**Academic Success Department Minutes**

**February 12, 2021**

**12:30-2:30pm**

**Via Zoom**

**I. Good News**

1. Dr. Ring was approved to attend FYE conference next week.

**II. Summer and Fall Schedules: Dr. Page**

1. The (5) modalities will continue for summer. Online SLS and EAP and REA are on schedule for summer. We are working towards having more face to face offerings as conditions permit.
2. Dr. Page is currently working on the fall schedule. The same modalities will be in place for fall with more face to face as permitted.
3. The College is implementing Guided Pathways. Guided Pathways are majors and programs for students to consider studying while completing the AA degree. Representatives will attend the next Department meeting to discuss this initiative.

**III. FSW Required Compliance Trainings in Canvas**

1. The course consists of four training modules, each covering an important compliance topic: ADA & Equity, FERPA, Fraud & Whistleblowing, and Information Technology Security Awareness. All are required to complete the training modules by March 1st, 2021.

**IV. NISOD Conference**

a**.** NISOD’s International Conference on Teaching and Leadership Excellence will be VIRTUAL on April 28-30, 2021. Conference Tracks are: Contemporary and Progressive Teaching, Counseling, and Advising Strategies; Emerging Issues and Trends at Community and Technical Colleges; Improving Diversity, Equity, and Inclusion; Using Technology to Improve Student and Organizational Outcomes.

February 19, 2021 February 26, 2021

Deadline to submit proposal. Presenters notified about proposal selections.

https://www.nisod.org/virtual-events/conference/call-for-presentations/

**V. Community College Survey**

a. **Community College Survey of Student Engagement (CCSSE) and**

 **Community College Faculty Survey of Student Engagement (CCFSSE)**

In conjunction with the CCSSE administration this spring, FSW also has the opportunity to conduct the Community College **Faculty** Survey of Student Engagement (CCFSSE). CCFSSE was designed to mirror the student survey (CCSSE) in an effort to facilitate discussions about **faculty** perceptions of student engagement. This data is critical to the analysis of students and supports the FSW Dedicate to Graduate initiative. Dr. DeLuca is encouraging faculty members to complete the CCFSSE. The Center for Community College Student Engagement will send all faculty members teaching credit courses during the spring term an e-mail containing a link to the online survey. **The window of time for completing the survey is from February 22 to May 12, 2021.**

**VI. Evaluations**

1. Form #1, Faculty Self Evaluation for 2020-2021, is due to Dr. Page from Full-Time Faculty TODAY, Friday, February 12, 2021. Form #3, Faculty Goal Setting for next Academic Year, will be due the end of March 2021.
2. Adjunct Faculty identified for Mini Portfolio submission this year--due date to submit in Canvas is **Friday, February 26, 2021**.
3. Adjunct training is available to those who are up for evaluation. Prof. Maguire will send information on the Adjunct evaluation process.

**VII. Faculty Senate FSW Climate Survey**

Annual Survey sent out by Senate President, Dr. Martin Tawil, due NLT **Thursday, Feb 18, 2021**.

**VIII. Library Support – Arenthia Herren**

1. Prof. Herren and Prof. Charles are the Liaison Librarians for Academic Success. Faculty should contact them when in need of library assistance. They would like to know how they can improve the student experience. SLS is the 2nd highest group using library research. The librarians are available and want to hear what would be most helpful to students so faculty are asked to reach out.
2. Feedback on Prep Step – Prof. Maguire thought it was too elementary for college students and therefore not worth the cost.
3. Dr. Ring created an assignment for library research that uses opposing viewpoints. Prof. Olson will send this assignment and one created by Dr. Myers to Prof. Herren for updating with a library research component.
4. Dr. Myers course – how to bring them back. Video workshop on research tutorial. Library would like to help
5. The e book, 99 Tips for Improving Your Videos – e book will be available at FSW in the near future

**IX. Committee Updates**

* 1. Curriculum Committee – A lengthy meeting concluded with some approvals. Others were put off for the next meeting.
	2. Professional Development Committee – The trend continues for increased participation in TLC professional development. Adjunct participation doubled over last year and there was a 40% increase in FT faculty participation in TLC offerings. The TLC logo designed by student Delphine Sintamour was revealed at the State of the College meeting on 2/12. On 3/5, there will be a special PD event featuring a comedic discussion of the QEP topic. An e mail about this is forthcoming. For this year only, faculty may submit requests for reimbursement for PD completed after the due date. Guidelines for this were sent by e mail on 2/12. The committee will not approve hotel costs for faculty participating in virtual conferences while saying in local hotels. Instead, faculty needing quiet spaces to do virtual conferences may use meeting spaces on campus.
	3. Academic Standards Committee – No meeting this month.
	4. Academic Technology Committee – Dr. Jester discussed master courses. Updates on QM certifications was provided. They are looking for alternatives to Proctorio and more on-campus testing centers as an alternative to Proctorio. There are 2 new E Learning Coordinators.
	5. Learning Assessment Committee – Subgroup reports were shared during the committee meeting. Dr. Ring is on a subgroup with Librarians and they discussed embedding Librarians in ENC and the Capstone class. The subgroup on Assessments discussed how it will be assessed. Capstone might possibly be piloted in 1-2 years. There is no change planned for Cornerstone. The remaining subgroups will present at the next meeting. There was discussion on making sure that all courses have something to assess for the CREATIVE competencies. SLS has more than one and next month, we will look at the 5 assignments to see that they match CREATIVE. SLS has met them each time we have been asked.
	6. Dedicate to Graduate – The committee thanks SLS for encouraging student responses. A total of 978 students completed survey. Students who requested it received additional outreach afterwards.
	7. QEP - Dr. Hester or Prof. Maguire will provide data reports from Dr. Van Gaalen’s office when they are available.
	8. OBOC – The committee is very excited about the next book as it provides opportunities for students to do something about a problem. The OBOC web page has a place to nominate a book and it is open through September for anyone to make a suggestion. There were 2 Book Chats this week and there are 2 more scheduled for next week. There is a raffle for students attending OBOC events. The next book will not be distributed to SLS. The committee is deciding how they will be distributed. Free hard copies of the current book are still available as are free OBOC t-shirts.
	9. Mental Health Matters Committee– The committee received a scholarship so there will be great resources upcoming for students. The committee is partnering with HR on addressing mental health issues on campus.
	10. I.D.EA.. Committee – The committee is working on developing a Diverse E Certificate that students can put on their resume. They are looking for courses that look at diverse issues to be included in this certification so faculty should send an e mail to Prof. Olson with applicable course names and numbers.

