



# Planning for Spring

September 2022

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

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**SCHOOL OF PURE AND APPLIED SCIENCES**

# SoPAS Meeting Agenda

## Welcome Back!



- School Updates
- Policy Updates
- Academic Committee Updates
- Schedule - Sep & Oct Key Dates



# SoPAS Updates

Poor Spellers of  
the World -  
**UNTIE!**

- My Goals:
  - Frequent and transparent communication!
    - Monthly Emails
    - Monthly Zoom Meetings
    - Microsoft Teams
    - Campus Visits
  - Look at creating/updating/sharing systems to help the admin side of things
    - MFA!
    - Attendance Verification and Grade Change Form
- Topics for August: Summer Updates & Getting the Semester Started, ??'s
- Topics for September: Textbooks, the Spring Schedule, ~~Master Courses, and Evaluations~~  
**IT UPDATES**
- Topics for October: Spring Schedule, Evaluations, AA Program Assessments
- Topics for November: End of Semester Procedures! *Veteran's Day so Via email*



# Modalities

Ex. Section Number	Campus
101	Lee Campus
201	Collier Campus
301	Charlotte Campus
701	Hendry/Glades Campus
801	Online (no class meetings)
901	Live Online (Zoom)

F – Flex  
 B – Blended  
 X – Linked

*For example, Section 101 is a traditional class meeting on Lee Campus, Section 901 is a Live Online Class meeting in Zoom, Section 30B is a Blended class with a ground component meeting on Charlotte campus, Section 90B is a Blended course meeting online, and Section 70F is a Flex course with the instructor at Hendry Glades, but a class that students can attend in person or via Zoom.*

Instructional Method	Description	Location
<b>FSW Online</b> 	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.	Online Only
<b>FSW Live Online</b> 	<b>FSW Live Online</b> courses are a special version of an online course where instruction occurs via Zoom during a regularly scheduled time.	Online Only
<b>FSW Blended Online</b> 	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.	Online Only
<b>FSW Blended On Campus</b> 	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.	A mix of both
<b>FSW Traditional</b> 	In an <b>FSW Traditional</b> course you will be expected to meet on an FSW campus on a regular weekly schedule.	On Campus Only
<b>FSW Live Flex</b> 	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.	A mix of both



# SoPAS Updates – Planning for Spring!

## Spring Schedule



- Due to Schedulers Sept 30<sup>th</sup>
- *Step 1 – Courses by number of ground sections per campus*
- Step 2 – Sections by Modality (ground / live online / online)
- Step 3 – Day / Times / Instructor / Modality (Blended vs Flex) / **Rooms**
- Step 4 – Confirm individual schedules with Faculty

## Spring Textbook Adoptions



- Due to Andy Sept 30<sup>th</sup>
- New Process for Science Course Directors – Gus has details in Dept Meetings
- One book per course per campus!
- *I am asking you to think through implications for fellow instructors and for your students when choosing both textbook AND format!*



# SoPAS Updates – Planning for Spring!



- Planning for Spring (More from your Department Chairs)
  - Textbooks – One adoption per course per campus
    - 5 campuses (Lee/Charlotte/Collier/Hendry Glades/Online – online includes live online)
    - Need to be consistent between Textbook vs Access Code – need to pick one
    - What’s on the Follett website is the official adoption
    - Cengage Unlimited / Pilots / OER exceptions
  - Please be patient with Dual Enrollment Students – they are facing issues through no fault of their own
    - They may not have yet receive textbooks
    - ProctorU and/or Proctorio might on work on school issued computers
    - Some of it is on the schools, some on Google updates and IT issues, *and some is on us*
- *For Spring, please work with your course directors (and Andy!!) on getting our part set up correctly.*

# Policy Updates



- Spring Guidance from VPAA
  - Sept 23 paperwork to HR; Please let me know so I can work into the schedule
  - 3/2 split – have flexibility based on our non-uniform credit hour and contact hour classes
  - Overloads not counted in split
  - Friday Classes?
- **Canvas** & Portolium approved for Continuing Contract Portfolios
- Credentialing Options within SPAS?

