FSW PARALEGAL STUDIES, ARCHITECTURE, CONSTRUCTION, & ENGINEERING PROGRAMS BREAKOUT MEETING WEDNESDAY, AUGUST 14, 2024 2:30 PM – 4:00 PM K212

In Attendance: Professor Mary Conwell; Professor Matt Hoffman; Professor Luis Morales; Professor Sandi Towers

The following topics were discussed at the August 2024 breakout meeting.

1. Artificial Intelligence (AI). Professor Hoffman suggested that an AI module be added to all courses. He also recommended that an FSW IT professional give presentations about AI to every Paralegal class and to every Architecture/Construction/Engineering class. All professors agreed to this plan.
2. Master Shells. Chair Conwell stated that all course master shells need to be updated and current for the Higher Learning Commission (HLC) BEFORE the HLC visit in Spring 2025.
3. Communications with Students. Chair Conwell said that professors must provide substantive critiques of student work, not generic remarks like “Great job!” or “Good paper.” Chair Conwell also recommended that professors respond to students’ emails, texts, and telephone calls within 24 hours.
4. State Law. Florida state law allowing students to film and record ground classes and Zoom sessions for purposes of complaints and litigation was discussed. Professors need to be cognizant of this law.
5. Zero Grades. Zero grades must be given for missing work. Professors should not leave grades blank. There is now a tool that automatically provides zero grades for missing work, but professors can still enter zero grades on their own if that is their preference.

The breakout session was adjourned.