**Academic Success Department Meeting**

October 13, 2023

2:00 - 4:00 PM

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

PRESENT: Dr. Ring, Dr. Schultz, Dr. Evans, Prof. Posner, Dr. Nicholas, Dr. Hester, Dr. Page, Prof. Harvey, Dr. Malchow, Dr. Olson, Prof. Tucker, Prof. Maguire, Prof. Ward Cangelosi

1. Good News

Discussed with Dr. Page:

Dr. Nicholas- Issues with students registering for a blended class not realizing (or ignoring the fact that) they have to meet on a distant campus (like Hendry-Glades).

Prof. Maguire asked about EAP students from Hodges- Dr. Pages indicates we may pick up some of Hodges’ students, although some are going to FGCU and their EAP/ESL program is different. FSW will try Level 3, 4, 5.

Dr Ring asked about faculty creating and editing Simple Syllabus for spring- Dr. Page indicates Oct 18 (tentatively). He encourages faculty submit syllabus before winter break.

1. Follow-up from SAHSS meeting

Committee Updates – Since committee updates were provided at SoAHSS meeting, not repeated during our meeting

* 1. Curriculum Committee
	2. Professional Development Committee
	3. Learning Assessment Committee
	4. OTOC
	5. General Education Advisory Council
	6. Academic Standards Committee
	7. Academic Technology Committee
		1. Tech survey for students/faculty going out soon-Keep an eye out for it and encourage students to complete the survey.
		2. The need to develop specific policies for RSI for online instruction was discussed-Regular Substantive Interaction, for school to be following federal regulations. Use of discussion posts and replying quickly to student emails would constitute RSI. Committee is coming up with policies for the whole college in terms of requirements for online instruction. This will be discussed further and probably there will be more specific guidelines in the future for fully asynchronous classes.
	8. QEP
	9. Center for Undergraduate Research and Creativity
1. Advising Updates

Dr. Malchow-some advisors have been having issues getting all the GPS students in, appointment calendars have been filling up quickly. Appointments released every Friday, today opens up Oct 23 in 2-week increments. Walk-ins for FTIC to make sure they are registered, especially for Cornerstone. Some students are telling instructors they can’t get in with their advisors, but students should still try to make appointments. Walk-ins will start Dec 4. After winter break, walk in appointments will be from Jan 3-16.

Tell students to check by Friday afternoon to make appointments.

1. Simple syllabus - editing access for Spring 2024 (indicated above)
2. [Fall open house](https://www.fsw.edu/openhouse) Monday, October 16 3-6pm on each campus - representatives needed

Dr. Nicholas on Hendry-Glades

1. Updates and questions - adjuncts, mentors and the [portfolio process](https://docs.google.com/document/d/1yiITemFEy5D1JeuLjioChFSWeX3KspeVbh-2Q5ZCU-k/edit?usp=sharing)

October 31 is the date when adjuncts will have access to the portfolios.

1. Upcoming [PD from FSW Online/Institute of Innovative & Emerging Technologies and Tech Champion Coordinators](https://www.canva.com/design/DAFuwl9wmDY/3z67dsxlA2FjzFQZcbTxjg/view?utm_content=DAFuwl9wmDY&utm_campaign=designshare&utm_medium=link&utm_source=viewer) and [AI Open Forum](https://fsw.presence.io/event/ai-open-forum-4)

Dr.Ring shared newsletter: Become a Champion in Emerging Tech

Oct 20 AI In Practice, Nov 9-What’s New with Kahoot

Earn a badge by completing three tech workshops

Use Presence

Toolkits available on Canvas-Pear Deck, Kahoot, Packback, etc. several asynchronous courses on Canvas

Tinker Time-4 separate one-hour courses, high flex course asynchronous

AI open forum-next Thursday 4-5 pm

1. [Library Research Tutorials](https://researchguides.fsw.edu/home)

Library Research Workshops

Library has been hosting mini workshops on research

Would be great GPS workshops

Prof. Posner-having difficulty with Bucs Corner, filters, etc.

