



Welcome!

August 2024

**FLORIDA**  
**SOUTHWESTERN**  
STATE COLLEGE

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SCHOOL OF HEALTH PROFESSIONS

# SHP Meeting Agenda

## Welcome Back!

- School Updates
- VP & AVP Updates
- Academic Committees
- Schedule – Key Aug & Sep Dates





# SHP Updates – Welcome Back!

## **New(ish) Staff & Faculty**

Cass Allbritten

Meghan Barry

Leticia Guevara

Lynette Kummerer

Nanita Lim-Sulit

Bridgette Malchow

Mike McNiskin

Kristen Moore

Monica Pedwell

Kandi O'Brien

Michelle Rentas

Cindy Vaccarino

Cristina Walter

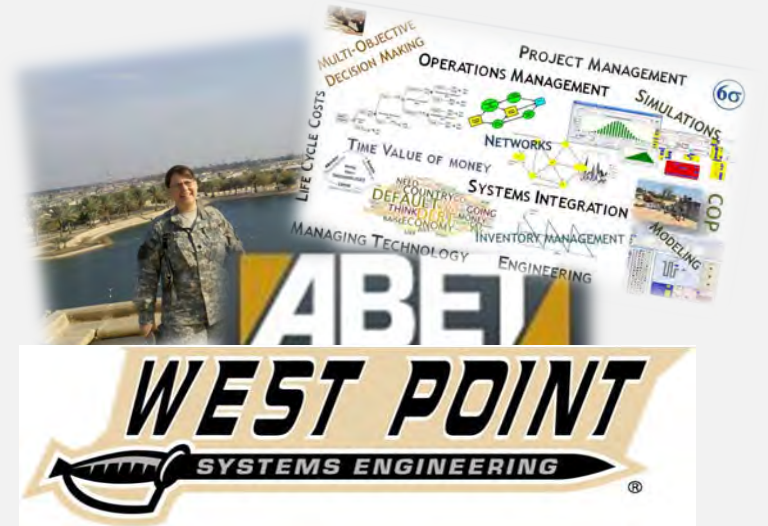
## **New(ish) Dean**

Libby Schott

# A little bit about me . . .



Cape Coral is my hometown



Earned advanced degrees and served multiple tours as part of the West Point faculty, eventually becoming an Academy and then Associate Professor

After graduation I joined the Army



When I retired from the Army in 2015, I joined FSW, first as faculty and then as Dean, School of Pure and Applied Sciences. . . . And most recently I got to watch all three of my kids graduate last May!





# SHP Updates – My Goals for this year

AY 2024-2025

- Frequent and transparent communication!
  - Monthly Emails (Dean's Notes)
  - Monthly Meetings (All SHP, Zoom)
  - Microsoft Teams
  - Campus Visits
- Support your ongoing initiatives
- No Natural Disasters??

PMO

Poor Spellers  
of the World -  
UNTIE!

Working weekends –  
I tend to catch up on emails on  
Sundays – I try to delay them until  
Monday, but miss some – unless I  
specifically say it is an emergency,  
please ignore my weekend emails  
until Monday 😊



# SHP Updates – Getting the Year Started

- More from your Program Directors
  - Course Syllabi – ASAP to Program Directors
  - Office Hours – Friday to Program Directors
  - Canvas Publish Dates – Auto publish Aug 19<sup>th</sup> at 8 AM
  - Welcome Back – new format – help anyone looking lost! Support BUCS events
  - Attendance Verification – August 27<sup>th</sup> – Remind all to complete quiz
- Simple Syllabus!
- Office Hours
  - Include a direct link to office or zoom room
  - Must be in syllabus & on Canvas Homepage
  - 15 min increments
  - At least 10 min to get to class!

