**Academic Success Department Meeting**

August 14, 2024

2:45 - 4:30 pm

**PRESENT**:

Dr. April Ring

Prof. Jim Acton

Dr. Jackie Beard

Prof. Karen Maguire

Dr. Sonji Nicholas

Prof. Sharon Hill

Dr. Renee Hester

Prof. Troy Tucker

Dr. Duke DiPofi

Dr. David Evans

Dr. Laura Shaw

Dr. Mary Ellen Schultz

Dr. Jennifer Henry

Prof. Zurana Holland

1. Peer Mentor and other Student Engagement Office updates from Dr. Beard:

* 80% of peer mentors are new this semester, give them some grace, probably will start during 2nd week of classes
* 2 new staff members-Joanna Liebelt and Veronica Paz will be coordinating Peer Mentors
* The schedule for Peer Mentors (office hours) will be sent out after add/drop date

Website updated -Student Transitions/Student Success, will be collaborating with SLS 1515

* SLS topics will also be addressed through Student Transitions
* Student Success workshops will be easier to find, also have section with On-Demand workshops

Workshops- incorporated parts of Cornerstone Book and gamefied them

* Older videos made by Peer Mentors are still on the page, but don’t have questions or certificate
  + Can have students summarize the video for GPS workshops
* New workshops: Converted parts of text to interactive online workshops.
  + Quiz will appear at end, they have to get at least an 80%, then a certificate is generated.
  + Time management, goal setting, financial literacy, technology topics should launch in September.
  + Links to these first 4 gamefied version will be on student engagement page.
  + SE goal is to create an interactive workshop for each part of the textbook.
  + If any ideas for other SLS topics to be gamefied/turned into workshops, let Dr. Beard know.

Live workshops will still be available on all campuses

* Peer Mentors can also come in to SLS classes and do activities: ice breaker, workshop, etc.

SLS student survey has been re-done.

* Updated with new “names”, i.e. which topic did you find most significant, etc.
* Asks more about motivation, goals, study skills, etc. Use the date to inform course.

1. New Faculty Introductions

* Dr. Shaw-new full time SLS, introduced herself
* Prof. Hill- new full time SLS, introduced herself
* New Adjuncts introduced themselves: Jim Acton, Zurana Holland, Dr. Jennifer Henry
* Current faculty introduced themselves

1. Follow-up from SAHSS meeting-any questions?
   * Prof. Maguire-question about change in adjunct faculty mentoring, where are the changes described/written?
     + April Ring-we will no longer do observations/mentoring after the first year, but every adjunct will be submitting forms every year
2. Peer Mentor updates-done at beginning of meeting
3. Update on SLS Survey-done at beginning of meeting
4. Committee Updates (as needed):
   * Curriculum Committee-Dr. Evans-no more Curriculog, everything on Google Forms, will be getting updated procedures
   * Professional Development Committee-Dr. Nicholas-hasn’t met since spring semester, but applications for PD and travel are still reviewed over the summer. Recent push back on some that were approved, but then scrutinized by administration. Applications need to describe more about how the PD/travel will benefit the professional and how it will benefit the college, have a good justification, especially if traveling out of your region.
   * Learning Assessment Committee-Dr. Hester-new roles are being determined since assessment coordinators and committee aren’t doing what they did previously.
   * OTOC – encourage students to attend events:
     + [Matt Lopez event flyer](https://docs.google.com/document/d/1TpH9p97X9kEXFVnEse7XnZqQrCRtY4CzL_35TaKWNho/edit?usp=sharing)
     + Oct 2 Roundtable with Bilsky, Neuhard, and Albritten
   * General Education Advisory Council- did not meet since spring semester
   * Academic Standards Committee
     + Prof. Maguire-we did not meet since early spring nor in the summer
   * Center for Undergraduate Research and Creativity
     + Fall Faculty Symposium Sept. 20-Dr. Ring -there will be beer and wine, can be discussing teaching or areas of expertise, there will be other events that day
       - [Talk Nerdy to Me flyer](https://docs.google.com/document/d/1QfxJprYQgOwLhVNzpzVs7x52X918Mq2qX3ViQQT_iOY/edit?usp=sharing)
   * Academic Technology Committee
     + [Harmonize](https://harmonizelearning.com/why-harmonize/) pilot- replacing Flip, Karen will be piloting, as will Dr. Schultz
     + Last year using Kaltura - transitioning to new video editing tool for Canvas
       - Not sure what new video editing tool is yet
     + MFA for students
       - Should be in place for all students
5. Advising Updates
   * New liaison is William Brown
   * Drop in advising through Aug 28th, 8:30-4:30 pm, with the exception of today, tomorrow, 8/19 and 8/20 when hours will be extended to 6 pm
   * Drop-in advising will be offered every Wed and Thurs from 8:30-4:30 pm throughout the fall semester
     + Drop-in advising shouldn’t be used for GPS/MGP
6. Workforce Education
   * Whitney Rhyne-Assistant Vice President of Workforce Education

