September 8, 2023

1:00 p.m. – 1:30 p.m.

Florida SouthWestern State College

Via Zoom: <https://fsw.zoom.us/j/2797196517>

**In attendance:** Dr. Gerald Anzalone (Department Chair), Dr. Ronald Burton, Prof. Jordan Donini, Prof. Lisa Hermann, Dr. Ed Hooks, Dr. Amy Lehigh, Dr. Corey Lehigh, Dr. Gregg Mason, Dr. Lisa Pickell, Prof. Emily Porter, Dr. Peggy Romeo, Dr. Mike Sauer, Prof. Jessica Slisher, Dr. Melanie Ulrich, Dr. Vera Verga, Dr. Michael Witty, Prof. Amanda Zirzow.

**Agenda Items:**

1. **Adjunct faculty requiring full-time faculty mentors and annual evaluations:**

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| **Adjunct:** | **Discipline:** | **Mentor:** |
| Prof. Derrick Donnell | A&P | Dr. Corey Lehigh |
| Prof. Chad Evers | Environmental Science/SW Florida Environmental Biology | Dr. Mike Sauer |
| Dr. Rossana Garcia-Fernandez | Human Nutrition | Dr. Gabe Gaidos |
| Prof. Mario Iorfido (Charlotte H.S., Charlotte FSW campus) | A&P (online/Charlotte H.S.), Biology (Charlotte H.S.) | Dr. Gerald Anzalone |
| Dr. Roz Jester | Marine Science | Prof. Emily Porter |
| Prof. Helena Kashleva | Biology (online) | Prof. Lisa Hermann |
| Dr. Ralph Laudan | A&P (Charlotte) | Dr. Gerald Anzalone |
| Dr. Najm Masoud | A&P | Dr. Amy Lehigh |
| Dr. Donald McGarey | Microbiology (North Fort Myers H.S. Center for Arts & Media) | Dr. Vera Verga |
| Prof. Kirk Otto | Nutrition | Dr. Gabe Gaidos |
| Dr. Jai Parkash | Survey of Biology (online) | Dr. Vera Verga |
| Dr. Greg Poulakis | Biology (online) | Dr. Peggy Romeo |
| Prof. Nirmala Prabhu | General Biology (Lee) | Prof. Amanda Zirzow |
| Dr. Oscar Rattenborg | A&P | Dr. Ed Hooks |
| Dr. Sandra Tirado Dela Espriella | Survey of Biology | Dr. Amy Lehigh |
| Dr. Eric Trathen | A&P | Dr. Corey Lehigh |
| Prof. Jarumas Weiland | Biology | Prof. Lisa Hermann |

Thank you to the faculty who volunteered to mentor our adjunct instructors. Information regarding the mentoring process was previously emailed to department faculty in advance of this meeting. If anyone needs this information sent again, or if they notice errors in the listing of their courtesy title, name, discipline, campus, or teaching modality, please contact Gerald Anzalone.

1. **Spring 2024 Textbook Adoptions:** Course supervisors are asked to submit their discipline list to Andy Buck by September 29th, even if there are no changes.
2. **Compliance Assist Assessments** for at least three science and math courses will occur randomly each year for our A.S. and certification programs. If selected, instructors may use their Common Course Assessments (“Common Final Exams”) as the artifacts for this assessment. However, instructors should not use their regular course final exams as artifacts. Please contact Dr. Tina Churchill with any questions.
3. **General Education Competency Evaluations** – **BSC 1086C** (Anatomy & Physiology II) and **ESC 1000C** (Introduction to Earth Science) may be audited this semester. If selected, instructors will be asked to submit artifacts supporting their general education competencies. For more information about general education competencies, please visit <https://www.fsw.edu/facultystaff/assessment/genedcompetencies>
4. **SoPAS Community of Best Practices** will host a workshop on assessments in October and a workshop on ProctorU in November. Further details are expected to be provided.
5. Information regarding **Heartland STEM, AgTech Expo**, and **Pest Control Research Funding** was emailed to department faculty in advance of this meeting. Please contact Gerald Anzalone if you need this information sent again.
6. **Open floor items:**
7. Dr. Corey Lehigh reported that a dual enrollment student from Cape Coral High School was advised that there was no required access code for the Anatomy & Physiology textbook. Dr. Corey Lehigh out to Dr. Tammy Caraker, Director of Accelerated Pathways Programs at FSW, who then contacted the school counselor. The same situation occurred the following day with a student from South Fort Myers High School.  Dr. Lehigh advised this student to contact her counselor, and the student received the access code. McGraw Hill helped by providing individual 14-day access codes for the initial student until the problem could be corrected. Dr. Caraker was instrumental in resolving the problem by liaising with the high school counselors.
8. Dr. Amy Lehigh reported that old syllabi are intermittently appearing on the Canvas app, even when the previous syllabus tab is disabled through Canvas settings. Dr. Verga reported a similar problem. Dr. Roz Jester will investigate.
9. Dr. Jester clarified that the Notes column in Canvas Grades can be enabled through the grade book settings. The recent Canvas update moved the location of this feature.

The next department meetingwill be held as needed.

The meeting adjourned.

Gerald Anzalone recorded the minutes.