**Florida SouthWestern State College  
School of Business and Technology  
Department Meeting Minutes  
(09/08/2023)  
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. Mary Myers, Dean |  |  | X |
| Jennifer Baker | X |  |  |
| **Department Chairs** |  |  |  |
| Alisa Callahan | X |  |  |
| Dr. Mary Conwell | X |  |  |
| Dr. George Kodsey | X |  |  |
| Dr. Richard Worch | X |  |  |
| **Faculty** |  |  |  |
| George Kodsey | X |  |  |
| Rushell Hopkins | X |  |  |
| Ken Belcher | X |  |  |
| Alethea Pugh | X |  |  |
| Mary Conwell | X |  |  |
| Whitney Walker | X |  |  |
| Roger Webster | X |  |  |
| Richard Worch | X |  |  |
| Delores Batiato | X |  |  |
| Jennifer Patterson | X |  |  |
| Timothy Lucas | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Faculty** |  |  |  |
| Krissy Cabral | X |  |  |
| Miguel Rivera | X |  |  |
| Kerry Cramer | X |  |  |
| Mark Snyder |  | X |  |
| Alisa Callahan | X |  |  |
| Brian O’Reilly | X |  |  |
| Matthew Hoffman | X |  |  |
| William Van Glabek | X |  |  |
| **Staff** |  |  |  |
| Ryan Cliff | X |  |  |
| Mary Fullenkamp | X |  |  |
| Judy Dantes | X |  |  |
| Caroline Siefert | X |  |  |
| Albert Nault | X |  |  |
| Christopher Renda | X |  |  |
| **Adjunct Faculty** |  |  |  |
| Sara Stelfox | X |  |  |
| Sandi Towers Romero | X |  |  |
| Michael Rubbinaccio | X |  |  |
| **Guests** |  |  |  |
| Joe Van Gaalen | X |  |  |
| Jane Charles | X |  |  |

**Call to Order.** Jennifer Baker called the meeting to order at 1:00pm.  
  
**Unfinished Business.** No unfinished business was brought before the committee.  
  
**New Business.** Mrs. Baker reviewed the upcoming advisory board meetings and when/where they will be held. She then allowed Joe Van Gaalen to speak on effectiveness coordination and assessment.

Mrs. Baker then reviewed our standing committee members and allowed them to share what was discuss in their most recent committee meetings.

Standing Committee Members

* Academic Standards: Bill Van Glabek
* Academic Technology: Alisa Callahan
* Professional Development: Brian O’Reilly
* Curriculum: Bill Van Glabek & Alisa Callahan
* General Education Advancement: needs to be appointed (maybe Kenneth Belcher)
* Learning Assessment: Jennifer Patterson

What they shared:

* Van Glabek (Academic Standards): the committee would like another member from SoBT – need volunteers; how student affairs and academic standards work together; look at faculty handbook and making sure everything is consistent;
* Callahan (Academic Technology): Jimmy Chan is the new committee chair; because of the addition of E-learning coordinators and committee meeting times, this committee has shrunk; initially will be tackling updating COP’s and making them current; preparing surveys for students & faculty on academic technology needs
* O’Reilly (Professional Development): $2,000 to $2,500 travel cap has been approved; there is a new rubric for assessing the value of a professional development proposal (Matt Hoffman is a good point of contact for applying for funds)
* Callahan (curriculum): nothing very new; the request for action form has been added to curriculog – it should help make sure all materials are submitted for quicker approval; should shorten curriculum meetings
* Patterson (Learning Assessment): changing our mission – positive opportunity to focus on areas such as professional development for assessment (workshops TBA, CTLE)

She introduced a potential change to accreditation and emphasized the importance of taking and submitting meeting minutes.

Timothy Lucas gave details on our new AS Supply Chain degree and some related classes being developed.

Mrs. Baker announced that Building K is still set to be ready by Spring 2024 and classes should be held there in Fall 2024. She went on to review enrollment statistics.

Sara Stelfox asked faculty members to fill out a survey for her dissertation.

Jane Charles reminded faculty about her liaison services.

**Adjournment.** The meeting was adjourned at 1:59pm.  
  
Mary Fullenkamp, Coordinator