**Florida SouthWestern State College  
School of Business and Technology  
Department Meeting Minutes  
(Date of Meeting)  
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker | X |  |  |
| **Department Chairs** |  |  |  |
| Dr. Mary Conwell | X |  |  |
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| **Faculty** |  |  |  |
| Munir Al Suleh |  | X |  |
|  |  |  |  |
| **Staff** |  |  |  |
| Mary Fullenkamp | X |  |  |
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|  | **Present** | **Absent** | **Excused** |
| **Members** |  |  |  |
| Trudi Williams | X |  |  |
| Brian Ahmedic | X |  |  |
| Taylor Sawatzky | X |  |  |
| Bruce Young | X |  |  |
| Claude Villiers | X |  |  |
| Carlos Marcet | X |  |  |
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**Call to Order.** The meeting was called to order at 3:00PM.   
  
**Minutes.** Minutes of the last meeting were approved as submitted.  
  
**Unfinished Business.**

**New Business.**

FSW Career Connections: Carrie Bolhing

* Introduction to the new department: location, hours, website, general services
* Upcoming career fair
* Working on an internship week (approx. March 18 week)
  + Reviewing the process of searching for, applying to, and interviewing for internships
* Future Workshops: mock interviewing; soft skills; resume building

Spring Enrollment

* FSW up 2%; SoBT up 18.9%
* Working on adjusting our future schedules to accommodate

Curriculum Review: realigned & eliminated redundancy; eliminating road block pre-requisites

* Civil Engineering Technology
  + SUR 1100 is now 3 credit hours instead of 4
  + SUR 2140 has been replaced by SUR 2202
  + SUR1100 is no longer a prerequisite (to SUR 2202)
  + Planning & Estimation added (ETC 2207)
  + Civil Engineering Graphics (ETD 2551) added to replace trigonometry (MAC 1114)
    - Could bring the opportunity to offer a Civil Engineering 3D industry certification
* Architectural Design & Construction Technology
  + Manual Drafting (ETD 1530) to be replaced by Architectural Design (ETD 1530)
  + Advanced Revit Architecture (ETD 2392) added
  + Members requested to see what is covered in Architectural Design.
  + A discussion will be arranged in Summer/before Fall to speak with faculty.
  + Members are glad to see more design elements being incorporated.

Scholarships

* These programs are eligible for funding through FSW’s Workforce Education department

Building K

* Admin to move-in at the end of April
* Faculty & technology to move-in during Sumer
* Classes to be held in K in Fall 2024
* Board members to be invited to Bldg K Grand Opening
  + SoBT is moving back toward a traditional/in-person environment
  + Keeping in mind modality (online, flex, blended) needs of our non-traditional students

Upcoming Events

* Claude Villiers: Annual Concrete Exposure Day Event (CEDE) at FGCU: April 9th, 2024
* Brian Ahmedic: Portfolio 101 Presentation for architectural students: February 21st, 2024

Open Faculty Position

* Adjusting and reopening for applications in hopes of a more robust candidate pool
* Plan to revise credentials to allow for experience in place of a Master’s degree

Virtual Adjunct Job Fair

* Associate Dean Baker encourages board members to pass the message along to anyone they think might be interested in attending
* February 22nd, 5PM – 7PM

Lab Materials & Equipment (Bldg K)

* If members/their organization are interested in sponsoring, please reach out
* Carlos Marcet suggests reaching out to general contractors about donating leftover materials
* Claude Villiers to review the (thus far) requested lab materials/equipment

A 1.9M grant was received for our developing Entrepreneurship program

* AS Entrepreneurship & Maker Space are forthcoming
* Maker Space will be open to all FSW colleges
* More info will be shared

**Adjournment.** The meeting was adjourned at 4:09PM.  
  
Mary Fullenkamp, Coordinator