

Business/Accounting Department Meeting

ATTENDANCE: Dolores Batiato, Alisa Callahan, Tim Lucas, Jennifer Patterson, Whitney Walker, and Bill Van Glabek

MEETING MINUTES: Friday, October 13, 2023

1. UPDATE re: course substitution options in the event that any of your courses are cancelled due to low enrollment update.
 - Mary understands the concern that faculty stand to lose out on overload pay and is willing to work with us on an amenable solution.
 - What Mary originally proposed was to permit us to schedule our prospective load for the upcoming term in excess of our contracted maximum loads of 21 credit hours so that if 1 or 2 of our courses are canceled, we have another course ready to take its place.
 - However, this is in violation with the CNA. Rather, Jennifer Baker with work with each of us individually on scheduling to prevent lost wages and last minute cancellations.

2. RSI: Regular & Substantive Interactions – new requirements
Ensuring our courses have quality RSI in each of our online courses will benefit our students greatly, and the U.S. Department of Education (DoE) modified the regulatory definitions that require regular and substantive interaction (RSI) between students and instructors in online courses in 2021.

RSI Resources:

<https://youtu.be/ifpg1Q8R6NY?si=-sZOnI3F5viPWxp>

<https://oscqr.suny.edu/rsi/>

- Develop policies and procedures to implement regular and substantive interaction requirements.
Examples could include:
 - Create syllabus guidelines that document the expected interactions in the course.
 - Document policies, procedures, or actions taken to establish expectations around faculty substantively interacting with students.
- Develop internal controls necessary to monitor and evaluate compliance with the institution's policies and regulatory requirements. Some examples of how this may be done include:
 - Leverage data collected by the institution's current learning management system as evidence of both interactions in online courses and of monitoring of student's academic engagement and success.
 - Develop protocols for addressing noncompliance with policies.
 - Conduct a review of syllabi and courses for evidence of regular and substantive interactions.
- Engage faculty and administrators. Ensure all faculty teaching in online courses are familiar with your institution's regular and substantive interaction requirements. This may involve modifying existing professional development to include information on regular and substantive interaction.

Source:

WCET Policy Brief (Call to Action) <https://wcet.wiche.edu/resources/policy-brief-regular-and-substantive-interaction/>

3. VITA Volunteers Needed – Bill VanGlabek
 - With over 20 VITA sites located across Southwest Florida, there are opportunities available during weekday, evening, and weekend hours. The list of United Way VITA locations and hours at

- <https://www.unitedwaylee.org/freetaxprep/> (usually updated the end of December for upcoming tax year).
- After you submit your Volunteer Registration Form, you will be contacted to confirm contact information, availability, training dates, and site preference(s) by VITA Program staff and/or Site Coordinator.
 - January 13 training @ FSW: All volunteers must complete the Volunteer Standards of Conduct regardless of their role in the VITA Program. Volunteering tax preparers must also complete tax law certification. Bill will provide details when available.
4. Update - AS in Supply Chain Management and college credit certificate (CCC) in Logistics and Transportation Management (Tim Lucas). All Curriculum Committee proposals have been submitted through Curriculog and disseminated among Business/Accounting faculty for review with no comments/suggestions proposed. Going to Curriculum Committee on 10/20.
5. Curriculum Updates to Business Analytics, AS (Tim Lucas)
- Add Operations and Project Management to the degree program. Recommended by Tim is to remove one of the Economics requirements and the second of two accounting courses, ACG 2071. No consensus was reached. Bill V. opposes the change given
 - 1) Removing these two courses make it more challenging for students to progress from the AS to a 4 yr. degree program.
 - 2) He believes ACG 2071 provides value to the Business Analytics program.
6. Shared Governance Forum: Minutes from 9/28/23 and request topics for 10/26/23 meeting.
- New members: 9 new faculty members, 2 Campus Directors, and 3 student representatives
 - o Dr. Ian Neuhard, Deputy Chief of Staff for Strategic Priorities shared information regarding the development of a new Strategic Enrollment Management Plan with input from various stakeholders
 - o FSW's enrollment pattern is fairly similar to other state colleges in Florida, however we do show some decline in recent h.s. graduates enrolling at FSW.
 - Current students don't seem as well prepared as those in previous years & adult students appear to struggle with technology. Roz Jester noted some tools that are available to all students, i.e. Level Up course, Tutor.com and noted the important role of advisors in discussing skills needed to succeed in online courses.
 - April Ring inquired about the dual enrollment students in the Collegiate High School. April Fleming shared that the overall 9-10th grade enrollees remains steady, however Martin McClinton added that dual enrollment eligibility is down due to less students scoring college-ready on placement exams. (State readjusted scores last year and lingering impact of remote learning in high schools during pandemic was noted.)
 - Tom Rath noted that the average age of residents in Charlotte county is "around 60" which limits new student enrollment. Judy Bilsky, Mary Myers and Tami Such shared that beginning in Fall 2024 (or sooner) there will be new programs launched at Charlotte that will include numerous non-credit community and leisure offerings as well as AS degrees in Supply Chain Management and Physical Therapy Assistant and a certificate program in Advanced Medical Assisting.
 - April Ring noted that with new resorts opening in our service area that hospitality management internships would be a valuable draw for students. Mary Myers added that there may be plans to revitalize FSW's hospitality management degree program.

7. OCQAP: Online Course Quality Assurance Plan

**Online
 Course
 Quality
 Assurance
 Plan**



**2022-2023
 Results**

Reviews

Courses originally developed between 2014 and 2017 were screened/reviewed internally using the QM rubric.

76



18

Online courses have earned the designation of **High Quality** in Florida's Online Course Catalog.

FloridaShines



57

Recommended Course Updates/Redevelopments

Results

- 23 Course development requests received
- 10 Course development projects completed
- 13 Course developments projects in progress

**QM Certified
 Peer Reviewers**

23



6 Instructional Designers
 7 Faculty Coordinators
 10 Faculty



Online Course Quality Assurance Plan