# VPAA Updates

Many, Many (Many) IT changes keep coming – full slides in Teams

- Flexible Technology Classrooms
- College Issued Workstations
- Phone System Overhaul – Zoom Phones
- Canvas Impact
- Chatbot (ViKi)
- TDX Expansion
- GLBA Requirements
- FSW Portal

# Policy Updates



# Flexible Tech Classrooms

## CLASSROOM ENHANCEMENTS

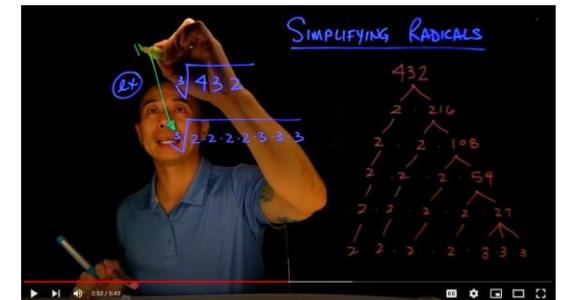
2019

- Tier 1 Classroom
  - Basic Technology including instructor computer, projector, doc cam, etc.
- Tier 2 Classroom
  - Tier 1 plus interactive technologies such as Smart Symposiums, Interactive Whiteboards
- Tier 3 Classroom
  - Tier 1 technology plus video conferencing capabilities.
- Tier 4 Classroom
  - Fully immersive space with multiple displays, interactive technologies, and video conferencing.

2022

- Tier 1 Classroom
  - Basic classroom includes enhanced video, audio, dual instructor monitors, touch screens, smart switching technology, projector
- Tier 2 Classroom
  - All Tier 1 technologies plus multiple screens in classroom to display content
- Tier 3 Classroom
  - Fully flexible space, includes all Tier 1 & Tier 2 technologies plus enhanced technology such as eGlass, and AI technologies

eGlass



<https://youtu.be/8Af1Em0IGBI>

eGlass demo – MATH COBP  
Today at 12:30 (U117/Zoom)

Status – 150 Rooms complete  
138 more by May 2023

# Policy Updates



# College Workstations

## Proposed

- Laptop (Desktop with justification)
- Dual Monitors(2 sets if Hybrid)
- USB Bank
- External Webcam

**Note: Remote/Hybrid workers will eventually have one workstation**



## Rationale:

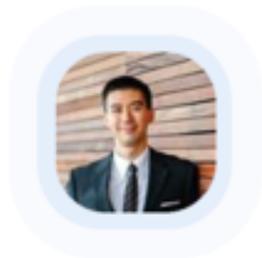
- Most employees secure secondary devices (laptops) from IT using departmental budgets
- FSW Anywhere implementation
- Reduction of issued devices
- Implementation of College VPN (all devices can connect to college VPN) allows updates remotely to all laptops regardless of location

# Policy Updates



Your physical office phone will now live on your PC and your cell phone or tablet (anywhere you have the Zoom App)

- Enables remote/hybrid workers to not have to give out cell numbers to communicate with FSW community
- You manage your Caller ID, VM and SMS from the console
- Classroom and justification phones



**Grant MacLaren**

11247

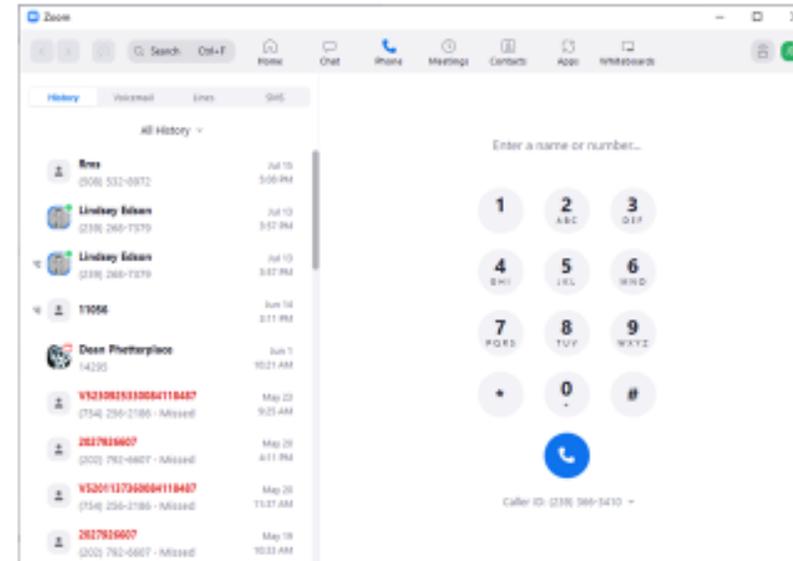


Accept



Decline

# Zoom Phones



IT with some faculty volunteers tested Zoom phone for 3 months over the summer.

