**Academic Success Department Meeting Minutes**

November 12, 2021 9:30 - 11:30

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

1. Good News
   1. Dr. Ring completed DEV 101 and the Cornerstone Institute course she developed was approved.
   2. Professor Maguire was nominated by Decoding Dyslexia to serve on a statewide committee charged with revising the Reading Endorsement for the State of Florida.
2. Follow-up discussion from SOAHSS meeting
   1. The Civic Literacy requirement will be implemented for students who began FSW in Fall 2021. Students will now be required to pass a (60) question Civics exam to earn the AA degree.
3. Updates from administration
   1. Dr. Page requested that faculty encourage students to register for Spring 2022 classes. Faculty suggest that all classes remain visible on the Course Schedule even when filled. This will allow students to see classes that may become available during the add/drop period. Furthermore, it could also propel students to register early for classes that meet their needs before they fill.
4. Committee Updates
   1. Curriculum Committee – SLS 1101 was approved for deletion from the catalog. The requirement to take SLS 1515 will be waived for Incoming freshmen who completed SLS 1101. The Cybersecurity AS that will transition to a BS program, was approved. Nursing Pharmacology courses will be updated.
   2. Professional Development Committee – Funds are available for travel to conferences this year and faculty are encouraged to apply. In addition, the committee formulated guidelines for using Ancillary FPD funds and created an application which is now live. Faculty may request up to $100.00 for non-travel professional development items such as non-credit courses and books. For this year only, faculty may submit multiple PD applications for different items. Other professional development opportunities are available through the TLC, Magna Commons, and various C.O.P.s. Additionally, the FSW/FGCU Symposium is upcoming in February 2022.

Finally, there is a Linked in Learning App on Portal offering additional professional development.

* 1. OBOC – There are two remaining opportunities to participate in OBOC for Fall 2021. An average of 70-80 students have attended OBOC workshops. Monday, 11/15/21 is the deadline to submit for the OBOC Essay contest. The committee hopes to offer more on-campus events for the Spring 2022 semester. They also plan to implement measures to increase student accountability and engagement such as required quizzes and documentation following workshop participation. Book selection for the 2022/23 year is currently in process.
  2. Academic Standards Committee – 5 committee members attended a Symposium on Academic Integrity. They are currently reviewing timelines and the process at FSW. The subcommittee has learned a lot from other institutions that have excellent ideas. A top down approach is needed to uphold the value of a degree. The subcommittee will bring ideas to the larger committee for consideration, this month.
  3. Learning Assessment Committee – The committee discussed if each Department had the information needed for assessment. The Academic Success Department will be assessed on “Investigate” using the Journal 3 assignment and on “Think” using the Final Essay assignment.
  4. Academic Technology Committee – There are two new coordinators; one from Business and one from Education. The SLS shell is faculty owned. There were updates to C.O.Ps. The committee continues to discuss Proctorio practices and there is no final decision on the use of ProctorU.
  5. Dedicate to Graduate – The Committee discussed data on retention and graduation. Two noteworthy findings were a change in retention rate for students aged 22-25, and enrollment of fewer older students in night classes. There are plans to pilot a mid-term grade check in Spring 2022. The Start-of-Term Check in Survey will be updated to include a question on housing insecurity.
  6. QEP – The plan was approved by SACSCOC. Faculty have been selected for training and teaching Capstone. Dr. Ring and Dr. Angstrom are on a Subcommittee for co-curricular programming for Capstone students and they will present at Capstone PD trainings scheduled for Spring 2022.
  7. Textbook Affordability – Dr. Ring is on this committee which is focused on providing free or low-cost textbooks for students. The 45 Day Rule states that books must be adopted 75 days beforehand and the bookstore must make them available 45 days before the start of the course. An OER Institute is being developed which will allow faculty to earn compensation for developing OER resources.

