduled on October 15th. There has been interest in the club and also interest in the AS Paralegal Studies degree from SLS 1515 students in Professor Towers' classes.
- Regarding promoting the Bachelor degrees – Professor Montoya asked if students have to apply if they are current students? They have to apply but the fee is waived.
  Working on agreement between FSW AS Architecture degree with FGCU BS in Construction Management degree.
- The Cybersecurity course has potential, but is sidelined this semester since only one student enrolled in it.
- Reminder to send Bill Shuluk, Faculty Library liaison your wish list of resources like databases and eBooks
- Comment regarding sick students – Tell students if you are sick, please stay home.

Professor Conwell adjourned the meeting at 3:00 pm.

Meeting minutes interpreted and reported by Jill De Valk

BUSINESS AND ACCOUNTING BREAKOUT MEETING
Friday, October 9, 2020
Online Zoom Meeting - https://fsw.zoom.us/j/99594702045

In attendance: Dr. Jennifer Patterson, Chair, Professor William Van Glabek, Dr. Timothy Lucas, Dr. Anita Rose, Dr. Martin Tawil, Professor Alisa Callahan, Professor Janet Harvey, Professor Christopher Marcin, Professor Sara Stelfox; Lisa Dick, Staff, Christopher Renda, Staff

Dr. Patterson made announcements and faculty members conducted in-depth discussions regarding the following agenda items:

Dr. Rose asked for an endorsement to discontinue ENT 2000. Dr. Tawil and Professor Van Glabek both endorsed.

I. Student Success Data

II. Professional Development
- i. Funds available for travel and for virtual conferences
  1. FPD funds can be used for conference registration fees even if there is no travel involved to attend.
  2. More information about FPD funds, and the application form –
      Document Manager -> Academic Affairs -> FPD Travel Request Information

III. Update Assessment
- i. Consider new learning outcomes and new assessments for '21-'22
- ii. The AY 2020/2021Gen Ed Assessment Plan will focus on *Communicate* and *Evaluate.*
- iii. FSW continues to pursue competency alignment ("Syllapalooza")
  1. Faculty should be considering and discussing the competencies listed currently on their syllabi in terms of how well they fit with course content and course assessment.
  2. In Spring, LAC and AASPIRE will be hosting sessions with deans and chairs to review course learning outcomes. Purpose: review the CREATIVE acronym, and discussing with chairs and among each other how well their course outcomes fit the content of their courses.
  3. Each term in the CREATIVE acronym (i.e. "Communicate," "Research," "Evaluate," and so on) is **defined differently from its common usage** and/or dictionary definition.
  4. **LAC Professional Development Session on October's PD Friday** October 23, 2020
     - a. 10:00am - 11:00am – discussion panel on the "Communicate" competency
     - b. 11:15am - 12:15pm – discussion panel "Evaluate."

  This will be a chance for faculty to learn more—especially those who have been selected for assignment samples. Faculty can register on FSW's TLC website.

IV. UpdateTextbooks
- i. Follett Access Program
  1. Scheduled for the Spring - previously included courses:
     - a. ACG 2021, ACG 3024, MAN 2021, and MTB 1103
  2. Additional information for students and instructors before the Spring term
  3. Students opt *out* through a link in Canvas
  4. Payment directly from student accounts

ii. Textbook Adoptions for '21-'22

V. Department Initiatives
    i. Implement Enrollment Initiatives
        1. Email students a few weeks prior to end of term – encourage continuation, and registering for upcoming classes
    ii. Implement emphasis on Research '20-'21
    iii. Implement emphasis on Analytics '21-'22

VI. Curriculum Additions Deadline October 12th
    i. A.S. Business Analytics
        1. New Course - QMB 2100
        2. New Course – ISM 2200C
    ii. A.S. Aviation Maintenance Administration Fall '21

VII. College Credit Certificates
    i. Financial Services CCC
    ii. Miguel Rivera suggested the Prometric or Promantic accounting certificate that includes the following classes:
        Fraud Examination
        Ethics
        ACG 2021
    iii. Fit RMI classes in degrees/certificates.
    iv. Credit Analyst - banking

VIII. New Business

Dr. Tawil said that Faculty Senate and ATC has asked for feedback on having rooms for online/proctored tests on each campus. Lockdown browsers and Respondus were discussed.

Meeting adjourned at 3:00pm

Computer Science Department

Department Meeting: Friday, 10/09/2020, 10:00 am – 11:00 am (Change of time this month)
https://fsw.zoom.us/j/98020186431

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

Albert Nault, Academic Advisor
Judy Dantes, Instructional Assistant
Professor Linda Hanwacker
Professor Barbara Perrine

Agenda

I.   Minutes approval 09/11/2020 Meeting
II. Curriculum – Syllabi Updates for General Education a   Spreadsheet – please select syllabi for review. b   Unlocked syllabi will be provided when the choices are made. c If we each take 4 per month, we can complete these for next year. d   We will need to submit these to Curriculum Committee as Information Items. There is a new for this. The form and a syllabus with track changes is needed for Curriculog.

> e   If you feel that the Topic Outline or Course Description need to change – these are Action Items and need to be submitted to Curriculum Committee (change of Course Proposal, Impact Report, syllabus with Track Changes, and submission via Curriculog) by November 9. We may possibly have until January 11 – the committee voted for an additional month.

