**Florida SouthWestern State College  
School of Business and Technology  
Department Meeting Minutes  
(April 12, 2024)  
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. Brian O’Reilly | X |  |  |
| **Faculty** |  |  |  |
| Munir Al Suleh | X |  |  |
| Dolores Batiato | X |  |  |
| Kenneth Belcher | X |  |  |
| Krissy Cabral |  |  | X |
| Jennifer Patterson | X |  |  |
| Miguel Rivera | X |  |  |
| Kerry Cramer | X |  |  |
| Matthew Hoffman | X |  |  |
| Rushell Hopkins |  | X |  |
| Mark Snyder |  | X |  |
| Timothy Lucas | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Faculty Cont.** |  |  |  |
| William Van Glabek | X |  |  |
| Whitney Walker | X |  |  |
| Roger Webster | X |  |  |
| Richard Worch | X |  |  |
|  |  |  |  |
| Sandi Towers-Romero | X |  |  |
| Barb Perrine | X |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Staff** |  |  |  |
| Mary Fullenkamp | X |  |  |
| Judy Dantes | X |  |  |
| Caroline Siefert | X |  |  |
| Christopher Renda | X |  |  |
| Albert Nault | X |  |  |
| Jane Charles | X |  |  |
| **Guests** |  |  |  |
|  |  |  |  |

**Call to Order.** The meeting was called to order at 1PM.   
  
**Minutes.** Minutes of the last meeting were approved as submitted.

**New Business.**

* **Upcoming Events**

SoBT Celebration of Graduates: Wed, April 24 @ 4:00PM

Commencement: Fri, May 3rd @ 10AM (arrive early, park anywhere)

Find more details in Jeanne Cortes’ email

* **Grades**

Final grades are due May 1 – in Fall, we had 100% submitted, let’s do it again!

New process: grades released 24 hrs after submitted (no change on instructor end)

* **SoBT Canvas**

We can now send messages to all SoBT students as well as selected programs

* **Textbook Adoption**

New due date: April 23

BibliU is confirmed as our new vendor; switch over is July 1

Mary F. will send a publisher engagement guide as well as the information session zoom link (April 19)

* **Gen Ed Curriculum Changes**

New technical communication course, ENC 2210 will be encouraged to SoBT students over ENC 1102

AMH 2010 is now an option for the civic literacy requirement

MGF 1106 & 1107 (Math for Liberal Arts) are being replaced by MGF 1130

* A. Callahan: does this align with our business math?
* **Health Insurance Switch to State Plan**

Switching from Lee to State once signed by Gov Desantis; either Jan 1, 2025 or July 1, 2025

State benefits are massively superior to Lee’s; Price drops massively for families

* **Canva.com**

Available to all of FSW through SSO (approval comment: for academic use)

FSW branding is readily available for presentations, infographics, etc.

* **Thank You’s**

To our full-time temporary instructors

To our full-time faculty

To our staff

* **Instant Decision Day**

19 enrollments, some from other FSW AS disciplines

24 total attendees

* **M. Hoffman: Study Abroad**

SoBT specific program in the works

Feel free to offer your feedback/ideas

* **Maker Space**

Formal committee will be organized in Fall

Contact Mary F. to be on the ad hoc committee

Feel free to send us any ideas you have

**Adjournment.** The meeting was adjourned at 2PM.   
  
Mary Fullenkamp, Coordinator