**Academic Success Department Meeting**

**August 19, 2020**

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

**On Zoom** [**https://fsw.zoom.us/j/97457428851**](https://fsw.zoom.us/j/97457428851)

**Agenda**

I. **Good News**

**Welcome! Dr. David Evans, SLS 1515 Faculty**

**Welcome! SLS 1515 Adjunct Faculty -- Keith Martin, Thomas Carr, Rachel Bussell,**

**Helen Bend, Angela Hartsell, Adam Davis, Doriann Cowan, Keslie**

**Garrett, Steve Parisi, Maxine Hoffner, Laura Shaw**

II. **Fall Schedule**

III. **Committees**

* 1. Curriculum Committee
  2. Professional Development Committee
  3. Academic Standards Committee
  4. Academic Technology Committee
  5. OER Committee
  6. Calendar Committee
  7. Learning Assessment Committee
  8. OBOC

**IV. PD Fridays**

Cornerstone Modules—Sep 25? Oct 23?

**V. Evaluations**

Portfolium Trainings for Full Time Faculty

Adjunct Faculty Portfolio Guidelines 2020-2021 in Document Manager

**VI.** FSW Strategic Direction, QEP, Return to Campus Plan, Compliance with Face Covering, Illness Reporting, COVID Awareness Canvas Course, Facilities Cleaning, Academic Support Center, SENSE Survey, COP in Instructional Technology

**VII. Dr. Van Gaalen Data Updates**

REA, EAP, SLS

**VIII. Advising Update**—Silvia Guerrero-Smith

**IX. Student Engagement Update**—Catherine Gorman

**X.SLS Update**

Master Shell

Faculty Mentors

CCTDI

**XI.Additional Items?**

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

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

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

**FSW Vision, Values, Mission, Strategic Directions**

<https://www.fsw.edu/about/mission>

**New QEP 2022** <https://www.fsw.edu/qep>

**Transdisciplinary Communication**

Dr. Rebecca Harris and Dr. Angus Cameron accepted co-chair positions.

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| --- | --- |
| AY 2020-2021 | Steering Committee collaboratively develops QEP.   * QEP Director named. * QEP narrative is written. Compliance Certification Due March 1, 2021 * Off-Site Peer Review Conducted April 20-23, 2021 * Dr. Mary Kirk, Advisory Visit July 29-30, 2021 |

**Return to Campus Plan**

<https://www.fsw.edu/reconnect>

# COVID-19 Illness Reporting and Contact Tracing

<https://www.fsw.edu/reconnect/cases>

# <https://cm.maxient.com/reportingform.php?FLSouthWestern&layout_id=22>

<https://www.fsw.edu/assets/pdf/registrar/LateDropLateWithdrawalForm.pdf>

Incompletes: academic affairs faculty forms incomplete\_grade\_form\_11232016

**Facilities Cleaning Protocols**

The email from Dr. Doeble outlined the facilities cleaning protocols on all campuses. If you feel like any part of that protocol is not being enacted in classroom spaces, please share that information immediately with your dean so that we can ensure the situation is remedied.

**Wendie Thompson’s Tues, 8/11 email Welcome Back-Fall 2020 email to Adjunct Professors**

**Academic Support Center**

We welcome your assistance to inform students and to encourage them to utilize these services to achieve their goals! Go to our webpage at https://www.fsw.edu/academicsupport for additional information or contact us by email with questions.

Monica Moore, Director [mmoore12@fsw.edu](mailto:mmoore12@fsw.edu)

Laura Price, Academic Support Writing Services Senior Coordinator

Sandy Sardinas, Academic Support Math Services Senior Coordinator

Ben Fulker, Collier Academic Support Center Coordinator

Lucinda Nowall, Charlotte Academic Support Center Coordinator

**SENSE Survey**

During the Fall 2020 semester, Florida SouthWestern State College will participate in the national survey research project, the Survey of Entering Student Engagement (SENSE).

