**Florida SouthWestern State College  
School of Business and Technology  
Department Meeting Minutes  
(September 13, 2024)  
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker | X |  |  |
| **Department Chairs** |  |  |  |
| Alisa Callahan | X |  |  |
| Dr. Mary Conwell | X |  |  |
| Dr. George Kodsey | X |  |  |
| Dr. Brian O’Reilly | X |  |  |
| **Faculty** |  |  |  |
| Dolores Batiato | X |  |  |
| Kenneth Belcher | X |  |  |
| Frederick Bruno | X |  |  |
| Krissy Cabral | X |  |  |
| Adam Davis | X |  |  |
| Matthew Hoffman | X |  |  |
| Rushell Hopkins |  |  | X |
| Alicia Law | X |  |  |
| Timothy Lucas | X |  |  |
| Luis Morales | X |  |  |
| Jennifer Patterson | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
| Mary Fullenkamp |  |  | X |
| Judy Dantes |  |  | X |
| Caroline Siefert | X |  |  |
| Ella Pipes | X |  |  |
| Christopher Renda | X |  |  |
| Albert Nault | X |  |  |
| Jane Charles | X |  |  |
| **Other Staff** |  |  |  |
| Michele Pelletier |  |  | X |
| Peter Ocsody | X |  |  |
| **Faculty cont.** |  |  |  |
| Miguel Rivera | X |  |  |
| Mark Snyder | X |  |  |
| William Van Glabek | X |  |  |
| Whitney Walker | X |  |  |
| Roger Webster | X |  |  |
| Richard Worch | X |  |  |
| **Guests** |  |  |  |
|  |  |  |  |

**Call to Order.** The meeting was called to order at 1PM.   
  
**Minutes.** Minutes of the last meeting were approved as submitted.

**New Business.**

**Student Well-Being & Team Challenges**

* Dr. Myers shared a tragic incident involving a student and emphasized the importance of student well-being and available support services.
* She initiated a discussion about team challenges and successes—small groups shared in breakout sessions.
* Resources:
  + Submit a Concern: <https://www.fsw.edu/careservices>
  + Personal Support: [Care@fsw.edu](mailto:Care@fsw.edu)

**Addressing Challenges & Improving Support**

* Dr. Myers and Professor Van Glabek discussed the team's challenges: tutoring support and student familiarity with MLA but not APA citation styles.
* Jane Charles suggested using Noodle Tools to assist with citations.
* Concerns were raised about students not submitting assignments early, impacting their performance.
* A need for technology assistance for adjuncts. Sandi highlighted issues with e-texts and accessibility due to books not being available online.
* Dr. Myers discussed efforts to bring more speakers through Zoom and the need for departmental and school-wide AI policies to prevent students from submitting AI-generated assignments.

**Spring Semester Prep & Entrepreneurship Program**

* Issues with e-books and course materials to be smooth/resolved.
* Dr. Myers proposes allowing faculty to choose e-textbooks without associated coursework if desired. She also mentions resolving issues with inclusive access for certain courses.

**SoBT Study Abroad - Berlin**

Matthew Hoffman shares details about a new entrepreneurship study abroad program in Berlin that will offer students a hands-on experience pitching business ideas to investors. The program is set to begin in July as a pilot, with plans to expand it in the future.

**Adjournment.** The meeting was adjourned at 2PM.  
  
Mary Fullenkamp, Coordinator