- IT will start to port over their current numbers to Zoom and setup the first FSW Zoom Call Center for the IT Helpdesk.
- Phased rollout over the next 6 months
- Goal is to be off the old system by January 2023

**Starting with IT and Staff  
Goal to be complete by Jan 2023  
Faculty Last**

# Policy Updates



## Canvas Impact

Additional courses, including those from past and future terms, may be found on your All Courses page.

### Published Courses (16)

**Banner 9 Training**  
Banner 9 Training

**Compliance Training**  
Compliance Training  
Professional Development

**Flex! The Future of FSW**  
TLCSE-012822  
Canvas Catalog

**Get Targeted Support**

We have a new tool, Impact, to help provide relevant help information to you wherever you are in Canvas. Select the "Support" button in the Global Navigation to see it in action.

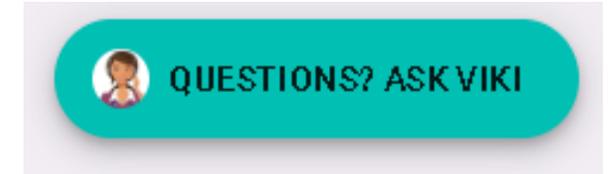
Also, to dismiss pop-ups, like this one, be sure to check the "Don't show this again" box before selecting the Close icon.

Don't show this again

Helpful?

# Already Installed

## Chatbot (ViKi)



## Team Dynamix (TDX) Expansion

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Search the client portal

Jason Dudley

College Services | OIT Home | Projects | Services | Knowledge Base

- Information Technology
- Facilities
- Finance
- Marketing
- Risk Management
- Teaching and Learning Center (TLC)
- Student Affairs
- View My Open Requests
- My Approvals
- Find Answers
- Live IT Support
- Professional Development

**View My Open Requests** once logged in, shows your current active requests (tickets).

**My Approvals** once logged in, lists all actions requiring your approval.

**Find Answers** will take you Knowledge Base support articles for common solutions to issues.

FSW Information Technology offers phone, in-person, and Live chat support to assist you.

View current professional development sessions through the Teaching and Learning Center

# Policy Updates



# Calendar Application

College purchased Presence, a student engagement platform, which allow departments to create “sites” for students to interact with departments and student clubs ([www.fsw.presence.io](http://www.fsw.presence.io)) It also has a calendaring system that is modern, user friendly, flexible and easy to expand to use across FSW. Target Date January 2023.

Report COVID-19 Cases Apply Contact Portal Canvas Donate Directory FSW Alert Search... Search

Future Students New Students Current Students Faculty/Staff Event Calendar Quick Links

FSW Event Calendar Upcoming Day Week Month Search Update

« Aug 2022 » Upcoming Events

S M T W T F S

Mon, Aug 22, 2022

All First Day of Classes: Full and A Terms -- Academic Calendar --  
Day Welcome to the Fall 2022 semester, Buccaneers! Today is the first day of Fall Full Term and A Term classes. Thanks for choosing FSW.

Looking for Events?? - <https://fsw.presence.io/> -- Student Engagement --  
Looking for events? Check out Bucs Corner at <https://fsw.presence.io/>

Monday, August 29, 2022

All Last Date To: Add Courses, Drop Courses, Change Credit/Audit -- Academic Calendar --  
Day Last day to add courses, drop courses, change credit/audit.

Late Date To: Add Course for Financial Aid Eligibility -- Academic Calendar --  
Last day to add course for financial aid eligibility.

Last Date To: Add or Change a Program -- Academic Calendar --  
Last day to add or change a program.

Looking for Events?? - <https://fsw.presence.io/> -- Student Engagement --  
Looking for events? Check out Bucs Corner at <https://fsw.presence.io/>

Monday, September 5, 2022

All College Closed -- Academic Calendar --  
Day College closed in observance of Labor Day.

Looking for Events?? - <https://fsw.presence.io/> -- Student Engagement --  
Looking for events? Check out Bucs Corner at <https://fsw.presence.io/>

Tuesday, September 6, 2022

All Study Day -- Academic Calendar --  
Day College is open, no classes.