Administered around the fourth and fifth class weeks of the Fall academic term, this survey focuses on institutional practices and student behaviors in the earliest weeks of college. Understanding students’ earliest experiences can help us enhance student learning, retention, and success.

The survey will be administered in traditional only ground classes randomly selected to ensure a representative sample and to preserve the integrity of the survey results. Instructors whose classes are selected for survey administration will receive specific information from a Survey Administrator from Team AASPIRE.

<http://www.ccsse.org/sense/aboutsense/>

<http://www.fsw.edu/fye/qep/assessment>

**CCTDI**

***CCTDI will be open from August 24 through September 14***.  Due to the current situation, CCTDI can be taken as a homework assignment instead of scheduling a computer lab. **The SLS classes of Professors Keough Lampos, Steves, Hill, and Dr. DiPofi have been selected for the CCTDI.**

**Certifications**

**Online Teaching Certification**

Required for Online, Live Online, and beginning Spring 2021, FSW Blended

**Live Online Certification (Blooming with Zoom)**

Required for Live Online, Live Flex and beginning Spring 2021, Blended.

**COVID AWARENESS Canvas Course**

**The awareness and preparedness of all members of our community is important to do the best possible job of navigating these challenging times.  Please take the time to go through this informative program.**

This is a self-paced Canvas course accessible to all faculty and staff.

There are four modules in this course

1. Facts about Coronavirus and COVID-19
2. Keeping the Environment Safe
3. Protect Yourself and Others
4. Navigating the New Normal

This course should take less approximately an hour to complete. When all four modules are complete you will see a "**Congratulations, you have Completed the Course!**"

<https://fsw.instructure.com/courses/1084364/pages/welcome-and-overview?module_item_id=12463779>

From

*Susan Bronstein*

*Chief Human Resources &*

*Organizational Development Office*

Direct: 239-489-9357

Email**:** [sbronstein@fsw.edu](mailto:sbronstein@fsw.edu)

**Community of Practice in Instructional Technology**

All meetings are scheduled for 2:30-3:30 and will be held via Zoom. Please see FSW’s training calendar (https://www.fsw.edu/trainingcalendar/) to register for sessions and obtain the Zoom links.

“Using Canvas Discussions in Hybrid and Online Science Courses” Dr. Vera Verga, Professor of Biology Monday, September 14th

“Hands-on Science Activities and iPad Applications: Enhance and Add Excitement to Every Science Class” Dr. Kimberly Hilton, Professor of Chemistry Monday, October 12th

“Using the Remind App to Connect with Students” Dr. Gerald Anzalone, Professor of Anatomy & Physiology Monday, Nov. 9th

*ReConnecT,* in collaboration with the Provost’s Office, has outlined language to be communicated to all students regarding compliance with face coverings on campus and in face-to-face classrooms. This message will appear as a global announcement on each student’s Canvas Dashboard.

**FSW Statement Regarding Compliance with Face Covering**

FSW requires students to wear a face cover\* that completely covers the mouth and nose while inside FSW buildings and classrooms.  Students must also maintain appropriate physical distancing from their classmates and instructors as expected and communicated by FSW.

\*See CDC recommendations at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

**Instructors will not begin the face-to-face class session until all students are wearing a proper face cover and have appropriately distanced themselves.**

If a student is non-compliant with any of these expectations, the student will be asked to leave the face-to-face classroom immediately. If a student does not leave the classroom after further investigation/de-escalation steps by the faculty member, the instructor will notify Campus Police/Community Service Technicians at which time an officer/technician will come to the class as needed. In either case, the instructor is encouraged to report the student to the Dean of Students Office using this form:   [Student Conduct Reporting Form](https://cm.maxient.com/reportingform.php?FLSouthWestern&layout_id=2).

**A non-compliant student is not permitted to return to class until cleared by the Dean of Students Office and the faculty member has been notified.**If found responsible for violating the Student Code of Conduct related to non-compliance related to the health and safety of the community, the student risks removal from the course or FSW.   The College is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford individuals with disabilities equal opportunity to access its programs, services, and activities.