III. Learning Assessment Committee (LAC) a   Special thanks to Dr. Lyles for completing all work in Compliance Assist. Our
> assessments are updated for this academic year.
> b   Please see the announcements from the Learning Assessment Committee from Dr. Lyles.
> c   CGS1100 was selected as a Gen Ed Course. Dr. Myers requested it be removed from the assessment for this year. The outcome attached to the "Communicate" Gen Ed outcome was not reflective of that competency. The request was granted.

Communicate clearly in a variety of modes and media

Acquire communication and rhetorical literacy in order to speak and write effectively, express one's knowledge, read critically, analyze rhetorically, and synthesize information, skills necessary to furthering one's own educational and occupational goals. Understand, evaluate, and discuss rhetoric, argument, and persuasion in a variety of contexts. Critically examine evidence, interpret and integrate information, identify solutions and potential outcomes, and apply rhetorical and communication literacies to the real world.

CGS1100 Syllabus:
General Education Competency: **Communicate**
Course Outcomes or Objectives Supporting the General Education Competency Selected:

  Develop formulas and functions within a spreadsheet, including if-then statements and absolute and relative cell references, to perform a variety of mathematical functions.

IV. BAS Updates a The proposal was sent to the Florida Department of Education on approximately 9/18.

        b   Dr. Psihountas received notice last week that the entire submission process has changed. She believes we made it in under the wire. c   If the proposal is approved, we will need to determine which courses will be offered for fall, 2020. Those syllabi will receive priority for General Education outcomes review.

        d   Textbooks will need to be selected ASAP.

V. Textbooks for 2021

        a   The textbook selection process is under way. Please review and make changes as we did last year. The [spreadsheet is here](#). b Ideally, the review will be completed by end of the semester. c   Dr. Myers would like to propose moving to the TestOut platform for 2021-2022 for CGS1100.

VI. Adjunct Portfolio a We have three adjunct faculty who need a mentor [for this process](#) (Begins in October).

        i James Short ii George Russell iii Rushell Hopkins

VII. Bill Shuluk – Library Liaison a   Bill will be dropping into the meeting to discuss library resources and needs.

VIII. Website Proposal – Dr. Psihountas a   Discussion of alternate site – will it work?

IX. New Business

Meeting Minutes

I.   [Minutes](#) approval 09/11/2020 Meeting **Minutes were approved.**

II.   Curriculum – Syllabi Updates for General Education a   Spreadsheet – [please select syllabi for review](#). b   Unlocked syllabi will be provided when the choices are made. c   If we each take 4 per month, we can complete these for next year.

        d   We will need to submit these to Curriculum Committee as Information Items. There is a new for this. The form and a syllabus with track changes is needed for Curriculog.

        e   If you feel that the Topic Outline or Course Description need to change – these are Action Items and need to be submitted to Curriculum Committee (change of Course Proposal, Impact Report, syllabus with Track Changes, and submission via Curriculog) by November 9. We may possibly have until January 11 – the committee voted for an additional month.

        Dr. Webster: COP1822, COP2900. Dr. Kodsey: COP1000, COP2360, COP2362, COP2700. Dr. Lyles and Dr. Myers: Networking courses. Dr. Myers: CGS1100 and CGS2511. We have until January 11 to submit to curriculum.

III.	Learning Assessment Committee (LAC) a	Special thanks to Dr. Lyles for completing all work in Compliance Assist. Our assessments are updated for this academic year.

b	Please see [the announcements](#) from the Learning Assessment Committee from Dr. Lyles.

c	CGS1100 was selected as a Gen Ed Course. Dr. Myers requested it be removed from the assessment for this year. The outcome attached to the "Communicate" Gen Ed outcome was not reflective of that competency. The request was granted.

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CGS1100 Syllabus:
General Education Competency: **Communicate**
Course Outcomes or Objectives Supporting the General Education Competency Selected:

  Develop formulas and functions within a spreadsheet, including if-then statements and absolute and relative cell references, to perform a variety of mathematical functions.

Dr. Lyles and Dr. Myers met with Dr. Van Gaalen on 10/15/2020 to get clarification. Computer Science will mostly have the Evaluate and Think competencies. Some of the higher-level courses may have Communicate and Research. You may have several objectives listed under the competency. There may also be more than one Integral competency in a course.

IV.	BAS Updates a The proposal was sent to the Florida Department of Education on approximately 9/18.

b	Dr. Psihountas received notice last week that the entire submission process has changed. She believes we made it in under the wire. c	If the proposal is approved, we will need to determine which courses will be offered for fall, 2020. Those syllabi will receive priority for General Education outcomes review. d	Textbooks will need to be selected ASAP.

Waiting for word from the state. We will update syllabi after the AS and CCC syllabi are completed, focusing on the courses that will be taught first.

V.   Textbooks for 2021 a   The textbook selection process is under way. Please review and make changes as we did last year. The spreadsheet is here. b   Ideally, the review will be completed by end of the semester. c   Dr. Myers would like to propose moving to the TestOut platform for 2021-2022 for CGS1100.
d
Faculty are already working on the updates. After a department discussion, it was decided to continue with Cengage for CGS1100. Dr. Kodsey noted that it would give us an opportunity to develop an advanced course for the Office Suite.

VI.   Adjunct Portfolio a We have three adjunct faculty who need a mentor for this process (Begins in October).
        i James Short ii George
        Russell   iii   Rushell
        Hopkins
Because faculty need to have completed the Mentor Training course to be a mentor, Dr. Myers will be the mentor, and the others will take the training in the spring. Dr. Myers will contact the three adjunct faculty.

VII.   Bill Shuluk – Library Liaison a   Bill will be dropping into the meeting to discuss library resources and needs. **Bill told us the library collection for Computer Science is substantial. He would very much like us to let students know the librarians are always available to help with**
research. Bill also works with faculty on their own research/dissertations. We are welcome to reach out to him any time.

