**Academic Success Department Meeting**

September 13, 2024

2:00-3:30 pm

Present:

* April Ring
* Mary Schultz
* Laura Shaw
* Sonji Nicholas
* Sharon Hill
* Karen Maguire
* Holley Holland
* Brenda Shave
* William Brown
* Duke DiPofi
* Luis Hernandez
* David Evans
* Susan Hester
* Janet Harvey
* Mary Vaughan
* Troy Tucker
* Jennifer Henry
* Rebecca Thompson
* Kristie Ward Cangelosi

1. Good news
   * Dr. Hester’s students are still alive
   * Dr. Nicholas is co-advisor for PTK on Collier, proud of very engaged students who have put together an entire lecture series to discuss student success through guest speakers presentations
   * Dr. Ring expressed gratitude for our department
2. Follow-up from SAHSS meeting
   * Karen Maguire-alcohol at Symposium?
   * Mary Vaughan-Tutor.com
3. Committee Updates (as needed):
   * Curriculum Committee
     1. Not scheduled to meet until next week, nothing to report, transitioned to Google Forms from Curriculog
   * Professional Development Committee
     1. Dr. Nicholas-Highlights-have same funding as last year, no cuts, have ancillary for books and prof. organization, funds available until all used. Next deadline is Nov 29 for professional travel from Jan to March 2025
     2. Dr. Nicholas will be doing a PD on Sept 27 on how to give back via Zoom
   * Learning Assessment Committee
     1. Rene Hester-They are getting picky about what we are indicating in our syllabi about what we are assessing
     2. Rene Hester-Whatever we submit, it should meet the requirement (outcome?) on the syllabus, should be in line with the rubric
     3. Rene Hester- Not about LAC- Nov 16-Saturday:Group of kids from Boys and Girls Club will be visiting Lee Campus and would like professor to talk to them, asking for volunteers
   * OTOC
     1. Mary Schultz will not be on OTOC committee, looking for someone else to join
     2. [Matt Lopez event flyer](https://docs.google.com/document/d/1TpH9p97X9kEXFVnEse7XnZqQrCRtY4CzL_35TaKWNho/edit?usp=sharing)
     3. [Oct. 2 Roundtable](https://fsw.presence.io/event/roundtable-discussion-the-changing-world-of-florida-southwestern-state-college): 12-1:20 pm Bilsky, Neuhard and Allbritten
   * Academic Standards Committee
     1. Karen Maguire said ASC met last week,
        1. Received a task from Dr. McCLinton to review COP’s, they are being reviewed in preparation for new accreditation
        2. Webpage, faculty handbook, etc. need to be looked at
   * Center for Undergraduate Research and Creativity
     1. Fall Faculty Symposium Sept. 20 - don’t forget to RSVP!
        1. [Talk Nerdy to Me flyer](https://docs.google.com/document/d/1QfxJprYQgOwLhVNzpzVs7x52X918Mq2qX3ViQQT_iOY/edit?usp=sharing)
           1. Opportunity to get to know colleagues in a fun atmosphere, musical chairs type activity with questions/conversations
           2. Libations optional, snacks will be provided
           3. Not just about research
     2. Encouraged others to consider joining CURC committee this year
   * Academic Technology Committee
     1. Updates to COPs related to online; creating an online teaching handbook (Yuja or Kaltura), transitioning from tutor.com to Brainfuse
     2. Kaltura videos will transition over, but should delete old videos that are not being used
     3. Tutor.com will not be used due to ownership links to China, will transition to Brainfuse
     4. Laura Shaw-will Tutor.com be blocked on our WIFI? (Students who are trying to access it on their own, with their own accounts?) – unsure of answer
     5. Mary Schultz-laptop cart-perhaps smaller, more portable unit?
     6. Mary Schultz-7 a.m. opening of buildings is it possible to change to 6:45 a.m.
4. Advising Updates
   * Early Alerts
   * Will Brown-taking over for Bridget Malchow
   * Early Alerts-still working as before, but will be re-vamped soon (working with Dr. Page and Angie
   * Dr. Shaw-advising appointments for students in her Friday class…error message when they try to make appointment, unable to do so. William Brown says Friday afternoons are the best times to book an appointment. Appointments open 2 weeks at a time.
   * Drop in advising on Wed and Thurs as a last resort. Open 2 weeks at a time.
   * Mary Vaughan, if their specific advisor isn’t available, can they meet with any advisor? Will Brown-Possibly on Charlotte, but difficult on Lee Campus, except for drop in advising (Wed and Thurs on all campus)
5. Academic Support/Tutoring Services with Luis Hernandez
   * Updates- 10-6 M-R and 8-4 Fridays, walk in tutoring, no appointment necessary
   * In person
   * Amanda, new writing tutor