Monday, September 12, 2022

All Looking for Events?? - <https://fsw.presence.io/> -- Student Engagement --  
Day Looking for events? Check out Bucs Corner at <https://fsw.presence.io/>

QUESTIONS? ASK WIKI

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Organizations Events Forms Resources

Events

Search Events

CATEGORY ORGANIZATIONS TAGS DATES

2022-2023 Student Community St...  
Office of Community Standards  
08/22/2022 - 8:30 AM  
All Campuses

Snack on the Go  
Student Engagement  
08/22/2022 - 9:30 AM  
Hendry A-119

Stock Up for School  
Student Engagement  
08/22/2022 - 12:00 PM  
Collier Breezeway

Snack on the Go  
Student Engagement  
08/22/2022 - 4:00 PM  
Lee Campus - Breezeway Between Q & S

Back to the Grind  
Student Engagement

Welcome Tables  
Student Engagement

Welcome Back Department Fair  
Student Engagement

Snack on the Go  
Student Engagement

# Policy Updates



# FSW IT Updates

## GLBA Requirements

- Institutions of Higher Education were ruled to be Financial Institutions. Changes to GLBA Safeguards rule published in the Federal Register on December 9, 2021.
  - Rule changes went into effect January 10, 2022.
  - Sets December 9, 2022 as deadline to become compliant with new controls.
- Security Controls: Encrypting data, MFA, secure disposal of data, detect unauthorized access of data
  - Use of unauthorized external storage devices such as USB and external hard drives.
  - Data always encrypted (rest and during transit)
- Student MFA coming – probably by Spring Break
- Stricter Security Training tracking – 30 days for new faculty/annually in Canvas
- Encrypting of Data could restrict Personal USB drives – **best practice is to start storing classroom files in the Cloud. . . .**

# Policy Updates



# GLBA Requirements

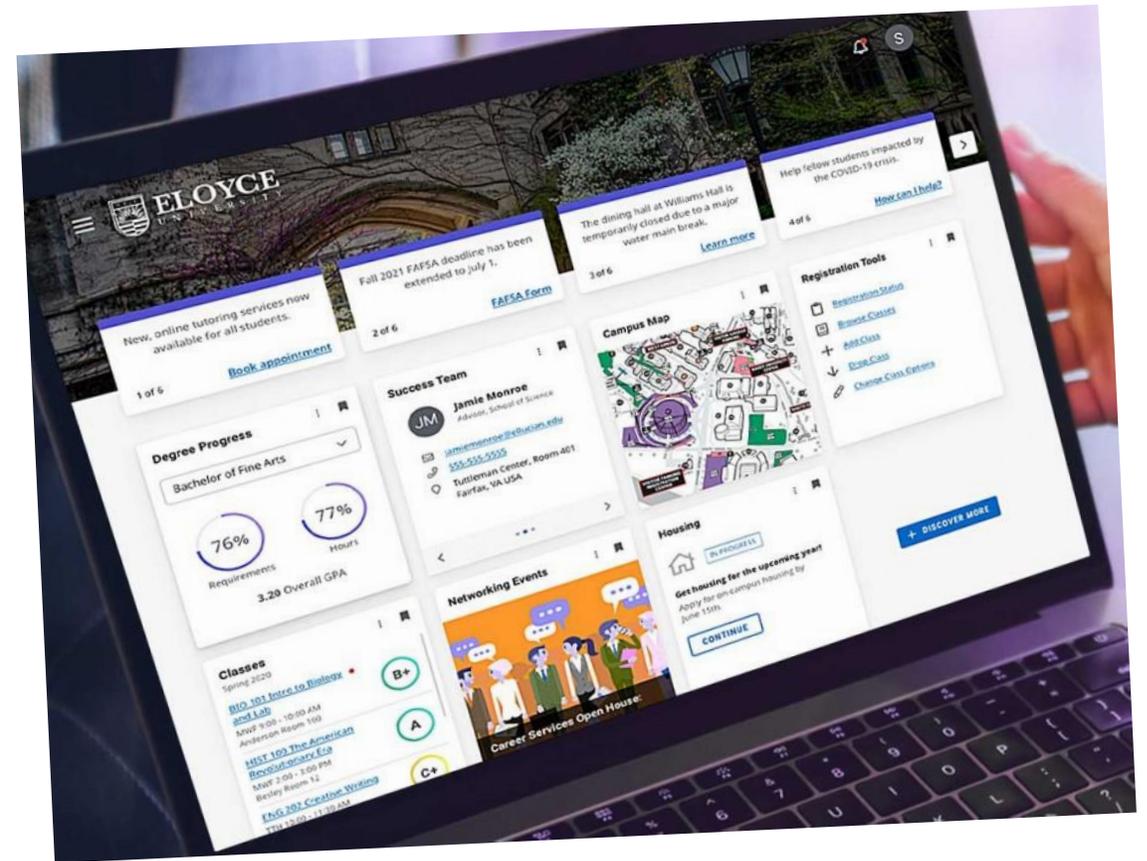
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# Policy Updates