VIII.   Website Proposal – Dr. Psihountas a   Discussion of alternate site – will it work?
Judy Dantes explored the website that already exists, College Central (https://www.collegecentral.com/fsw/Index.cfm) and came to the same conclusion as Dr. Psihountas: it is not very well structured. However, the Computer Science faculty still believes that developing a site by students has too many hurdles: IT approval, continuity in development and upkeep. Although a programming class could develop a prototype, it would be impossible to deliver a finished product.

IX.   New Business
Albert Nault reminded everyone of the Tech Match job fair on Oct. 15. Faculty put the flyer from Jennifer Baker into their classes.

Albert Nault requested approval for a Local Articulation for CGS1100. Students would receive credit for the class if they have 3 Office Certificates (obtained in the last three years). The department voted to approve. The faculty also asked for a flyer that would let us know of the different articulations available to students.

SACSCOC – Dr. Myers shared the minutes from the first SACSCOC Reaffirmation Leadership Team meeting. The site visit is scheduled for October 11-14, 2021. The entire timeline can be found in the minutes.

Meeting adjourned at 11:00 am

The SoBT meeting is from 1:00 – 2:00 pm https://fsw.zoom.us/j/95350753072?from=msft

Coordinator Announcements for October 2020 Departmental Meetings

- **The AY 2020/2021Gen Ed Assessment Plan is underway for "Communicate" and "Evaluate"**: courses for gen ed assessment have been selected and emails have been sent. Discuss the process of submitting an assignment for review with any faculty in your department who have been selected (see list of courses below). Offer to field any questions about the process and/or direct them to Joe van Gaalen, Elijah Pritchett, or Team AASPIRE for additional questions. Be sure to explain the process to any new faculty who may be unfamiliar with FSW assessment procedure.
- **Promote the LAC Professional Development Session on October's PD Friday**: Friday, October 23, 2020 at 10:00am - 11:00am there will be a discussion panel on the "Communicate" competency; the same day at 11:15am - 12:15pm there will be another panel on "Evaluate." This will be a chance for faculty to learn more—especially those who have been selected for assignment samples. Faculty can register on FSW's TLC website.
- **Syllapalooza is underway:** in spring, LAC and AASPIRE will be hosting sessions with deans and chairs to review course learning outcomes. Encourage faculty to become part of this by reviewing their own course learning outcomes, reviewing the CREATIVE acronym, and discussing with chairs and among each other how well their course outcomes fit the content of their courses. We will be working on this throughout the academic year.

- **Communication will be holding a series of transdisciplinary workshops:** This sixsession workshop series, "Communication Matters," will focus on best practices from the Communication discipline. These sessions will address strategies to effectively engage students by offering techniques and strategies from the Communication discipline. See the schedule below, or contact TLC for more information (note that the titles may change, but the dates will remain unchanged).

Courses Selected for AY 2020/2021 Gen Ed review

Communicate:

Dept	SUBJ	Course	Sect	Course Title
ECON	ECO	2023	800	PRINCIPLES OF MICROECONOMICS
ECON	ECO	2023	902	PRINCIPLES OF MICROECONOMICS
ECON	ECO	2023	10F	PRINCIPLES OF MICROECONOMICS
ENGL	ENC	1101	802	COMPOSITION I
ENGL	ENC	1101	808	COMPOSITION I
ENGL	ENC	1101	812	COMPOSITION I
ENGL	ENC	1101	816	COMPOSITION I
ENGL	ENC	1101	821	COMPOSITION I
ENGL	ENC	1101	834	COMPOSITION I
ENGL	ENC	1101	842	COMPOSITION I
ENGL	ENC	1101	908	COMPOSITION I
ENGL	ENC	1101	930	COMPOSITION I
ENGL	ENC	1101	70B	COMPOSITION I
ENGL	ENC	1101	D27	COMPOSITION I
ENGL	ENC	1101	D07	COMPOSITION I
ENGL	ENC	1101	D22	COMPOSITION I
ENGL	ENC	1101	D29	COMPOSITION I
ENGL	ENC	1102	70B	COMP II Technical
FORE	FRE	1120	D02	ELEMENTARY FRENCH I
FORE	SPN	1120	10F	BEGINNING SPANISH I
SPC	SPC	1017	800	FUNDAMENTALS OF SPEECH
SPC	SPC	1017	801	FUNDAMENTALS OF SPEECH
SPC	SPC	1017	814	FUNDAMENTALS OF SPEECH
SPC	SPC	1017	815	FUNDAMENTALS OF SPEECH

SPC	SPC	1017	841	FUNDAMENTALS OF SPEECH
SPC	SPC	1017	844	FUNDAMENTALS OF SPEECH
SPC	SPC	1017	903	FUNDAMENTALS OF SPEECH
SPC	SPC	2608	808	INTRO TO PUBLIC SPEAKING
SPC	SPC	2608	820	INTRO TO PUBLIC SPEAKING
BUS	GEB	2930	101	SPECIAL TOPICS/CAPSTONE - BUS
PARL	PLA	1003	801	INTRO TO PARALEGAL STUDIES
ELEM	EDF	3214	90B	HUMAN DEVELOP & LEARNING
ELEM	RED	4012	901	FOUNDATIONS OF LITERACY
DENT	DEH	1002L	101	DENTAL HYGIENE I PRE-CLINI LAB
EMER	EMS	2522	102	GENERAL PHARMACOLOGY FOR EMS
FIRE	FFP	2720	800	FIRE COMPANY OFFICER LEADERSHP
ANAT	BSC	1085C	30B	ANAT & PHYS I
ANAT	BSC	1085C	115	ANAT & PHYS I