Full-time faculty

Teaching	Total Office Hours	Minimum On Campus	On Line
<b>Full load is online, blended, and/or FLEX etc.</b>	10 hours	0 hours	10 hours
<b>Full load is taught on campus (15 hrs.)</b>	10 hours	5 hours	5 hours
<b>12 hours on campus</b>	10 hours	4 hours	6 hours
<b>9 hours on campus</b>	10 hours	3 hours	7 hours
<b>6 hours on campus</b>	10 hours	2 hours	8 hours
<b>3 hours on campus</b>	10 hours	1 hours	9 hours



# SHP Updates – BibliU!

- Inclusive Access vs “Print”
  - **Most SHP textbook adoptions are in the “Print” category**
  - “Print” category includes all textbooks, codes, or supplies ordered directly by the student through the bookstore
  - “Print” on this list does not include limited access programs with their own supplier options
- Three types of Inclusive Access
  - ebook: Retrieved in BibliU library - material will be accessed through BibliU/course materials link in Canvas
  - Courseware with Access Codes: Retrieved in BibliU library, redeemed on publisher site - Codes will be accessed through BibliU/course materials link in Canvas
  - Courseware with LTI/Deep integrated Courseware: Material will be accessed via a direct link to the publisher in the Canvas Course



# SHP Updates – Other updates

- **ProctorU:**
  - Training for tomorrow – Canvas integration issues, use website to create exams
  - Microsoft Teams: Meeting ID: 244 438 558 604, Passcode: PPgt5A
- **Budget News – end of year funding:**
  - Charlotte - E Building and B Building for new programs;
  - Collier - E/F will start construction summer/fall 2025. G made the list for next round
  - Lee - O Building construction will start now, L Building construction will start summer/fall 2025
  - New Collier Scantron
- **Update your personal info with HR**

And send positive thoughts into the universe for no natural disasters this year!
- **Spring Textbook Adoptions**
  - Due a little early – usually there are no changes from fall to spring,
  - We will need to confirm adoptions by Sept 23<sup>rd</sup>





# SHP – Leave and Remote Working

## Leave Tracking Changes (recap from HR): Vacation, Sick, Personal

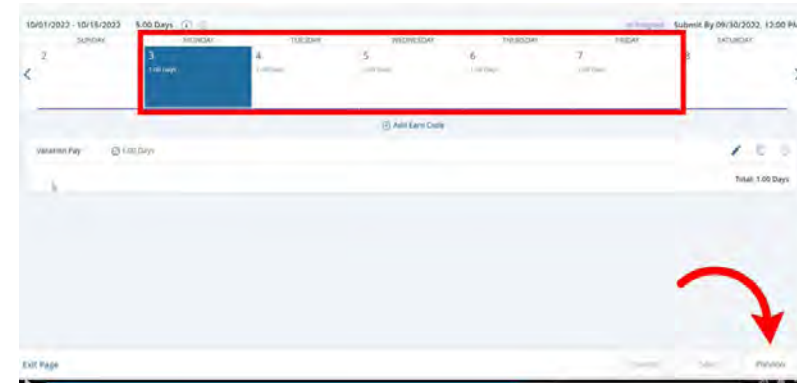
Currently, personal time is not accrued separately from sick time. Each year employees are allowed to use up to four (4) days of their sick time for personal reasons. Beginning in July, 2024, personal time will be handled in a new way.

- Florida Statute §1012.865 defines Sick days (personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household, and who consequently has to be absent from work shall be granted leave of absence for sickness by the president or by the president's designated representative) **and** Personal Days (A Florida College System institution board of trustees may establish rules and prescribe standards to permit a full-time employee to be absent no more than 4 days for personal reasons.)
- Leave balances for sick and personal time will be tracked separately. This will eliminate any confusion regarding actual balances. Only the requisite number of days will be transferred from sick to personal so that each July you have a total of 4 personal days.

