**Academic Success Department Minutes**

**November 13, 2020**

**12:00-1:30pm**

**Via Zoom**

**I. Good News**

1. Prof. Olancin completed Blooming with Zoom.
2. Prof. Towers’ second children’s book will be released in 2021 and the second edition of her existing book will also be released.

**II. Dean’s Reminder**

1. Encourage students to get registration done. We are not seeing the usual traffic in Advising for Spring Semester enrollment, and we are concerned students are not tracking dates as they normally would. Now that we are close to the end of Fall Semester 2020, please encourage students in your classes to register for Spring Semester 2021. We want them to get the courses they need to complete degrees, and with our room capacities set lower to compensate for COVID social distancing concerns, they might be disappointed if they delay. Also, if you have the opportunity, please remind students to pay attention to the differences between modalities. For example, we have heard complaints from students that they did not realize Live Online meant they were required to attend class at a set time and day for Zoom meetings. Our colleagues in Admissions, Marketing, and Registration also will be working to remind students of the differences between modalities.
2. Thank you for everything you do for your students and for your support of FSW in general. It’s been a unique year, but with your flexibility and resolve, we will close another fall semester successfully.

**III. Spring Schedule: Dr. Page**

1. Courses will not show up in Portal if no student is yet enrolled. Send any questions to Dr. Page.
2. Remember there is a short lead time after Winter Break; Jan 1 is a Friday, back to work Mon, Jan 4; and classes start Wed, Jan 6.
3. Syllabi are due to Professor Maguire **NLT Monday, Jan 4**. Prof. Maguire recommends they be done in December before the break.

**IV. Library: Jane Charles**

1. The new Director launched the Liaison Program. Department requests for library services should go through Jane and Arenthia. Faculty are to E mail Jane with any requests for resources we wish the library to purchase for the Department.
2. The Library is rolling out a new website in January 2021 that is colorful, visually appealing and accessible.
3. The Library feels it has not collaborated sufficiently with the Academic Success Department and they request that we E mail suggestions on how they can do better to support us and our students with meeting their needs. The Library is interested in knowing what resources first-year students need to succeed.
4. Canvas Commons has helpful resources including Plagiarism Contract, Infographic on how to do research - Rules of Thumb; Research, Writing, and Citation Help Guide.

**V. FSW/FGCU Symposium**

a. The Third Annual Southwest Florida Symposium on Teaching and Learning is

February 4 – 5, 2021 via Zoom. The Call for Proposals was extended to Fri, Nov 20 (Details are on the last page of the Agenda)

**Vl. Student Opinion Survey (SOS)**

1. The SOS is open through Nov. 27. Please encourage students to complete it!

**Vll. Committee Updates**

1. Curriculum Committee – Prof. Olancin reported that there was lengthy discussion of Curriculog. Many new pieces are being added. There is much entailed in restructuring a course and we are experiencing growing pains with going from paper to Curriculog.
2. Professional Development Committee – Dr. Nicholas reported that participation in professional development through the TLC continues to go up. There was a 40% increase in participation from 9/2019 to 9/2020. There is approximately $40,000.00 in funding available for conferences and professional development so all are encouraged to apply. The next FPD application deadline is 11/27/20. The Committee is exploring the possibility of bringing in a comedic speaker to address the QEP topic of Working Across Disciplines. A survey was done on faculty desire to publish. Results showed substantial faculty interest, so we are looking into the possibility of getting separate funding to help with faculty publication.
3. Academic Standards Committee – Prof. Maguire reported that they are looking into academic dishonesty policies. They are looking at our wording compared with wording of others around the State so that we can strengthen ours. The Committee Chair met with the Faculty Senate Chair and reported they would like to coordinate efforts.
4. Academic Technology Committee – Dr. Ring reported that subcommittees were formed and she is on the Survey Subcommittee asking faculty about technology needs including funding. The Professional Development Survey currently has 60 questions but is still being edited. They are also discussing options for proctoring.
5. Calendar Committee - 2021-2022 Calendars are approved and now posted on the website. There are study days in Fall.
6. Learning Assessment Committee –Dr. Hester reported that Academic Assessment now has an exemplar. Deans and Chairs will meet early in 2021 for Syllapolooza to make sure learning objectives align. Communication Matters series will be January-March 2021 and Prof. Hester will send topics to Prof. Maguire.
7. OBOC – Dr. Schultz reported that we will continue using 21 Lessons for the 21st Century in Spring 2021. There are many hard copies of the book so the Committee will make sure all new students get a copy during Orientation as well as students enrolled in Cornerstone ground classes. Another survey will come out for faculty who want to use the book. Book Chats for the fall semester have been completed and about 240 students in total participated. We would like to make use of the book as part of the Cornerstone course. Currently, book selection is down to 3 books for next year. The new book will be announced in early spring.

**Vlll. PD**

1. Online Certifications – Effective November 15, 2020, facilitation for Live Online/Blended (Blooming with Zoom) and Online Teaching Certifications are suspended until duty days Spring 2021. November 14 is the last day to do BWZ until January 2021. If you do not complete this now, you will not be able to teach Live Online.
2. There is no PD Friday in November
3. PD Day is January 5, 2021

**IX. Evaluations**

1. Portfolium Trainings/Q&A Drop-In Sessions for Full Time Faculty are ongoing with the TLC
2. Adjunct Faculty Mini-Portfolios Sessions are Fri, Nov 13 (3-4pm) and Thurs, Nov 19 (3-4pm) on Zoom. Prof. Olson has placed a video in the C.O.P. on Canvas. Adjuncts may register with the TLC.

**X. EAP Update**

1. Curriculum/Course Change – Prof. Maguire has spoken with Dr. Teed and she is optimistic that EAP will continue on.

**Xl. REA Update**

1. Syllabus Update Approved – Prof. Maguire has spoken with Dr. Teed and she as optimistic that REA will continue so there will be a need for Reading Teachers.

**Xll. Advising Update - Silvia Guerrero-Smith**

1. Advisors are booked solid for advisement. This was a difficult semester to start FSW. Advisement received 50 emails per day for students requesting e mail advisement. Enrollment is lower because students misunderstand the process due to uncertainties in their first semester. Faculty are asked to advise students to register for what they think they need; run a degree audit; book an appointment with advisor; and/or email their advisor. Encourage students to register for anything rather than nothing; sooner rather than later. Send them to SHIP.
2. DE students must register through their High School Guidance Counselor.
3. Students should look at the PDF Chart for Course Modalities and make sure they can meet the expectations of each modality selected.

**Xlll Student Engagement Update**—Catherine Gorman

1. Allow Peer Mentors to go through Registration Myths by next Wednesday with students.
2. PMs are being assigned for Spring 2021 now. Catherine is trying to give faculty their preference. Each PM will have up to 2 classes.
3. PM survey will soon be released and faculty are asked to complete it when received.
4. Everyone thanked Catherine for all the various student engagement events offered throughout Fall 2020.

**XlV. SLS Update**

1. CCTDI-- Post Test must be completed between Mon, Nov 16 and Mon, Dec 7 (Hill, Keough

Lampos, DiPofi, Steves)

1. Web page updates are needed. Prof. Maguire will take sections and send them to SLS faculty to edit verbiage and update photos. The goal is to have the web page updated by January 2021.

NOTE: Next Department Meeting is January 8, 2021, 12:00-1:30pm. On Zoom.

<https://fsw.zoom.us/j/94718353424>

Future Dates: February 12, March 12, April 9