**X Student Engagement Update - Catherine Gorman (not able to attend today, but sent these notes/updates)**

a. I am meeting with each and every PM over the next month. Please encourage faculty to reach out with any suggestions/recommendations/concerns.

b. Our office continues to try to support SLS both virtually and in-person. We will be hosting (a few) in person events moving forward in the semester. The weekly updates will contain more information.

. c. As an opportunity, please see the information below for a Toast Master’s FREE presentation that can be done in-person or virtually. This is a great communication/presentation opportunity for SLS students. The contact is Timothy Fitzgerald if a faculty would like to schedule a session: tfitzg1499@yahoo.com Please see last page for more details.

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

1. Planners will be available in Fall 2021for Cornerstone students only. Funds from a grant that Advising received has allowed for this to happen.
2. Advising Compass Series – Advising presented at FGCU Symposium. They will kick off the series again for Fall 2021.
3. Virtual Transfer Fair – Will take place on March 3.
4. EAP – Since Dr. Lauture retired, Ms. Smith has taken over EAP Advising. She has found funding to assist EAP students further.

**XII. Department Chair Election – Prof. Maguire**

1. Reminder (detailed information provided last month)--Applications submitted March 1 to March 22 (memo to the Provost). Sample ballot by March 31st. Election conducted for 5 days between April 1st and April 15th. New Department Chair appointment starts August 1st.

**XIII**. **Data Update**—**Dr. Van Gaalen**

1. Dr. Van Gaalen did a short presentation on data reports highlighting select areas for SLS and REA. This includes data from Success Reports, CCTDI, Reading Course Assessments, and Reading Pre and Post Tests. Success rates were down for Fall 2020 but this is the trend college wide. Dr. Van Gaalen will provide the reports for discussion at the next Department meeting.

**XIV. Additional Items**

1. Data on Modalities – This is needed. We need to make PD available to Adjuncts to better help them prepare to teach Cornerstone. Cornerstone training was in depth than it is now. Lack of training contributes to high Adjunct turnover. First time adjuncts in Fall were very stressed as they did not have the tools needed to be successful. Many Adjuncts could not get into TLC trainings last fall. Ideally Cornerstone training should be done like Blooming with Zoom. More data Is needed on Adjuncts.
2. Dr. Ring will attend the FYE Conference and report back next meeting
3. Prof. Olson suggested a meeting format of 45 minutes for the whole group and the remaining time for SLS, EAP, and REA breakout group meetings.

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

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

Future Dates: March 12 and April 9

**XV. Toast Master’s further information**

 Here is a brief synopsis of the workshop titled "Shortcut to Success and Happiness" we can provide the college. It can be presented as whole, or each session can be presented as a standalone. Each session will have its own worksheets for the students. Overall, the sessions can be adapted to meet the needs of each class in regards to time and session content. Ultimately, the workshop is a presentation on the study of success/achievement and fulfilment. The ideas are nothing new, in fact they've been around a very long time, but they work. I hope we can present these timeless ideas, to a newer generation in a way that resonates and connects with a fresh style.

“Shortcut to Success and Happiness Seminar” ~60 minutes as a whole

Session 1: The Greatest Moment of Your Life ~20 minutes

 What is most important in life? HOW YOU PLAY THE GAME.

 We experience life in the present moment through our senses, emotions, and thoughts.

 The summation of our DNA, Environment, Culture, and Thoughts consists of our life so far.

 What do we have the most control over? Our thinking. Success vs. Happiness.

Session 2: How the Best Get Better. ~20 minutes

 Discover your life’s purpose. Determine what are you ultimately seeking?

 Uncover what you love to do, this will continually develop (unwrap) as your gift of talent.

 Focus on who you’re around daily (Circles of Influence), and find the right mentors for these 7 key areas to constantly improve the experience of life. Sharing/Celebration, Money/Lifestyle, Productivity/Time Management, Relationships/Leadership, Feelings/Emotions, Philosophy/Meaning, Health/Vitality.

Session 3: What Do Leaders Do? ~20 minutes

 Develop an attitude of gratitude as the foundation of success.

 Pursue goals that are in line with your life’s vision, values, aptitudes, to create an integral force of energy.

 Use a goal achievement strategy that works every time.

Session 4: Follow Your Own North Star to Success ~15 minutes

 We all have an internal compass that can tell us which way is North. Part of that is the human force to act and stay consistent with our identities. Sometimes we forget who we are, that’s why these 5 key habits of virtue can help remind you which way to turn. Faith/Trust, Courage, Resolve, Compassion, Gratitude.