*Please keep in mind that personal leave **is not** accrued in addition to your sick leave, rather, personal leave is the opportunity to request to use sick time for personal reasons.*

## Leave Request vs Leave Reports

Need to hit Preview and Submit  
Locked out by Pay Period











# SHP – Leave and Remote Working

## Altering normal office hours vs remote work – FSW COP

- Telework and remote work (TRW): Employees are expected to maintain a presence with their department/division/school while working remotely. Presence may be maintained by using appropriate technology including but not limited to: a computer, email, messaging application, video conferencing, instant messaging, Google sheets, Microsoft Teams, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular FSW location and will make themselves available to attend scheduled work meetings as required and/or requested.
- Formal teleworking or remote work arrangements, which are long-term, short term and/or reoccurring, require the completion of FSW's Telework and Remote Work Agreement.
- *Supervisors are supportive of Remote work when is directly supports FSW and SHP objectives. Remote work must be approved following the FSW COP. For in person programs, Remote work is usually not appropriate during the fall and spring semesters. We need to be here to support our students!*
- ***Requesting to work remotely to accommodate appointments is inappropriate. In these cases, work with your supervisors to alter your work schedule when possible.***

My guidance to supervisors is that if you can accommodate altered schedules for occasional appointments, please do! Appointments that necessitate missing more than ½ normal working day will require a personal day or sick day as appropriate.

Instructional Method		Description	Location
FSW Online		<p>In an <b>FSW Online</b> course all of your instruction and coursework occurs through Canvas, and you are not required to attend any scheduled class meetings. Instructors may offer optional synchronous meetings, but not require them.</p> <p><b>ProctorU or Proctorio or “Alternate Testing Location”</b></p>	<b>Online Only</b>
FSW Live Online		<p><b>FSW Live Online</b> courses are a special version of an online course where instruction occurs via Zoom during a regularly scheduled time.</p> <p><b>ProctorU or Proctorio or “Alternate Testing Location”</b></p>	<b>Online Only</b>
FSW Blended Online		<p>In an <b>FSW Blended Online</b> course you will meet in a virtual Zoom classroom for some class meetings and also be required to complete coursework delivered online through Canvas. You do not have to come to campus.</p> <p><b>ProctorU or Proctorio or “Alternate Testing Location”</b></p>	<b>Online Only</b>
FSW Blended On Campus		<p>In an <b>FSW Blended On Campus</b> course your professor will mix required on campus class meetings with online coursework. The online portion of the course may be live in a virtual Zoom classroom or all asynchronous in Canvas.</p> <p><b>Testing Center for Make-up Exams and Adaptive Services or ProctorU or Proctorio (optional)</b></p>	<b>A mix of both</b>
FSW Traditional		<p>In an <b>FSW Traditional</b> course you will be expected to meet on an FSW campus on a regular weekly schedule.</p> <p><b>Testing Center for Make-up Exams and Adaptive Services</b></p>	<b>On Campus Only</b>
FSW Live Flex		<p>In an <b>FSW Live Flex</b> course, you choose how you attend each class. You can opt to come to campus for every class, join virtually by Zoom every class, or a mix that fits your needs. The class will always meet together at regularly scheduled times, but some classmates will be attending virtually.</p> <p><b>Testing Center for Make-up Exams and Adaptive Services or ProctorU or Proctorio (optional)</b></p>	<b>A mix of both</b>



# VP Updates

## President's Priorities! HLC - New FSW mission

The mission of Florida SouthWestern State College is to provide **affordable** and **exceptional academic, cultural and workforce opportunities** in a **supportive environment** that productively **transforms** the lives of our students and enhances the **economic vitality** of the communities we serve.

## Emergency Remote Training – Aug 31<sup>st</sup> for All

<https://fsw.catalog.instructure.com/browse/trainingcalendar/fsw-online/courses/emergency-remote-ready-training>

I had done the training – happy to share examples via canvas content share



# VP Updates

## Simple Syllabus

- Toolkit available, some things we can fix, so reach out as needed
- [syllabus@fsw.edu](mailto:syllabus@fsw.edu) will generate a work order
- **Sept 2** – Section Syllabi closed for editing and recorded as syllabus of record. Changes will need work orders after that

