

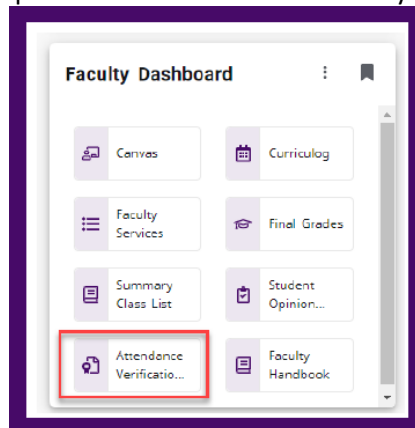
Business/Accounting Department Meeting

ATTENDANCE: Alisa Callahan, Miguel Rivera, Dolores Batiato, Alicia Law, Jennifer Patterson, Whitney Walker, and Bill Van Glabek, Adam Davis, Peter Ocsody

ABSENT: Tim Lucas

MEETING MINUTES: Friday, August 14, 2024

1. Welcome Adam Davis & Alicia Law (and Peter Ocsody)!!!!
2. Program Learning Outcomes: We will be tasked with creating program learning outcomes for our degree and certificate programs this year.
3. Update: The Daveler Entrepreneurship Institute and the “in process” Entrepreneurship A.S. degree and certificate program (Adam Davis and Peter Ocsody). Presenting new courses with titles, CLOs, and topic outlines by the October Curriculum Committee meeting and then proceeding with curriculum design for a Fall 2025 launch.
4. Attendance Verification
 - Confirm that your syllabus language matches the “new” attendance verification quiz protocol.
 - The Canvas attendance verification quiz locks on 9/2 for full term and A term and 10/28 for B term.
 - Thereafter, manually verify student attendance by emailing the registrar@fsw.edu and/or completing the Attendance Verification Exception form located on the faculty dashboard on your FSW portal:



- RSI: Regular, Substantive Interactions: This continues to be a focus for FSW and accreditors. While I know we all do our best to connect with our students, let’s make sure it’s documented in our courses/syllabi with statements like...
 1. The best way to reach me is XXXX and you can expect a response within 24 hours (or some such language).
 2. Advising students when they can expect your feedback on graded assignments.
 3. Sending regular announcements and messages/videos for online courses.
 4. Using “Message students who” from a particular assignment in the Canvas grade book to commend students who scored particularly well or to reach students who may be struggling to offer your help & support.
 5. Providing detailed, personalized feedback on assignments and assessments to guide student learning.

- Simple Syllabus – review of syllabi for full time faculty to “monitor consistency of the departmental syllabi”.
 - o Click here for the [Simple Syllabus Toolkit on Canvas](#).
 - o Under required course resources, please make sure to include an image of the front cover of your textbook and confirm that you don’t reference Follett. Here is suggested language you can use/modify:

This course is included in the Inclusive Access textbook initiative in conjunction with the textbook publisher and BibliU (i.e. the vendor for the FSW bookstore). With Inclusive Access, you can access your e-textbook through the McGraw-Hill Connect link inside the Canvas course on the first day of class for a discounted price, and your FSW account is automatically charged.

If you withdraw from the course by the term drop date OR opt-out of this program by the drop date, your student account will be credited, and you must secure the course materials on your own.
 - o If you have ANY questions or issues, email syllabus@fsw.edu to open a ticket. They are very responsive.
 - o Fall 2024 section editing closes on September 2 and reopens for Spring 2025 on October 23.
- 5. Enroll in Emergency Remote Ready Microcredential and complete ASAP (by August 31 at the latest) per Dr. Bilsky. Est. completion time: 1-3 hours
The "Emergency Remote Ready" training will prepare faculty for a seamless shift to remote instruction in unforeseen circumstances. If you have not enrolled and need help, Heather Olson (heather.olson@fsw.edu) can assist.
<https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=54041>
- 6. AI Topic of the Month
Each AI tool has its unique strengths and weaknesses, making them suitable for different applications.
 - Abacus.ai is a superior AI resource. For \$10/month it includes SEVERAL large language models, including Chat GPT 4.0 and does not capture your information which provides enhanced privacy. Abacus includes:
 - o Chat GPT 4.0 – versatile for wide-ranging applications but may produce biased or inaccurate information.
 - o Claude Sonnet 3.5 - High performance in creative tasks like storytelling and humor.
 - o Llama-3.1 405B (more powerful) & Llama-3.1 70B (less powerful): high computational power and efficiency, good for handling complex queries and large datasets.
 - o Smaug: strong in predictive analytics and machine learning, ideal for data-driven decision making.
 - Otter.ai: Excellent for transcription and note-taking with high accuracy in converting speech to text.
 - Sana.ai: Focuses on personalized learning and educational content and creating adaptive learning paths based on user performance.
- 7. New Updates on Canvas?
 - Set the gear in grade book for unsubmitted assignments to a zero.
 - Settings to hide/adjust announcements on your home page.
 - Others?