Evaluate:

Dept	SUBJ	Course	Sect	Course Title
ACGT	ACG	2500	801	GOVT & NOT FOR PROFIT ACCTG
PARL	PLA	2763	101	LAW OFFICE MANAGEMENT
ASTR	AST	2002C	802	ASTRONOMY
BIOL	BSC	1010L	D01	BIOLOGICAL SCIENCE I LAB
BIOL	BSC	1010L	D05	BIOLOGICAL SCIENCE I LAB
CHEM	CHM	2025	801	INTRO TO COLLEGE CHEMISTRY
CHEM	CHM	2025L	822	INTRO TO COLLEGE CHEM LAB
CHEM	CHM	2046L	802	GENERAL CHEMISTRY II LAB
GEOL	GLY	1010C	101	PHYSICAL GEOLOGY
CALC	MAC	1105	30B	COLLEGE ALGEBRA
CALC	MAC	1105	901	COLLEGE ALGEBRA
CALC	MAC	1105	D01	COLLEGE ALGEBRA
MASK	MAT	1033	303	INTERMEDIATE ALGEBRA
MASK	MAT	1033	806	INTERMEDIATE ALGEBRA
MASK	MAT	1033	830	INTERMEDIATE ALGEBRA

MASK	MAT	1033	903	INTERMEDIATE ALGEBRA
MASK	MAT	1033	110	INTERMEDIATE ALGEBRA
MASK	MAT	1033	133	INTERMEDIATE ALGEBRA
MASK	MAT	1033	13F	INTERMEDIATE ALGEBRA
MASK	MAT	1033	14F	INTERMEDIATE ALGEBRA
MGFS	STA	2023	302	STATISTICAL METHODS I
MGFS	STA	2023	20F	STATISTICAL METHODS I
MGFS	STA	2023	809	STATISTICAL METHODS I
MGFS	STA	2023	906	STATISTICAL METHODS I
MGFS	STA	2023	10B	STATISTICAL METHODS I
MGFS	STA	2023	112	STATISTICAL METHODS I
NUTR	HUN	1201	110	HUMAN NUTRITION
PHYS	PHY	1020C	800	FUNDAMEN OF THE PHYSICAL WORLD
PHYS	PHY	2049	801	GENERAL PHYSICS II
PHYS	PHY	2053	900	COLLEGE PHYSICS I

Communication Matters Series

· "Listening: Strategies for Faculty and Students" by Professor Katie Paschall (January 22nd)

· "Nonverbal Communication and Zoom Netiquette" by Dr. Jennifer Summary and Professor Jamie Votraw (January 22nd)

· "Best Practices in Oral Presentation Delivery" by Professor Katie O'Connor and Professor Roy Samuelson (February 26th)

· "Immediacy Behaviors and Student Engagement" by Dr. Ann Eastman and Professor Katie Paschall (February 26th)

· "Teaching students how to cite sources in APA Format" by Dr. Bill Kelvin (March 26th)

· "The Importance of Intercultural Communication in the college classroom" by Dr. Jennifer Summary, Dr. Alessandro Cesarano, Professor Dani Peterson, Professor Roy Samuelson, and Professor Katie O'Connor (March 26th)

Appendix to Adjunct Faculty Mini-Portfolio Process Guidelines: Administrators, Reviewers and Mentors

TABLE OF CONTENTS

I. Overview

Adjunct faculty are integral to the success of Florida SouthWestern State College and through regular evaluation, they have the opportunity to showcase their achievements and address their challenges. Evaluation of all adjunct faculty is compulsory per College Operating Procedure (COP) 03-1101. This evaluation is completed by all new and continuing adjunct faculty through the submission of an electronic mini-portfolio during each evaluation cycle. The evaluation of adjunct faculty members on a continuing basis ensures delivery of high-quality instruction, meets departmental and institutional assessments objectives, and ensures that teaching and evaluation standards are consistent between adjunct and full-time faculty members.

Each department chair or program director is responsible for overseeing the evaluation process and submission of the mini-portfolio within their department. This includes, but is not limited to, the selection of mentors for adjuncts during their evaluation period, the review of all miniportfolios, and communication of the results with the adjunct faculty member. The role of the mentor is to provide support, offer guidance on the mini-portfolio process, and conduct a classroom observation of the class that the adjunct faculty member will document with their other portfolio items.

The Teaching and Learning Center (TLC) manages records of evaluation and portfolio submission for each adjunct. During each evaluation cycle, TLC staff will create the electronic mini-portfolio in Canvas and provide all adjunct faculty scheduled to submit a portfolio in the current cycle access to the course by invitation, sent to each adjunct faculty member's FSW email.