* 60-65 workforce programs at FSW
* Three parts to Workforce Education
  + - Division of Workforce Education
      * Office of Corporate and Community Education
        + Had people from Chapman Insurance giving customized training
        + Hazmat training, Train the trainer
        + Enrichment series-Yoga for faculty, staff, and community
    - Career Connection Center
      * Carrie Boling-internship coordinator for all campuses
      * SLS 1948 and 1949 internship courses
        + General internships, not replacing internships in specific schools, like those in SOBT
      * Located in Q-225 on Lee, M-206 in Collier
      * Career Coordinator—Ms. Madden in Lee, looking to hire 2 more for other campuses
      * Fall- Part time job and internship fair,
        + Internship courses are for variable credit, many are independent study
        + Canvas course has been developed for internship class
        + Internship exploration week-Oct 7-10
        + Internship webpage
      * Career Connection Lecture Series
        + If have any suggestions for future lectures, let Prof. Rhyne know
      * Workshops
        + C3 Workshops Fall schedule
    - Supporting FSW Schools throughout college

1. Simple Syllabus
   * Syllabus submission deadline this Friday at 5:00
   * Deadline for editing Fall Syllabus - Sept. 2
   * Join [Simple Syllabus Toolkit](https://fsw.instructure.com/courses/1123865) for support
   * Review [Syllabus Library](https://fsw.simplesyllabus.com/en-US/syllabus-library) for examples
2. Attendance Verification
   * Make sure if you copy a course that you are using the locked attendance verification, not the copied one.
3. Faculty up for Continuing Contract
   * Establish committee (1 appointed by candidate - two by us)
     + This year: Dr. Evans - will need to establish committee
4. Suggestions for Department Meetings - Transcripts/Agendas/Note-taking
   * Propose use of Zoom transcripts from future Zoom meetings and use of AI to summarize meetings.
   * Dr. Schultz agreed to put together minutes using transcripts and AI to help capture and summarize.
5. Upcoming Events/Reminders
   * FSW Online Drop-in Support “Office Hours” Thursday and Friday
     + Thursday 2 - 4pm
     + Friday noon - 2pm
   * Office hours forms-submit by Friday
   * Email your classes prior to the first day (CRN@bucs.fsw.edu)
   * [Welcome Week](https://loop.cloud.microsoft/p/eyJ3Ijp7InUiOiJodHRwczovL2Zzdy5zaGFyZXBvaW50LmNvbS8%) - faculty encouraged to help at their campus
   * Harmonize (new discussion tool) informational session during Friday’s Office Hours
   * Emergency Remote Ready Training Module-due by Aug 30
     + Create a module with:
       - an announcement
       - upload file
       - sample assignment/quiz
       - make a video (optional)
       - contact information
       - brief reflection
   * Mentor training Sept. 27
   * Connections Week Oct 14-18-Cornerstone to Capstone
   * Tech Connections
     + Will be throughout the year
   * [Designing for Care: A Faculty Book Club](https://drive.google.com/file/d/1Wrl0YQV2c2NfePllOstAtq27R91f96bl/view?usp=sharing)
     + Book is online and free
     + 3 sessions, can attend asynchronous or synchronous
     + Just fall semester
   * [Florida Association for Student Success Annual Conference Oct. 17-18](https://myfass.net/upcoming-events/)
6. EAP and REA topics/questions
   * No questions
7. SLS topics:
   * Feedback on SLS Saturday classes and Summer Bridge
     + Dr. Ring will try to get data from Dr. VanGaalen, will discuss at next department meeting
   * Financial Aid Q & A - takeaways?
     + Dr. Evans-some terminology is different, may need to change in the SLS textbook
   * SLS Canvas Shell
   * [Cornerstone Institute](https://docs.google.com/spreadsheets/d/1pTCArfpuH0_vouOMW9Kv3MzWdNsCz5vRldpmEt9Igrk/edit?usp=sharing)
     + Modules are being moderated by various full-time faculty
     + Dr. Ring showed table of modules with names of full-time faculty already volunteered
     + One module, “How Students Learn”, in need of moderator… Dr. Evans volunteered