# New Portal

- Current Portal is unsupported and end-of-life 12/31/22
- Starting the implementation of the new FSW Experience portal next week
- First releases of the new portal will take place in January 2023.
  - Phased to move everything off old to new



# Policy Updates



# Simple Syllabus

- FSW is moving forward with implementation
- Current plan is for a SUMMER 2023 rollout
- Lots of behind the scenes organization to align
  - Things for use to think about – what policies do we want to add to the syllabus (would be tied to the course pre-fix)?
  - Lab Safety?
  - Proctorio and ProctorU Guidance?
  - Integrity / Code of Conduct Statements?

# Academic Committee Updates

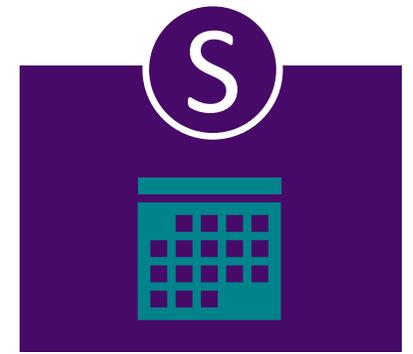


From SPAS Reps

- Academic Standards
- Academic Technology
- Curriculum
- General Ed
- Learning Assessment
- Professional Development

- TLC Coordinators
- eLearning Coordinators
- QEP Guided Pathways
- OER
- OBOC

# Schedule - Upcoming Events – Current Events Fliers in Teams



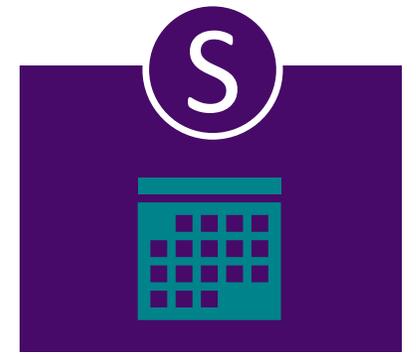
## Faculty Events:

- Instructional Technology:
  - Sept 12<sup>th</sup> @ 2:30 – Round Table Discussion on Combating Plagiarism
  - Oct 10<sup>th</sup> @ 2:30 – Simple Syllabus
  - Nov 14<sup>th</sup> @ 2:30 – New quizzes in Canvas
- FSW Parent Support Group
- TLC: Accessibility Tech Tues
  - Sept 23<sup>rd</sup> – Tech Enhanced Classroom/Kahoot/DEV101 QM Rubric
  - Sept 30<sup>th</sup> – Adjunct Portfolio; Mentoring Matters
- Shared Governance Forum Names (today)
- **CREATIVE Capstone – Applications due Sept 16<sup>th</sup>**

## Student Events:

- Sept 8<sup>th</sup> @ 6PM - David and Goliath Speaker Series (OBOC) – Lee J-103 or Zoom
- Sept 9<sup>th</sup> – Student Leadership Conference for the Fall
- Various – Library Micro-workshops
- Study Abroad Program – Our own Professor Emily Porter is teaching **EVR 1001C: Introduction to Environmental Science in Italy** and Professor Jordan Donini and Dr. Angus Cameron are teaching **IDS 2891: CREATIVE Capstone Tropical Conservation in Costa Rica.**
- Adult Learner Connections Series

# Schedule - Upcoming Key Dates



See Excel Spreadsheet in Teams

- Friday, September 16, 2022  
Sub committees Finalized/Optional & New Faculty Conferences Complete
- Monday, September 19, 2022  
Last day to withdraw - Fall Mini A term
- **Friday, September 30, 2022**  
**Initial Spring Schedule Due to Schedulers**
- **Friday, September 30, 2022**  
**AY 23-24 Textbook Adoption List Due**
  
- Thursday, October 6, 2022  
Last Day of classes Fall Mini A term
- **Monday, October 10, 2022**  
**Final grades due @ NOON - Fall Mini A term**
- **Wednesday, October 12, 2022**  
**Spring Schedule Closed for Optimization**
- Thursday, October 13, 2022  
First day of classes - Fall Mini B term
- **Friday, October 14, 2022**  
**SPAS School/Department meetings**

