**Florida SouthWestern State College  
School of Business and Technology  
Department Meeting Minutes  
(October 13, 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 |  |  |
| **Staff** |  |  |  |
| Mary Fullenkamp | X |  |  |
| Albert Nault | X |  |  |
| Ryan Cliff | X |  |  |
| Caroline Siefert | X |  |  |
| Christopher Renda | X |  |  |
| Judy Dantes | X |  |  |
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|  | **Present** | **Absent** | **Excused** |
| **Faculty** |  |  |  |
| Brian O’Reilly | X |  |  |
| Roger Webster | X |  |  |
| Michael Kohl | X |  |  |
| Dolores Batiato | X |  |  |
| Kenneth Belcher | X |  |  |
| Kerry Cramer | X |  |  |
| Jennifer Patterson | X |  |  |
| Alethea Pugh | X |  |  |
| Krissy Cabral | X |  |  |
| Whitney Walker | X |  |  |
| Munir Al Suleh | X |  |  |
| Mark Snyder | X |  |  |
| Lincoln Barton | X |  |  |
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**Call to Order.** Dr. Myers called the meeting to order at 1:00PM.   
  
**Minutes.** Minutes of the last meeting were approved as submitted.  
  
**Unfinished Business.** No unfinished business was brought before the committee.  
  
**New Business.**

Standing Committee Updates

(Van Glabek) Academic Standards: updates to student affairs – faculty forms are in review

* Flow chart for Code of Conduct Violations: Dr. McClinton noticed a wording issue and he will get back to committee. The committee is concerned that this has not yet been approved after over a year of work.
* Faculty Handbook: making more accessible and easier to find. Concerns that it won’t be found on the new portal.
* Program handbooks: checking consistency of wording
* AI: policies potentially driven by faculty/department instead of by AI Excellence committee; infractions should be handled consistently

(Callahan) Academic Technology:

* On COP’s and online teaching modalities; need faculty involvement: input is ongoing (modality survey is about ready to launch)
* RSI (regular & substantive interaction): State updated RSI requirements with distance education; discussion about working with professional development on evaluation plans to include RSI
* Looking for an Online Teaching Excellence coordinator: none of our faculty are qualified in both Live Online and Live Flex modalities but they are still able to apply, per Dr. Jester.
* (O’Reilly) Professional Development:
* Surplus has been rolled over for further professional development requests
* Applications open for development and presentation opportunities

(Van Glabek & Callahan) Curriculum:

* Supply Chain program is moving through; first use of new system

(Patterson) Learning Assessment:

* Updating Mission Statement – in approval stages
* Assessment 101 has been updated and relaunched: link to the self-paced course has been shared
* Everyone is encouraged to take the class

(Belcher) General Education Assessment:

* Changed most recent meeting time – awaiting his first attendance at the next one

(Walker, Hoffman, Hopkins) Effectiveness Coordinators:

* Redeveloping ACG Financial Accounting due to low overall success rates
* Getting into 2023-2024 goals/objectives/framework – aligning with assessment
* Professor Hoffman spoke to the Learning Assessment committee about the EC role

Door Access:

* New procedures for requesting access – contact Mary F.
* Mary F. will send a spreadsheet at the start of each semester to IT to ensure the proper rooms are available to faculty
* How to unlock (double tap to open; tap to lock)

Accreditation Updates:

* US DOE will be allowing FSW and College of the Florida Keys to apply to a different accrediting body
* FSW selected the Higher Learning Commission
* Initial application with be submitted by the end of October
* Self-study will begin in January if accepted

Enrollment:

* SoBT’s final figures: we are up 8% ; on-campus enrollment is up and online learning is down college-wide
* Marketing for SoBT has been curtailed for now (since the departments move into IT); stay tuned for updates

Retention Initiative

* Big thanks from Dr. Myers to faculty for putting in hard work

Insurance Village

* 268 consumers were helped and $4,346,257 was paid
* Will be bringing an office of the Division of Insurance Agent & Agency Services to Ft. Myers
* Will directly employ our AS students who receive RMI certification

Good News:

* Dr. Kodsey was accepted into the Master’s of Artificial Intelligence degree program at University of Texas at Austin
* Dr. Walker would like to come up with a way to give kudos to outstanding students
* Professor Al Suleh distributed drafting kits from donors to students
* Professor Hopkins will be participating with a team of students in the first statewide Cyber competition

Building K updates: video & pictures shown

We have opened applications for new full-time faculty positions.

* Computer science
* Architecture/construction
* Management

Question about the pop-ups in Canvas:

Should faculty “like” the popup? Would it help with marketing? Dr. Myers thought that it is not helpful to send messages to faculty that they should then message their students because this in effect is going to spam the students. Messages turn in to white noise when they are received over and over. SOBT still prefers a school-wide announcement.

**Adjournment.** The meeting was adjourned at 1:53PM.  
  
Mary Fullenkamp, Coordinator