1. Student Engagement updates – Peer Mentors should be posting or videoing information on registering for classes. They will be hiring (1) additional PM for Spring 2022. The projection is that most ground classes will have in-person PMs for Fall 2022. Student Engagement is working on ways to recognize outstanding Peer Mentors.
2. Advising updates – There were no Advising updates.
3. Library updates – There were no Library updates.
4. Adjunct Portfolio Process - All Canvas course invitations should be sent by Monday, November 15. The deadline for Adjunct Portfolio’s for this year has been extended to Friday, March 25, 2022.
5. Dr. Ring has created a new Canvas Course for syllabi submission Faculty should follow the guidelines shown in the Canvas course to submit a syllabus for each class assigned with differing modality and/or teaching days.
6. Upcoming Conference Opportunity - Fourth Annual Southwest Florida Symposium on Teaching and Learning –11/12/21 is the deadline for proposal for those interested in presenting.
7. Faculty Excellence awards – 11/12/21 is the deadline to nominate a colleague.
8. New Civic Literacy requirement – Faculty are asked to remind students as they register for Spring Classes, that they must take either AMH 2020 or POS 2041. Students will be required to complete and pass an assessment through the Testing Center.
9. Breakout Groups
   1. SLS – Faculty discussed:
      1. Changes to [College Success Textbook](https://courses.lumenlearning.com/wm-collegesuccess-2/) – There are significant changes to the course textbook. For example, Learning Styles is now called Learning Strategies. The goal is to start using the most recent version by Fall 2022. Full time faculty will select sections of the SLS Canvas shell to review and update in order to coordinate with textbook updates, prior to Fall 2022.
      2. Canvas shell – Issues identified in Fall 2021 have been corrected. Faculty should upload the updated shell from Commons for use in Spring 2022.
      3. Packback
         1. link to sign up for demo: <https://packback.chilipiper.com/book/packback-demo>
         2. [Sample student responses](https://docs.google.com/document/d/1os5wN9nXpI5S2vSLf1WYnkROGYdivsroad0-pA-Ud-w/edit?usp=sharing). There is funding available for this technology that integrates well with Canvas. Discussion posts are computer graded and accurate feedback to students is provided. This technology is recommended for online classes and even for use in ground classes. Faculty should provide feedback on adopting Packpack, to Dr. Ring or Professor Olson.
      4. Linkedin Learning
         1. 1:1 Faculty Consultation can be scheduled by emailing [Joemoore@linkedin.com](mailto:Joemoore@linkedin.com) Dr. McClinton likes this for Cornerstone students. A suggestion for use is to create an optional resume writing assignment where students create a resume through Linkedin. Faculty may also assign students to take at least 1 Linkedin course. Badges earned are placed on the resume. Completing a Linkedin Learning course can also serve as a faculty goal for Evaluation. MS Certifications and courses that develop soft skills are available.
      5. Next SLS Coffee Chat – Dr. Ring will host the next Coffee Chat on 11/25.
   2. EAP – Faculty discussed:
      1. Issues with specific students progression/language development
      2. The Effectiveness Plan with the Assessment Committee and the data we are requesting.
      3. The new syllabus submission Canvas page and how we feel it is a much better process
      4. The textbooks, the new editions of those books and their ISBNs, and how we will just order the new editions, (for now).
      5. Grammar course methodology with our lower-level and upper-level students. Mostly Past Participles and teach students different techniques.
      6. EAP students' course progression and needs/priorities
      7. Discussion of maybe having EAP to include some aspects of Cornerstone to free the students from the Cornerstone requirement
   3. Reading – Faculty discussed:
      1. Low enrollment – Due to low enrollment numbers, semesters going forward need to be planned accordingly. For future semesters, look to lower the number of sections offered. EX: Four Sections of REA0019 in Fall 2021 and Spring 2022 three sections offered on the Lee Campus. Fall semester barely made all of them, so it might be advisable to only offer three in Fall of 2022 and maybe two in Spring 2023 (pending next semester’s enrollment numbers).
      2. Load – With the above-mentioned issue with enrollment, consider filling load with SLS, EAP (if qualified), or any other courses qualified (Renee- PSY).
      3. OERs – Both Prof. Maguire & Dr. Hester have looked for a Developmental Reading text with no luck. Our current textbooks can be purchased from publisher for $55 which includes ALL access to all materials (reading, writing, vocabulary, novels, online learning center).