   * CRLA certification for tutors, training for peer tutors and full-time tutoring staff
6. Adjunct mentoring updates and reminders
   * Upcoming training for mentors and training for mentees (adjuncts), see below
7. Event/PD Reminders:
   * Training on Adjunct Evaluation: October 25, November 21 or January 24
   * Mentor training Sept. 27
   * Emergency Remote Readiness for ALL faculty
   * Connections Week Oct. 14-18
   * [Tech Connections](https://drive.google.com/file/d/1Wrl0YQV2c2NfePllOstAtq27R91f96bl/view?usp=sharing)
   * [Designing for Care: A Faculty Book Club](https://drive.google.com/file/d/1Wrl0YQV2c2NfePllOstAtq27R91f96bl/view?usp=sharing)
   * [Florida Association for Student Success Annual Conference Oct. 17-18](https://myfass.net/upcoming-events/)
8. Faculty up for Continuing Contract – updates
   * David Evans-committee Duke, Mary Ellen, Sonji will be on committee
   * Duke – next steps-
     1. April-needs to give list of who is on committee
     2. CNA-1026 by third week of Sept, committee needs to be formed
     3. By last Friday, faculty member has portfolio set up
     4. David Evans-has most of portfolio ready
9. EAP and REA topics/questions
   * Textbook adoption schedule (possibly impacting REA and/or EAP)
     1. Spring—September 27
     2. Summer—February 28
     3. Fall—March 28
10. Goal-setting for 24-25 with Monique Harrington
    * Monique Harrington
      1. Shared document about goal setting and assessment
      2. By end of month, we need to have at least 3 goals for our department
      3. Summary of what we had for last year and how we did
      4. For SLS final essay, exceeded goal
      5. For REA, exceeded goal, online has slight advantage over traditional modality
      6. Karen Maguire-EAP goals? Rene & Troy since EAP was in transition, no goals created for last year.
      7. Students success rates up in the fall, but dropped in the spring
      8. Monique
         1. Do we want to continue with SLS writing assignment goal?
         2. April Ring-do we want to do something else
         3. Mary Schultz-pre and post survey?
         4. April-already doing another survey
         5. Monique-surveying ourselves?
            1. What do we want to know more about?
            2. Mary Ellen-how can we support our SLS adjuncts?
         6. Implementing the new survey for SLS
         7. Troy-implement something for EAP
         8. Rene-for reading-likes the goal we have, keep it the same
11. SLS topics:
    * Brenda Shave - New online support for students in SLS/Discord
      1. Discord
      2. Peer Mentors are all on Discord channel with ongoing chats, voice channel for peer mentors, 9-4 will be staffed by Peer Mentor, can speak to a peer mentor live, has a FAQ page. Will embed the workshops on that page. Links to Canvas courses.
      3. April-how do students get in to Discord
         1. Students have to go into Bucs corner and fill out a form, then get an email back, then given a code
         2. Have about 200 students already on Discord
         3. First student event, workshop on Time Management, easier to get everyone verified at an event
         4. April-can a video be made to show students how to get on
         5. Brenda-we do have a video, needs to be shared
         6. Good way for students to connect with Peer Mentor since peer mentors aren’t in classes
         7. Workshops will be embedded into Discord
         8. April-Dr. Beard Peer Mentors will send weekly emails to all students, not just SLS students
         9. There are several new workshops available for GPS
    * Feedback on SLS Saturday classes and Summer Bridge
      1. April-Data from Dr. Van Gaalen-
         1. Saturday class data was vague, mostly demographic
         2. Sharon-both were very accelerated courses
         3. Summer bridge-they had a part that was a wraparound, there were specific workshops scheduled, whether it was financial aid, career center, etc., someone from those departments came to us to provide information and allow them to complete GPS/MGP
         4. Saturday and summer class-all students passed
         5. This fall the Saturday class is different, the students are “any student”, not a specific cohort
            1. Dr. Page shared some data
            2. Summer Bridge-each received a $1000 scholarship, 36 students participates, 18 at Lee 18 at Collier
            3. 94.4% of participants enrolled in Fall 2024, strong retention rate
            4. MGF 1130 (94.4), SLS (100%) pass rate
    * Journal 4 - request to revise prompt
      1. Plant seed-How can we make it more consistent with other journals?
    * Other questions/concerns