## Attendance Verification

- Quiz “locks” on 9/2 for Full- and A-terms and on 10/28 for B-term
- MyFSW Portal faculty dashboard card - Attendance Verification Exception Form for late verifications
- When entering grades continue to ignore last day of attendance for all but “F” and “I” grades



# VP Updates

## Recordings (&AI)

- Students - FL law says students have right to record class lectures (and only class lectures) for personal use **only** (they are not allow to post or share with classmates)
- Faculty – if leverage for meetings, make sure participants are aware, and don't share sensitive data with AI

## AI options are growing

- Zoom AI Summary
- Claude, Otter, Sana, CoPilot
- We are still learning – as are our students

*Challenge I have seen are students using it inappropriately – leading to lower grades even if they are not committing academic violations.*



# VP Updates



## International Ed

Starting to get back to pre-COVID levels

- 81 students travels last AY

AY 2024 - 2025 SHP Planned Programs

- School of Health Professions: Global Perspectives in Health in Costa Rica?
- AY 2026 proposals due Jan. 31, 2025

## Curriculum@FSW

No more currcciculog!

New Website:

- [www.fsw.edu/curriculum](http://www.fsw.edu/curriculum)

• Forms & Other Info available

Updated Proposal Process Open Session

- 9 AM Thursday, August 15th, 2024

<https://fsw.zoom.us/j/84811727594>

DEADLINE for New Program proposals

- 1 November 2024
- Tell Dr. Schott/Dr. Harris ASAP if planning



# VP Updates

## Adjunct Review Process 24-25

Shorter, annual process vs Detailed three year process

Canvas course:

- Upload Student Opinion Survey for all classes
- Upload Student Success Data,
- Upload Observation form (New Adjuncts, DE Faculty annually, or every three year as needed)
- Reflection on the teaching semester
- Set goals for the following year.

## Still Need Mentors!

- Directors to identify mentors for New FT Faculty, new Adjuncts, and DE Faculty. (Note: Mentors must have completed Mentoring Matters Training) – **August 2024**
- Adjuncts upload their required materials no later than 2/14/25.