This document serves as an appendix to the *Adjunct Mini-Portfolio Guidelines 2020-2021* and will describe the roles of department chairs/program directors, TLC staff, adjunct faculty mentors, and deans in the mini-portfolio process

Table 1: Adjunct Mini-Portfolio: Important Dates & Roles

Evaluation/Portfolio Procedure	Date	Notes
Adjunct faculty mentors contact mentee(s)	Prior to the start of or early in the fall semester	Mentors/mentees should arrange for an online or classroom observation
Evaluation Process Begins	First semester of teaching or during first semester of recurring evaluation cycle	Classroom observation should occur at this time by adjunct faculty mentor or department chair if adjunct faculty member begins in spring or summer
Lists of adjunct faculty members due for review sent to chairs/program directors by TLC	Second week of September	Chairs/program directors should respond with mentor assignments and other changes by first week of October
Invitation to join miniportfolio course in Canvas is sent to adjunct faculty	Last day of October	Adjunct faculty members will receive the invitation through their FSW email and will need to "accept" in order to join and access the portfolio course in Canvas
Portfolio submission in Canvas	Last Friday in February	If an adjunct faculty member is inactive in the Spring, the submission of the portfolio will be due in the first semester the adjunct faculty member becomes active according to the following schedule: Fall - third Friday in November; Summer - last day of Summer B/Summer 1 (full session).
Feedback provided on portfolios by department chairs/program directors to adjunct faculty member	One week after Spring graduation	If an out of schedule review is deemed appropriate, written notification is provided to the Dean.

II. Mini-Portfolio Process: Roles

Portfolio Reviewers (Chairs & Program Directors)

Department chairs or program directors will serve as the portfolio reviewer for each adjunct faculty member in their department and are responsible for supervising adjunct faculty evaluation and the mini-portfolio process. The primary responsibilities for chairs and program directors are as follows:

(1) assign faculty mentors for adjunct faculty during periods of review
(2) provide the TLC with updated mentor/mentee assignments each semester and/or year
(3) review and evaluate all adjunct portfolio submissions within the department and determine the next scheduled mini-portfolio submission timeframe
(4) review the evaluation of the portfolio with each adjunct faculty member
(5) notify the Dean if a recommendation for a variation on the typical review schedule is needed.

New adjunct faculty must be observed during their first semester of teaching. Selection of mentors by department chairs/program directors must occur as soon as possible after hire and before the third week of the semester in which they began teaching at FSW for new adjuncts to ensure that a timely observation is completed. Class schedules for mentors/mentees should be considered in the mentor selection process to ensure that scheduled class times are not concurrent.

Decisions regarding adjunct faculty who will not be submitting a scheduled portfolio should be communicated by chairs/program directors to TLC staff by the first week of October. This information is required in order for the TLC staff to manage and update portfolio submission records and schedules, and should be provided to the TLC prior to the enrollment of adjuncts into the portfolio course in Canvas.

The mentoring needs of each adjunct faculty member will differ. A new adjunct may require more support in general and in the mini-portfolio process than a continuing adjunct faculty member. Mentors are required for all adjunct faculty during periods of evaluation, regardless of the number of years an adjunct faculty member has taught at FSW.

Concurrent (Dual-Enrollment) adjunct faculty are required to submit a mini-portfolio and be observed annually. Other adjunct faculty may be reviewed more often as the result of transitions to teaching new course content or formats, program changes, identified professional development needs, etc. Administration reserves the right to request adjunct faculty participation in the adjunct faculty mini-portfolio process outside of the established cycle. If the portfolio reviewer recommends a 1-year evaluation cycle for the adjunct faculty member who is not a concurrent adjunct, that will be communicated to the Dean immediately after the portfolio has been reviewed and to the TLC staff for their evaluation records.

Adjunct Faculty teaching in more than one discipline may initially choose the discipline in which they will submit their mini-portfolio; subsequent evaluations will alternate between disciplines. However, classroom observations must be conducted in all disciplines and department chairs shall assign a mentor for each discipline.

Department chairs should be aware of periods of teaching inactivity among adjuncts to prevent irregularities in the portfolio submission cycle and inform the TLC when new adjuncts are hired or become active after a semester, semesters, or partial semester of inactivity. Since mentors are assigned for a period of one academic year (fall to spring), if a new adjunct faculty member begins teaching in the spring or summer semester, the department chair will be required to perform the classroom observation and serve as a de facto mentor until formal mentor assignments occur in the fall. Although the TLC manages records of individual portfolio submissions, department chairs and program directors are equally as responsible for keeping track of the portfolio submission schedules for adjuncts within their department. Particular attention should be given to the following situations that can impact the regular portfolio evaluation cycle:

1. Adjunct faculty who become inactive in the semester or semester(s) following their initial semester of teaching or continuing adjuncts who are inactive for a semester during their period of evaluation
2. Adjunct faculty who are inactive during part of the semester as a result of teaching only Mini-A or Mini-B sessions

Mentors
During each period of evaluation, adjunct faculty will be assigned a mentor by their department chair or program director. In most cases, this will be a full-time faculty member. The role of the mentor is to:
(1) provide support and guidance on processes and policies at FSW
(2) provide support on the mini-portfolio process and completion
(3) conduct a classroom observation of the class that the adjunct faculty member will document with their other portfolio items.

Mentors will receive a stipend of $150 for each mentee and $200 for each dual-enrollment mentee teaching off-site. In order to receive this compensation, mentors are responsible for submitting the completed *Mentor Evaluation Form and Completion Checklist(s)* to the TLC (Available on the Document Manager: Academic Affairs >> Faculty Mentoring). In order to make the mentoring process equitable within departments, the maximum number of adjunct faculty that a faculty mentor may be assigned is <u>five mentees per evaluation period.</u>

If a mentor is unable to perform the required classroom observation, another faculty member may perform the observation, but the payment of partial stipends for conducting these observations will not be provided.

