**Academic Success Department Meeting Minutes**

Sept. 10, 2021 9:30 - 11:30

Zoom link: https://fsw.zoom.us/j/86315995349

1. Good News
	1. D2G survey updates – To date, more than 1000 students completed the survey; half of those completing were first-semester students.
2. Follow-up discussion from SOAHSS meeting
3. Library updates - Jane Charles – provided the following updates:
	1. The collection of E-book resources is expanding
	2. Students may chat directly with any of the (6) FSW librarians in addition to librarians available through Ask a Librarian
	3. The Edison campus library has a concierge service where patrons may go to the front desk and request help from a librarian in their office
	4. Librarians are available for ground and Zoom class Research Instruction
	5. There is now a Search and Discovery tool which is a new way to access the catalog. Best practice is to direct students to databases. Patrons may enter databases without entering credentials if they go through Canvas
	6. Librarians are the centerpiece of the Capstone QEP. Specifically, Jane Charles and Arenthia Herron are embedded in the Capstone.QEP. A video about this will be released shortly
	7. Patrons may request the OBOC E-book by going to E-reserves or by using the E-Reserves request form found in the Faculty tab
4. Committee Updates
	1. Curriculum Committee – IDS 2891 Creative Capstone was approved. Civic Literacy requirement and discontinuation of SLS 1101 will be discussed at the next meeting
	2. Professional Development Committee – The budget for Faculty Professional Development is $68,666.38 this year thanks to rollover from AY 2019-2020. For the 2021-2022 budget year only, the Professional Development Committee will accept rolling FPD applications for funding to attend conferences, virtual or in person. Applications received by the posted deadline for that quarter will be given first priority and will be ranked based on the rubric included in the application. Additionally, there will be numerous PD opportunities available through FSW this year.
	3. OBOC – The OBOC Kickoff launched in Week 2 of the semester and students reported that they enjoyed being around other students. Nominations are being accepted for next year’s book. Students, faculty, and staff may submit nominations by 9/24/21. There will be an Essay Contest with a $500.00 award. There is a Workshop series on Zoom with Dr. Trevino facilitating every other Thursday. Dr. Chase is also doing a talk on Zoom. A suggestion was made to Include events for students who can only attend during the evenings.
	4. Academic Standards Committee – No meeting held
	5. Learning Assessment Committee – The Assessment Plan is on “Think” and “Investigate”. SLS or REA may be selected for assessment this year. There will be a Lead Scorer position created in the Spring 2022 from each Department to serve as a subject matter expert to which the committee may refer their questions. Anyone can nominate faculty for this and there is a stipend for serving in this role. Interested persons should alert Dr. Hester. Team ASPIRE is doing PD on 9/24 and 10/29
	6. Academic Technology Committee – The deadline for registering for online/Zoom certification courses is September 27.
	7. Dedicate to Graduate – Highlights from the D2G survey include: 1000 students completed the survey, half of whom were first-semester students; 183 reported low mental health, 478 high stress, 15 low motivation, 27 unprepared, 53 no access to technology, and 40 did not have textbooks. Students should be advised to check junk e-mail for survey. There has been follow-up based on data for students withdrawing. Chemistry, Math, and Biology are the courses with greatest rates of withdrawal. Support for Adult students and a Midpoint grade evaluation are suggested interventions before the withdrawal period
	8. QEP – Faculty may use the following link to access the application to teach CREATIVE Capstone:  applications to teach CREATIVE capstone; QEP Events on Training Calendar. The SACSCOC visit is 10/11-14 and everyone should know the title of the QEP. Forty faculty are needed to teach the course for AA students;10 will be hired for the pilot year. The application is due by 10/7/21. QEP PD day 10/22
	9. Mental Health Matters – Jed Campus will do a full-scale needs analysis of our students The Healthy Minds survey for students will be done this fall. BUCS Care liaisons; group counseling; Active Minds are all available on campus.
	10. IDEA – The committee is working with HR on hiring practices. Also, Anchors Mentoring program has been launched for underrepresented student populations
5. Student Engagement- Faculty should reach out to Catherine Gorman with any questions/concerns regarding peer mentors
6. Advising Updates - Silvia Guerrero-Smith indicated that Planners will arrive soon. Advising has manually balanced Cornerstone caseloads for Lee campus. Registration begins on 11/4. Students may see their Advisor between now and October. The new Advising system, “Advise”, is forthcoming. Students may contact Silvia Smith if no Advisor is shown on Portal
7. Cornerstone Institute – A survey was sent to all SLS Faculty. Dr. Ring is working on the course map and would like feedback from Adjuncts. So far, 13 people have responded including all full-time faculty
8. Conference Opportunity - Florida Association for Student Success (FASS) is calling for proposals for the 40th annual conference on October 20-22, 2021 (proposal deadline September 20). In addition to Developmental Education, the conference now has expanded topics to include Student Success and other topics.
9. FSW Speaker Series —Dr. Akiko Yoshida will do a talk entitled, “Hate Crimes against People of Asian Descent: Background, Impacts, and Lessons for a Better Future” on 10/14 3-4 pm on Zoom. Dr. Ortolano is the contact for further information
10. Effectiveness Plans - Dr. Hester indicated that the goal of the Effectiveness Plan is to make instruction better. SLS, EAP, and REA faculty are to choose something they want to learn about within their respective areas during breakout sessions.
11. Breakout Groups – Areas are to review data establish goals
	1. SLS
		1. Spring data and goal review - Faculty agreed to discontinue the Satisfaction Results, Focus Group, and CCTDI and maintain the survey specific to SLS and the CT Journal with new rubric. The Final Essay will be used for the Effectiveness Plan. The word “Accomplished” will be used rather than “3”.
		2. SLS Coffee chat will occur at 11:30 on the 2nd and 4th Wednesday of each month
		3. SLS 1101 course will be discontinued
		4. Grammarly premium account issues – Faculty may go to IT for instructions for accessing Grammarly Premium. Prof. Olsen will also place instructions for accessing it in the shell.
	2. Reading
		1. Dr. Hester would like Dr. Van Gaalen to further break out the Modularized numbers between her Online classes and her actual Modularized classes. Right now, those two modalities are combined in the one when they shouldn't be. We should know data from the truly Online REA classes separately.
		2. Professor Maguire is no longer teaching Contextualized (Business and Health Sciences) sections of REA as well as Compressed.  Because of FSW's decision of handling REA with ENC, there are fewer students taking REA.  With Professor Maguire mostly teaching just one section of REA per semester, Contextualized can no longer be taught.  The one section is taught as Compressed.  The Contextualized description needs to be removed.

* 1. EAP
		1. Sylvia Guerrero-Smith, Prof. Tucker, and Prof. Olancin discussed admissions and advising issues that affect the EAP program.  Sylvia Guerrero-Smith explained how advising helps students who need EAP get tested and placed in the EAP program.
		2. The group shared views on the advantages of “graduating” from level 6. A suggestion was made for Dr. Hester to provide any data relating to students who completed level 6 and went on to Comp 1 and data on students who skipped level 6 and took Comp 1. This would be helpful in planning the EAP program.