# VP Updates - Tech

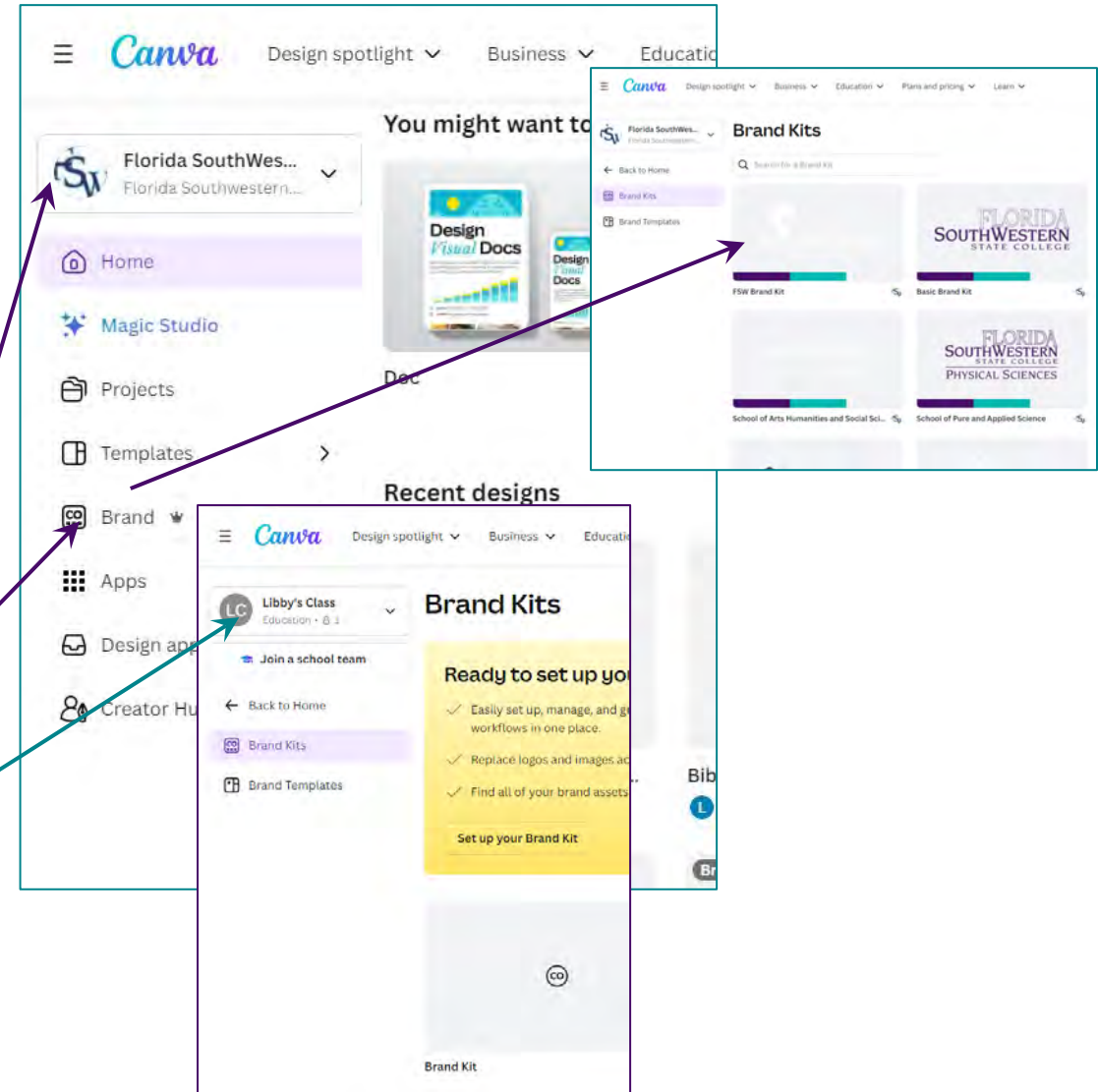
## Canva

All faculty have access to Canva with FSW SSO

Lots of AI tools embedded in the program

Two accounts

- One with branding kits and templates that requires approval to share
- One with no kits, but no approval required to share





# Academic Committee Updates

- Academic Standards
- Academic Technology
- Curriculum
- General Ed
- Learning Assessment
- Professional Development
  - \* (funds!)
- TLC (or Center for Teaching and Learning Excellence!!)
- QEP
- Honor's Advisory Council
- OTOC
- eLearning
- Library



WEAR YOUR "WELCOME BUCS" SHIRT ON THE FIRST DAY OF CLASSES!

FOR DETAILS ABOUT THESE EVENTS & MORE, CHECK OUT BUCS CORNER



MAKE THE MOST OUT OF YOUR COLLEGE EXPERIENCE

Visit [fsw.presence.io](http://fsw.presence.io)

- AUG 14-17** ● **BUC BLOCK PARTY**  
5 PM - 7 PM  
8.14 HENDRY-GLADES & CHARLOTTE  
8.15 COLLIER  
8.17 LEE
- AUG 16** ● **MOVE IN**  
9 AM - 4 PM LIGHTHOUSE COMMONS
- AUG 16** ● **POOL PARTY KICKOFF**  
LIGHTHOUSE COMMONS
- AUG 19-23** ● **WELCOME WEEK**
- AUG 19 & 20** ● **TREASURE HUNT**  
8:30 AM - 12:30 PM VARIOUS LOCATION
- AUG 21 & 22** ● **FALL FEST\***  
11 AM - 1 PM  
LEE CAFETERIA  
COLLIER CAFETERIA  
CHARLOTTE CAFETERIA  
HENDRY-GLADES A119
- AUG 21 & 22** ● **BUCS BINGO\***  
11 AM - 1 PM  
LEE CAFETERIA  
COLLIER STUDENT LOUNGE  
CHARLOTTE CAFETERIA  
HENDRY-GLADES A119
- AUG 23** ● **VOLLEYBALL KICKOFF**  
12:30 PM SUNCOAST CREDIT UNION ARENA

\*For Collier & Charlotte campuses, Bucs BINGO is Aug 21 and Fall Fest is Aug 22.