The primary responsibilities of the adjunct faculty mentor are as follows:

- Mentors will contact adjunct faculty mentees(s) either prior to or early in the first semester of the period of evaluation and offer assistance and guidance in general and in the evaluation process.
- For new adjunct faculty members, mentors should make monthly contact during their first semester of teaching.
- Mentors should have knowledge of the adjunct faculty mini-portfolio process and adjunct faculty evaluation
- Mentors will arrange for a classroom or online observation with their mentee to be conducted during the first semester in which the evaluation period begins. o A follow-up discussion will occur between the mentor and the adjunct faculty concerning the classroom observation. o If the adjunct faculty member only teaches FSW Online courses, the mentor should arrange a virtual meeting with the online adjunct. Online adjunct faculty provide a live virtual "tour" of the online course and show examples of specific features in the course upon request of the mentor. These features will be in support of the criteria on the observation form (i.e. examples of timely feedback, announcements, etc.). This tour cannot be a screen recording or phone call. It can be accomplished using Zoom or another tool of adjunct's/mentor's choosing. Online adjuncts will need to allow time for mentors to read/review aspects of the course during the meeting. o If the adjunct faculty member only teaches FSW Live Online courses, the adjunct will provide access for the mentor to attend live Zoom session.
  o Adjunct faculty mentors complete an observation form (Available on the Document Manager: Academic Affairs >> Faculty Mentoring). o Results of the classroom observation should be uploaded to the adjunct faculty mini-portfolio by the adjunct faculty member. o The adjunct faculty mentor will forward the results of the classroom observation and the follow-up discussion to the appropriate Dean and Department Chair, or Program Director, or Coordinator. If adjunct is a Dual-Enrollment instructor, a copy of the classroom observation feedback should also be sent to the Director, Dual Enrollment.
- Mentors must complete a faculty mentoring workshop through the TLC.
- Mentors must complete necessary forms and submit them to the TLC (tlc@fsw.edu) to receive compensation.

To see a complete description of the responsibilities for adjunct faculty mentors and a timeline of suggested activities, see the "Faculty Mentoring Guidelines"' in the Document Manager of the FSW Portal.

Special Circumstances Relative to the Assignment of Mentors

In rare instances when no full-time faculty members are able to serve as mentors, the department chair or program director may assign an adjunct faculty member as a mentor. Adjunct faculty members who serve as mentors must be in good standing and have a (1) record of effective teaching over a period of at least two years and (2) have completed at least one successful portfolio evaluation cycle.

A Department Chair will not typically serve as a mentor. Dual-enrollment coordinators who receive course releases will also serve as mentors for concurrent adjunct faculty and there will be no cap on the number of adjunct faculty whom they may mentor. In programs with specialized accreditation, program directors or administrators may serve as adjunct faculty mentors or in other instances if needed. Chairs are eligible to receive stipends for mentoring duties; however, dual-enrollment coordinators, program directors, and deans will not receive stipends for assuming mentoring duties.

TLC Staff

At the start of each regular evaluation cycle (fall of each year), the TLC will provide each department chair or program director with the names of adjunct faculty members who are scheduled for review and will also request updated mentor information. The TLC will enroll all adjuncts scheduled for review into the portfolio course regardless of inactivity, and any changes to regular evaluation cycles should be reported to maintain updated evaluation records. TLC staff will follow the regular evaluation cycle for each adjunct according to evaluation schedule records and will enroll all adjunct faculty members due for a portfolio submission into the Canvas portfolio course. In cases where adjunct faculty members do not submit a portfolio, they will remain enrolled in the Canvas portfolio course to maintain the record of their evaluation cycles.

Deans

Deans may request adjunct faculty participation in the adjunct faculty mini-portfolio process outside of the established cycle and shall approve the deferment of portfolio submissions when adjunct faculty are unable to complete their scheduled portfolio submission.

Florida SouthWestern State College Reaffirmation of Accreditation 2022

SACSOC Liaison and Lead Author: Dr. Eileen DeLuca
Project Management-Files and Documentation: Whitney Rhyne

FSW's SACSCOC Reaffirmation Leadership Team includes Key Stakeholders and Compliance Leaders		
Principles of Accreditation	**Key Stakeholders**	**SACSCOC Compliance Leaders**
Section 1: The Principle of Integrity		**Dr. Eileen DeLuca** Dr. Mary Myers Dr. Tom Norman
1.1 **Integrity [CR]**	Dr. Jeff Allbritten Dr. Eileen DeLuca Dr. Gina Doeble Dr. Joe Coleman	
Section 2: Mission		
2.1 **Institutional mission [CR]**	Dr. Jeff Allbritten Dr. Eileen DeLuca President's Cabinet	
Section 3: Basic Eligibility Standards		
3.1.a **Degree-granting authority [CR]**	Dr. Jeff Allbritten Dr. Eileen DeLuca Dr. Joe Coleman	
3.1.b **Coursework for degree [CR]**	Dr. Eileen DeLuca Brenda Knight Dr. Martin McClinton Dr. Tom Norman Jason Dudley	

			Dr. Eileen DeLuca
3.1.c	**Continuous Operations [CR]**	Dr. Eileen DeLuca Brenda Knight Dr. Martin McClinton Dr. Tom Norman Dr. Joe van Gaalen	
Section 4: Governing Board			**Dr. Eileen DeLuca** Dr. Joe van Gaalen Tim Bishop
4.1	**Governing board characteristics [CR]**	Dr. Jeff Allbritten Dr. Henry Peel Dr. Eileen DeLuca Dr. Gina Doeble Dr. Joe Coleman	
4.2.a	**Mission review**	Dr. Jeff Allbritten Dr. Eileen DeLuca	
4.2.b	**Board/administrative distinction**	Dr. Henry Peel Dr. Eileen DeLuca Joe Coleman	
4.2.c	**CEO evaluation/selection**	Dr. Henry Peel Susan Bronstein	
4.2.d	**Conflict of interest**	Dr. Eileen DeLuca Dr. Gina Doeble Joe Coleman	
4.2.e	**Board dismissal**	Dr. Eileen DeLuca Dr. Gina Doeble Joe Coleman	
4.2.f	**External Influence**	Dr. Eileen DeLuca Dr. Gina Doeble Joe Coleman	

