**Academic Success Department Minutes**

**August 19, 2020**

**2:15-3:45 pm**

**Via Zoom**

**I. Good News and Dean Updates**

1. **Dr. Teed and Dr. Page welcomed everyone back.**
2. **Prof. Maguire reminded faculty to complete updates to each SLS class in Canvas before the start of the semester. Prof. Olson provided a video explaining how to do the updates.**
3. **Prof. Maguire welcomed the new SLS 1515 full time faculty member, Dr. David Evans. Prof. Lampos is Dr Evans’ faculty mentor. Prof. Maguire also welcomed new adjunct faculty members Keith Martin, Thomas Carr, Rachel Bussell, Helen Bend, Angela Hartsell, Adam Davis, Doriann Cowan, Keslie Garrett, Steve Parisi, Maxine Hoffner, and Laura Shaw**
4. **Many faculty have completed professional development on Cornerstone, Online, and Blooming with Zoom over Summer 2020.**

**II. Fall Schedule**

 **Any questions on the schedule should be directed to Dr. Page. Double check rooms to make sure that they meet your needs. Be sure to enforce rules on face coverings and distancing in the classroom.**

**III. Committees**

1. **Curriculum Committee – Prof. Olancin is on this committee.**
2. **Professional Development - Dr. Nicholas is on this committee.**
3. **Academic Standards Committee – Prof. Maguire is on this committee.**
4. **Academic Technology Committee - Dr Ring is on this committee.**
5. **OER Committee – Dr. DiPofi may serve on this committee.**
6. **Calendar Committee – Vacant at this time.**
7. **Learning Assessment Committee – Dr. Hester**
8. **One Book, One College – Dr. Schultz reported that E Books have been purchased for use in any class when professor requests it. A survey will be sent to faculty on Monday, 8/24. Students will get an access code. There will not be a kickoff event but there will possibly be an OBOC Lecture Series each month. Book Chats with Zoom will be open to students college-wide. Dr. Schultz will send information to Student Engagement when dates are available.**

**IV. PD Fridays**

1. **Cornerstone Modules – possible dates include 9/25 or 10/23**
2. **TLC Director Search is currently taking place**

**V. Evaluations**

**a. Portfolium is the new system to create portfolios for full-time faculty. Trainings on how to use it will take place throughout the year.**

**b. Adjunct Faculty Mini-Portfolio Guidelines 2020-2021 are in the Document Manager. Submission will still be done in Canvas. The TLC has not yet provided the list of Adjunct Faculty up this year for their 3 year evaluation. When the list is provided, faculty mentors will be assigned.**

**VI. Links to the following were made available:**

**FSW Strategic Direction, QEP, Return to Campus Plan, Compliance with Face Covering, Illness Reporting – COVID is a Health and Safety concern and it is not a violation of HiPAA to report student illness so we can report it, COVID Awareness – be sure that rooms are up to the standards that the College says they will maintain. Report violations to Dr. Teed. Canvas Course, Facilities Cleaning, Academic Support Center, SENSE Survey- Dr. Van Gaalen’s office will be coming to selected classes to conduct the survey, COP in Instructional Technology if you’d like to join in.**

**VII. Dr. Van Gaalen Data Update (copy attached)**

1. **REA: Enrollment by term was reviewed. No difference was noted for Summer. Only the most recent spring term showed a downswing. Fall and Spring success rates vary. There was a slow decline from Fall 2014 to Spring 2020. Pre and Post test scores improved over the summer even with pandemic. Did well even in pandemic and all reading students continued in summer.**
2. **EAP: The trend shows that enrollment is relatively steady. Students enrolled in Home campus increased over the last two years. Sometimes students move from campus to campus. Compliance Assist Update – Due to disruptions brought on by the pandemic, data collection was insufficient in Spring and Summer 2020. EAP would like to collect another year’s worth of data during 2020/2021 to obtain more viable samples for better analysis.**
3. **SLS: There is a slow uptick in Final Essay and Group Project. Clarity is going down in CT Journals. The trend shows that Fall students do better than those enrolled in spring.**
4. **Overall Compliance Assist Update – Due to disruptions brought on by the pandemic, data collection was insufficient in Spring and Summer 2020. Programs would like to collect another year’s worth of data during 2020/2021 to obtain more viable samples for better analysis.**

**VIII.**  **Advising Update**

1. **Silvia Guerrero-Smith reported that Advising has created a series of 3 videos – less than 5 minutes each that Peer Mentors can show students to ensure proper registration. The first is to be shown before 8/31 to ensure that previous credits are accounted for such as AP, AICE, etc. (Peer Mentors will do the first one)**

**The second promotes GPS Advising activities and getting ready for spring registration.**

**The third is on Registration with tools to help plan courses.**

1. **Advising Canvas Course – students will have access to this too.**
2. **Advisors are working remotely with small numbers on campus. The slowest time is late September/early October so that is ideal for student appointments for GPS/MCP.**
3. **Prof. Maguire thanked Dr. Schultz and Prof. Olson for revising the Grading Rubric for GPS/MCP for wording to fit both projects.**

**IX.**  **Student Engagement - Catherine Gorman provided the following updates:**

1. **Peer Mentors (PMs) are encouraged to partner with faculty.**
2. **Most classes have their assigned PM; just 3 open classes on Collier.**
3. **PM Handbook – Includes expectations for PMs.**
4. **Action Plan – Each PM is to do an Action Plan in conjunction with faculty.**
5. **Faculty and PM Meeting Form – Initial interaction with PM and Faculty. This is meant to be completed in first month for PMs to get to know faculty.**
6. **PMs are required to be in each session that faculty require them to be in.**
7. **Prof. Schultz made a video with recommendations for online classes that gives structure to PMs.**
8. **PMs must have at least one office hour per week.**
9. **PMs will support virtually based classes per faculty preference.**
10. **PM training is on 8/28/20. They will attend class the first week.**

**X.**  **SLS – Prof. Maguire provided the following updates:**

1. **Master Shell – Faculty must be sure to update courses using Prof. Olsen’s video.**
2. **Faculty Mentors for evaluations – Will be assigned once the list arrives from TLC.**
3. **CCTDI – Faculty classes assigned to do this semester are Prof. Lampos, Prof. Steves, Prof. Hill, and Dr. DiPofi.**
4. **Compliance Assist – Rubrics were changed because no rubric had been done when the MCP option was added 2 years ago. The GPS rubric was being used, but wasn’t an exact fit for the MCP. This caused a relook and some wording changes with the rubrics. For the data Dr. Van Gaalen provided for review, Due to disruptions brought on by the pandemic, data collection was insufficient in Spring and Summer 2020. SLS would like to collect another year’s worth of data during 2020/2021 to obtain more viable samples for better analysis.**
5. **Smaller class sizes vs. larger class sizes is another item to look at in future. Some classes on Lee got up to 30+ students where other classes had only 15 students. How did that effect the data?**

**XI.**  **Additional Items:**

1. **Syllabi are due by Friday, 8/21/20**
2. **Canvas goes live at 8:00 a.m. on Monday 8/24/20**
3. **Blackboard Ally – Accessibility Check goes into effect Spring 2021.**
4. **Dr. Ring added new resources to C.O.P. – Sample Pear Deck Lessons**
5. **Krissy Platt – discussed a Campus scavenger hunt**

**NOTE: Next Department Meeting is September 11, 2020, 12:00-1:30pm. On Zoom.**

[**https://fsw.zoom.us/j/94718353424**](https://fsw.zoom.us/j/94718353424)

**Future Dates: October 9, November 13, *December 11?*, January 8, February 12, March 12, April 9**