# ONE Theme ONE College: Our Changing Worlds



- Tuesday, Sept. 24th: 12:00-1:20 in J-103:
  - Matt Lopez, screenwriter, producer: Our Changing Cinematic Worlds:
  - Screenwriting in the Age of A.I.
- Wednesday, October 2nd 12:00-1:20 in J-103
  - Our Changing World of FSW: Roundtable Discussion with Dr. Allbritten, Dr. Neuhard, and Dr. Bilsky
- Friday, November 15th, 6:00 in the Rauschenberg Gallery
  - Tatsuya Nakatani: Musical Performance
- Week of February 18th
  - Sid Dobrin: Changing Worlds of Technology and the Classroom



# Schedule - Upcoming Key Dates – Fall

- Monday, August 19
- Tuesday, August 27
- **Monday, Sept 2**
- **Tuesday, Sept 3**
- Friday, Sept. 20th

First Day of Classes!

Attendance Verification Due

**College Closed! Labor Day**

**Study Day – No Classes**

Fall Faculty Symposium

Arc Grant Presentations

Jordan Donini – Turtles!

Michael Sauer – Rocks!

Talk Nerdy to Me

Share your teaching, research or other ideas with  
random faculty in speed- dating style



# FLORIDA SOUTHWESTERN STATE COLLEGE

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SCHOOL OF HEALTH PROFESSIONS

**School of Health Professions (SoHP) Meeting August 14, 2024, 2pm to 3pm, Lee  
Campus**

**Attendance**

<b>Name</b>	<b>Position</b>
Dr. Libby Schott	Acting Dean, School of Health Professions and Dean School of Pure and Applied Sciences
DonnaMarie Rich	Coordinator, SoHP, Administration
Anthony Valenti	Faculty Librarian, Research & Instruction
Bridgette Malchow	Faculty, Human & Social Services
Halley Bennett	Clinical/Simulation Coordinator, CVT
Ray Lenius	Adjunct Professor, CVT
Sarah Hamula	Student Success Advisor II, Nursing
Jynell Kingsberry	Student Success Advisor II, SoHP
Joanne Sabo	Student Success Advisor II, Nursing
Michelle Sherman	Administrative Assistant, Nursing
Tracy House	EMS Support Specialist
Lynn DiSomma-Sentner	Program Coordinator, EMS
Michael Knoop	EMS Support Specialist
Leticia Guevara	Program Coordinator, EMS
Cassie Billian	Program Director, Emergency Services
Kathy Blades	Professor, Nursing-BSN (FLEX)
Judith Sweeney	Professor, Nursing
Colleen Moore	Professor, Nursing
Kelly Murphy	Professor, Nursing
Megan Barry	Professor, Nursing
Kandi O'Brien	Clinical Associate, Nursing
Monica Pedwell	Professor, Nursing
Cassandra Allbritten	Program Director, Advanced Medical Assisting & Medical Assisting Specialist
Elizabeth Whitmer	Professor, Health Information Technology
Dr. Susan Foster	Program Director, Health Information Technology & Medical Coding and Billing
Coleen Kubetschek	Clinical Coordinator, Radiologic Technology
Dr. Heather O'Connell	Professor, Respiratory Care
Genny Baballeku	Program Coordinator, Respiratory Care
Tamra Pacheco	Coordinator, Health Professions
Michael McNiskin	Program Coordinator, Radiologic Technology
James Mayhew	Program Director, Radiologic Technology
Ashleigh Koza	Simulation Operations Specialist I, Allied Health and Simulation Education
Jessica Golda	Program Director, Corporate Training and Simulation Education
Frank Vilchez	Corporate Training & Simulation Coordinator, SoHP
Julie Best	Clinical Coordination Manager, Nursing
Dr. Brett Clinton	Professor, Nursing ASN