4.2.g	Board self-evaluation	Dr. Eileen DeLuca Joe van Gaalen	
4.3	Multi-level governance	N/A	
Section 5: Administration and Organization			**Dr. Eileen DeLuca** Dr. Michele Yovanovich Dr. Elijah Pritchett
5.1	**Chief executive officer [CR]**	Dr. Eileen DeLuca Susan Bronstein Greg Turchetta	
5.2.a	CEO control	Henry Peel Susan Bronstein	
5.2.b	Control of intercollegiate athletics	Dr. Jeff Allbritten Dr. Eileen DeLuca Dr. Michele Yovanovich Toby Discenza	
5.2.c	Control of fund-raising activities	Dr. Jeff Allbritten Henry Peel Keith Callaghan Dr. Gina Doeble	
5.3	Institution-related entities	Dr. Jeff Allbritten Dr. Gina Doeble	
5.4	Qualified administrative and academic officers	Dr. Eileen DeLuca Susan Bronstein	
5.5	Personnel appointment and evaluation	Dr. Eileen DeLuca Susan Bronstein	
Section 6: Faculty			**Dr. Eileen DeLuca** Dr. Joe van Gaalen
6.1	**Full-time faculty [CR]**	Dr. Eileen DeLuca	

6.2.a	**Faculty qualifications**	Dr. Eileen DeLuca D'ariel Barnard	Dr. Roz Jester Dr. Patti Voelpel
6.2.b	**Program faculty**	Dr. Eileen DeLuca Dr. Joe van Gaalen	
6.2.c	**Program coordination**	Dr. Eileen DeLuca	
6.3	**Faculty appointment and evaluation**	Dr. Eileen DeLuca	
6.4	**Academic Freedom**	Dr. Eileen DeLuca	
6.5	**Faculty Development**	Dr. Eileen DeLuca Gloria Kitchen	
Section 7: Institutional Planning and Effectiveness			**Dr. Eileen DeLuca Dr. Joe van Gaalen Dr. Rebecca Harris Dr. Angus Cameron**
7.1	**Institutional planning [CR]**	Dr. Eileen DeLuca Dr. Joe van Gaalen	
7.2	**Quality Enhancement Plan**	Rebecca Harris Angus Cameron Dr. Joe van Gaalen	

		Dr. Gina Doeble	
7.3	**Administrative Effectiveness**	Dr. Eileen DeLuca Dr. Joe van Gaalen	
Section 8: Student Achievement			**Dr. Eileen DeLuca Dr. Joe van Gaalen** Joanne Devine
8.1	**Student Achievement [CR]**	Dr. Eileen DeLuca Dr. Joe van Gaalen	
8.2.a	**Student outcomes: educational programs**	Dr. Eileen DeLuca Dr. Joe van Gaalen Dr. Elijah Pritchett	

8.2.b	Student outcomes: general education	Dr. Eileen DeLuca Dr. Joe van Gaalen Dr. Rebecca Harris	
8.2.c	Student outcomes: academic and student services	Dr. Eileen DeLuca Dr. Joe van Gaalen Dr. Michele Yovanovich	
Section 9: Educational Program Structure and Content			**Dr. Eileen DeLuca** Dr. Mary Myers Dr. Tom Norman
9.1	Program content [CR]	Dr. Eileen DeLuca	
9.2	Program length [CR]	Dr. Eileen DeLuca Dr. Tom Norman Dr. Martin McClinton	
9.3	General education requirement [CR]	Dr. Eileen DeLuca Dr. Martin McClinton Brenda Knight	
9.4	Institutional credits for an undergraduate degree	Dr. Eileen DeLuca	
9.5	Institutional credits for a graduate/professional degree	N/A	
9.6	Post-baccalaureate rigor and curriculum	N/A	
9.7	Program requirements	Dr. Eileen DeLuca Dr. Tom Norman Dr. Martin McClinton	
Section 10: Educational Policies, Procedures, and Practices			**Dr. Eileen DeLuca** Dr. Roz Jester
10.1	Academic policies	Dr. Eileen DeLuca	
		Dr. Martin Tawil Dr. Roz Jester Jason Dudley	Dr. Tom Norman Dr. Patti Voelpel

10.2	Public information	Dr. Eileen DeLuca Michele Yovanovich Brenda Knight	
10.3	Archived information	Brenda Knight	
10.4	Academic governance	Dr. Eileen DeLuca Dr. Martin Tawil	
10.5	Admissions policies and practices	Dr. Michele Yovanovich Amber McCown	
10.6	Distance and correspondence education	Dr. Roz Jester Jason Dudley Dr. Joe van Gaalen	
10.7	Policies for awarding credit	Dr. Eileen DeLuca Dr. Martin McClinton Brenda Knight	
10.8	Evaluating and awarding academic credit	Dr. Eileen DeLuca Dr. Martin McClinton Brenda Knight	
10.9	Cooperative academic arrangement	N/A	
Section 11: Library and Learning/Information Resources			**Dr. Eileen DeLuca** Tim Bishop Frank Dowd
11.1	**Library and Information resources [CR]**	**Dr. Richard Hodges** **Arenthia Herren Jane** **Charles**	
11.2	Library and learning information staff	Dr. Richard Hodges Arenthia Herren	
11.3	Library and learning information access	Dr. Richard Hodges Arenthia Herren	
Section 12: Academic and Student Support Services			