8. BibliU & Textbooks

- Use these resources created by FSW Online: [BibliU Student Guide](#) & [BibliU Faculty Guide](#)
- Import the BibliU Canvas page from Canvas Commons into your courses as a student resource.
- [Alternatively, I also created a BibliU FAQ page for students in Canvas Commons that you can use.](#)
- Textbook Price List: Below are links for the pricing sheets for Inclusive Access and physical books for your review and information. It's always good to
- confirm this pricing against the bookstore and our students. Unfortunately, they are not broken down by department.
[FSW IA PRICE LIST - FALL 24 - IA - 7 11 24.pdf](#)
[FSW Physical Price List 7 11 24.pdf](#)

9. Canvas Commons – stock market contest, Proctorio directions, BibliU Inclusive Access program info, etc. Other needs/suggestions?

10. Miscellaneous

- Curriculum Committee actions and updates: www.fsw.edu/curriculum.
- Be sure to check the bookstore website to make sure your course/textbook is appropriately listed. Go to bookstore – and search by your name to make sure textbooks are showing. We're uploading them and they're not "sticking".
- If you have to cancel a class for any reason, please message me, Mary F., and your students at your first possible opportunity.
- Diversity and DEI in the state of Florida. RE: MAN 4113 Understanding & Managing Diversity – Flagged by the state and can't be offered in the Spring 2025 (elective that fills regularly)
- Offer a Personal Finance elective in the BAS?
- FSW's Personal Finance & Business Club – 1st meeting is September 13 @ 11am via Zoom. Encourage your students who may be interested to attend/join in.

11. Class Recordings

When can a student record?

Students may audio or video record a class lecture in which the student is enrolled for three specified purposes as outlined in House Bill 233 Section 1004.097, Florida Statutes:

1. For the student's own personal educational use;
2. In connection with a complaint to the college where the recording is made; or
3. As evidence in, or in preparation for, a criminal or civil proceeding.

What can students record?

Students may audio or video record a class lecture for a class in which the student is enrolled. A **class lecture** is defined as an educational presentation delivered by faculty or guest lecturer as part of a Florida SouthWestern State College course intended to inform or teach enrolled students about a particular subject. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

When are students allowed to record?

Students may record any time during a class lecture so long as the recording is made for one of the specified purposes listed above.

Do students need permission to record?

No. Students do not need to seek permission from the lecturer before recording a class lecture. However, the recording must be made in accordance with the three specified purposes.

Can a student share a recording with another student?

No. A class lecture recording may not be published without the consent of the lecturer. **Publish means** share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of the recording, is considered to be published if it is posted on or uploaded to, in whole or part, any media platform, including but not limited to social media, book, magazine, newspaper or leaflet.

Are students required to inform faculty that they are recording a class lecture?

No. Students may record a class lecture under the specified purposes listed above without informing the lecturer or receiving consent from the lecturer.

If a faculty member is recorded, will they receive a copy of that recording?

No. A student who records is not obligated to share the recording with the lecturer. For the student to publish such a recording, the student must obtain written consent from the lecturer.

Will students be advised that they are prohibited from publishing the recording without the prior written consent of the lecture, and the consequences of publishing without consent?

Yes. Students are required to know the laws of the State of Florida. Additionally, a statement will be added to syllabi expressly noting that students may not publish recordings without the written consent of the lecturer.

Can a faculty member prevent a student from recording the class lecture?

No. If the faculty member is delivering a class lecture, then a student has a legal right to record the class lecture as long as the recording is made in connection with the three specified purposes listed above.

Will student recordings violate other students' privacy under the Family Educational Rights and Privacy Act (FERPA)?

No. Student recordings are not "educational records" as defined under the Family Educational Rights and Privacy Act (FERPA). Under FERPA, in order for a record to have privacy protection, the photo, video, and/or recording must be (1) directly related to a student; AND (2) maintained by an educational agency or institution or by a party acting for the agency or institution (20 U.S.C. 1232g(a)(4)(A); 34 CFR § 99.3 "Education Record"). Please visit the link for more details and examples provided by the U.S. Department of Education; [FAQs on Photos and Videos under FERPA | Protecting Student Privacy \(ed.gov\)](#)

Are there any exceptions?

12. Recording a class lecture or any other class activity outside of the definition of class lecture may be permitted as a part of an accommodation