Dr. Malchow-did a walk-through through Bucs Corner, but also had difficulty with filters

Dr. Ring-also having problems with finding events in Bucs Corner

1. [Career Connections Lecture Series](https://drive.google.com/file/d/1pb-VbXnZ8JojzlDwi-KHRjeKFbvjccuZ/view?usp=sharing)

Dr. Beard arrived-discussion about using Bucs Corner

Dr. Beard said that if an office doesn’t put the event on Bucs Corner, S.E. can’t do it for other departments

SE will be working with other departments to inform them they need to post their events

Dr. Ring indicated that library workshops were not on Bucs Corner

Dr. Beard will discuss with someone from library to get the workshops on Bucs Corner

Career Connections-great for MGP and GPS

Wed. Oct 18-Careers with Sheriff Dept. Nov 1-Careers with Lee Health, Nov 7-NeoGenomics

1. Legal Studies AI presentation - [October 17 at 7pm on Laws and A.I.](https://drive.google.com/file/d/10TTFsml7IOxZxkyEuhHK4T4P-BRvyjiA/view?usp=sharing)

Event on Bucs Corner and flyer was distributed, also available on Zoom

1. [AI Standards Discussion](https://docs.google.com/document/d/1_F-hW8FTOyGzKiuOtlzn4J8K52K8D36i5oEzJFZDtW0/edit?usp=sharing)

Dr. Teed would like each dept. to develop standards for dealing with AI. Could be a range of what level of use is acceptable, totally unacceptable, penalties for use, procedures for ascertaining use, etc. Need to come to a shared understanding of your procedures and processes. Needs to be shared with adjuncts.

Dr. Teed wants us to have some consistency.

Prof. Posner-how will we detect it? Turnitin is not reliable. Dr. Ring says she uses her own judgment.

Dr. Nicholas‘ example of student whose use of AI was obvious. Dr. Nicholas instructed him to use tutoring, and approved resources.

Dr. Hester uses three online AI checkers. If she suspects AI was used, she runs it through all three and then discusses with student.

 Dr. Olson says AI detectors are not reliable, false positives are very common. If there is a suspicion, she

recommends having a conversation about the work. Turn it into a teachable moment.

There could be FERPA violations for cutting and pasting student work on a website. Chat GPT may also end up “processing” the words/texts and re-using it for other purposes.

Dr. Beard-the AI committee didn’t want to come up with a policy/statement that would overreach, apply to every school/department when each one is very different. Want to allow each department to come up with their own processes. From academic success area…what is our statement about AI and how will we process that.

Dr. Ring-Not a simple problem, probably can’t come to an agreement in an hour. Sample syllabus statements on Canvas AI course. EAP Prof. Tucker says he has students do most writing assignments in class. Dr. Ring indicated we already have other situations where students might not be writing / doing their own work.

Dr. Ring feels that students should have an opportunity to re-do. If students are allowed to re-do, they must also submit a document indicating what academic policy violation they committed.

Prof. Maguire says if a report is filed for a violation of academic policy, there are other requirements (a flowchart) that must be followed. Flowchart is not in procedure at this time, pending approval. Prof. Maguire says she doesn’t file a report on a first offense. She has a serious talk with the student.

Dr. Ring suggests we meet and discuss this at another time when we have more information.

Dr. Hester -First time I suspect I have a conversation, but after that…

Revisions for SLS master shell should be done by Dec 1.

1. EAP and REA topics/questions

Dr. Ring asked if there were any questions of EAP or REA instructors. Prof. Tucker and Dr. Hester indicated they had no questions.

1. SLS topics:
	1. [Peer mentor program](https://docs.google.com/forms/d/e/1FAIpQLScEg0Jfi0rBvQcKcFeVehDpg3gKOaFM6A49AB9sNLeVe4fFJw/viewform?usp=sf_link)

Dr. Beard updates--wants us to fill out the survey about the Peer Mentor program so that information and data can be collected about the program, Dr. Beard would like to use the data to talk to others about how important the program is.

* 1. [Student Success Workshops](https://fsw.instructure.com/courses/1084983/modules)

Several workshops are on the modules page of the SLS Community of Practice. Can share with students, can show during class, etc. Up to each professor how they want to use it. Dr. Beard wants to create interactive workshops where a certificate would generate at the end to show completion. Probably next academic year.

* 1. [SLS COP revisions](https://docs.google.com/spreadsheets/d/1o8eeQyZKgG57rZ6Bj5iVHB5ASYxkMyY2KOXkXi2W5oI/edit?usp=sharing)

Modules need to be revised as they still reflect the old textbook. Dr. Ring would like help in revising the modules. Dr. Ring created a place for faculty to sign up to revise a module. Some modules need to be added, some need to be updated with title, materials need to be reviewed, make sure they are still relevant and reflect our new textbook. Try to get them done by end of this semester so they are ready for spring.

* 1. SLS master shell revisions
	2. AI assignment

Need to keep in mind that if we want to create an assignment that uses AI, our policy needs to reflect that. Dr. Ring has an AI assignment that she is piloting as the group project, the future of your career. Each student creates 2 slides, one about the use of AI or other emerging technologies, and future employment projections. Presentations should be interactive and demonstrate the technologies. Grouping students by career field may promote networking with other students going into similar fields.

* 1. SLS Success rates -will be discussed next meeting