12.1	**Student support services [CR]**	Dr. Martin McClinton	**Dr. Eileen DeLuca** Kerri Keogh Lampos
		Dr. Michele Yovanovich	
12.2	Student support services staff	Dr. Michele Yovanovich	
12.3	Student rights	Dr. Michele Yovanovich	
12.4	Student complaints	Dr. Michele Yovanovich Dr. Mark Bukowski	
12.5	Student records	Brenda Knight Jason Dudley	
12.6	Student debt	Dr. Michele Yovanovich Dr. Matt Sanchez	
Section 13: Financial and Physical Resources			**Dr. Gina Doeble** Dr. Martin Tawil
13.1	**Financial resources [CR]**	Dr. Gina Doeble Kathleen Porter	
13.2	**Financial documents [CR]**	Dr. Gina Doeble Kathleen Porter	
13.3	Financial responsibility	Dr. Gina Doeble Kathleen Porter	
13.4	Control of finances	Dr. Gina Doeble Kathleen Porter Toby Discenza	
13.5	Control of sponsored research/external funds	Dr. Gina Doeble Dr. Joe van Gaalen Toby Discenza	
13.6	Federal and state responsibilities	Dr. Gina Doeble Dr. Matt Sanchez	

13.7	**Physical resources**	Dr. Gina Doeble Mat Mason Toby Discenza	
13.8	**Institutional environment**	Dr. Gina Doeble Mat Mason Dr. Jerry Connolly	
Section 14: Transparency and Institutional Representation			**Dr. Eileen DeLuca**

Minutes: SACSCOC Reaffirmation Leadership Team   October 1, 2020, 9:00 a.m.
Zoom link: https://fsw.zoom.us/j/96770179704

Member	Department/Division	In Attendance
Dr. Eileen DeLuca	Provost, Academic Affairs	✓
Whitney Rhyne	Academic Affairs	✓
Dr. Joseph van Gaalen	Institutional Research, Academic Affairs	✓
Dr. Gina Doeble	Vice President, Operations, CFO	✓
Dr. Martin Tawil	Accounting, SoBT, Faculty Senate President	✓
Frank Dowd	Library, Academic Affairs, Faculty Senate Vice President	✓
Tim Bishop	Library, Academic Affairs	✓
Dr. Mary Myers	Computer Science	✓
Dr. Angus Cameron	Biology, SoPAS, QEP Co-chair	
Dr. Rebecca Harris	English, SoAHSS, GEAC Chair, QEP Co-Chair	✓
Joanne Devine	Education, SoE	✓
Kerri Keogh Lampos	SLS, SoAHSS	✓
Dr. Elijah Pritchett	Humanities, SoAHSS, LAC Chair	✓
Dr. Patricia Voelpel	Associate Dean, Nursing, SoHP	
Dr. Michele Yovanovich	Vice Provost, Student Affairs	✓
Dr. Thomas Norman	Vice Provost, Workforce Programs	✓
Dr. Rozalind Jester	Assistant Vice Provost, Online	✓

1. Welcome and Introductions

2. Overview of SACSCOC Accreditation and Reaffirmation Timeline

   a. The committee discuss the goal of accreditation in higher education.
   b. The committee discussed SACSCOC compliance and the purpose of regional accreditation.

c. The committee reviewed the timeline for FSW Reaffirmation.

AY 2019-2020	• QEP Topic Identification Committee
AY 2020-2021	QEP Steering Committee • SACSCOC Compliance Certification Leadership • Team • March 2021 Compliance Certification Due • April 20-23, 2021 Off-Site Peer Review • June 29-30, 2021 Dr. Mary Kirk, Advisory Visit
AY 2021-2022	• • • QEP Narrative Due to SACSCOC August 30, 2021 On-Site Peer Review October 11-14, 2021 Review by the SACSCOC Board of Trustees June 13-16, 2022

3. SASCOC Leadership Team and Principles of Accreditation
   a. The committee discussed the establishment of an Institutional Leadership team for the reaffirmation process.
   b. A chart with Key Stakeholders and Compliance Leaders was shared and reviewed.
   c. The committee discussed how compliance is a college-wide effort we engage in daily.

4. Eileen shared information about and links to the Resource Manual for the Principles of Accreditation and the Handbook for Institutions Seeking Reaffirmation. She purchased several copies of the resource manual and invited participants to pick up in her office or to share a mailing address.

5. The committee discussed the specific work of the Compliance Review groups: to understand standards, evaluate evidence, and determine the extent of compliance.

6. Next Steps
   a. Eileen will set up a follow-up meeting. In advance, she asks participants to review the standards and principles related to their assigned compliance areas.
   b. Eileen asked participants to come by and pick up resource manuals or send her an address so she can mail materials.

14.1	**Publication of accreditation status**	Dr. Eileen DeLuca	Dr. R
14.2	**Substantive change**	Dr. Eileen DeLuca Dr. Martin McClinton Dr. Tom Norman Dr. Joe van Gaalen	Dr. T
14.3	**Comprehensive institutional review**	Dr. Eileen DeLuca Dr. Martin McClinton Dr. Amanda Sterk Dr. Roz Jester	
14.4	**Representation to other agencies**	Dr. Eileen DeLuca Dr. Tom Norman	
14.5	**Policy compliance**	N/A	

Meeting minutes interpreted and reported by Jill De Valk