



Welcome!

August 2023

FLORIDA
SOUTHWESTERN
STATE COLLEGE

SCHOOL OF PURE AND APPLIED SCIENCES

SPAS Meeting Agenda

Poor Spellers of
the World -
UNTIE!

Welcome Back!

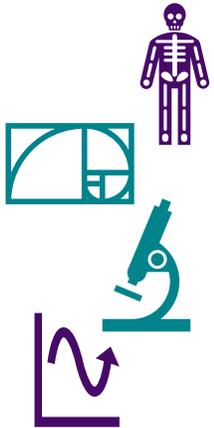


- School Updates
- Policy Updates
- Academic Committee Updates
- Schedule – Aug & Sept Key Dates



SPAS Updates – Welcome Back!

New(ish) Faculty



Ronald Burton – Charlotte – Biology

Iryna Labachova – Collier – Math

Eli Medina – HG – Biology

Lisa Pickell – Lee – Environmental

Kari Sizemore – Collier – Math

Library Liaison

Victoria SanFilippo

FSW Foundation

Kyle Hartman

SPAS Associate Dean!!

Dr. Gus Cameron



SPAS Updates – My Goals

- AY 2022-2023
 - Frequent and transparent communication!
 - Monthly Emails, Monthly Zoom Meetings, Microsoft Teams, Campus Visits
- My Goals: AY 2023-2024
 - Updating SPAS Operating Procedures
 - Course Refresh Plan
 - No Natural Disasters??



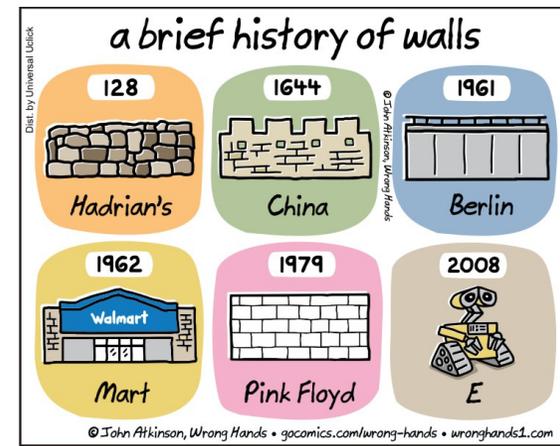
SPAS Updates – SPAS Course Refresh Program

- Plan to review all courses on a rotating 5-year cycle
- Review will include:
 - Course History
 - Master Syllabus Review
 - Textbook Review
 - Master Shell Review
 - Assessment Plan Review
- Review will be used to schedule curriculum committee actions, master shell requests, assessment plan updates, etc. . .
- Will align with the new contract for the course development process





SPAS Updates – Fall 2023!



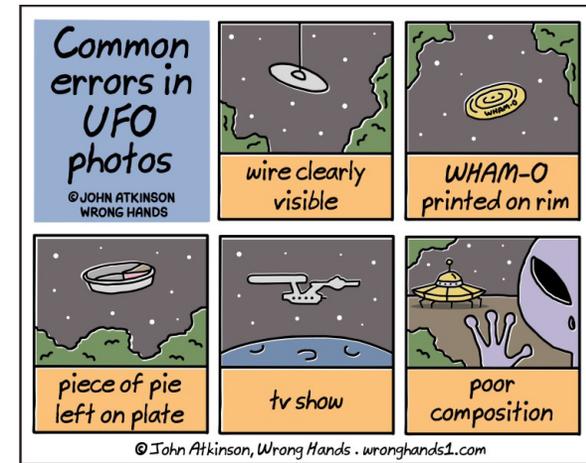
- Getting the Year Started (More from your Department Chairs)
 - Course Syllabi – ASAP to Dept Chairs
 - Office Hours Memos – Friday to Dean
 - Canvas Publish Dates
 - Welcome Back Tables – first two days of classes
 - Attendance Verification – August 29th
- Simple Syllabus!
- Office Hours
 - Include a direct link to virtual office zoom room
 - Must be in syllabus & _____ on Canvas Homepage
 - 15 min increments
 - At least 10 min to get to class!

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



SPAS Updates – Other updates!

- **Mathematics Support Course**
 - Link in All SPAS Canvas Courses
- **SPAS Webpage**
 - Let us know what you would like to see there!
- **ProctorU:**
 - New browser instead of extension – went into effect this summer
 - Training for Facilitator Journey to step exams yesterday
- **Budget News – end of year funding:**
 - Some lab upgrades have been approved! N/E on Collier G on Charlotte and A on HG
 - New Lee Scantron, Charlotte Fridge, Charlotte A&P Models
- **Update your personal info with HR/Andy!**
 - And send positive thought into the universe for no natural disasters this year!



Fall 2023 - Full Term

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Recent Announ



[Welcome to Calc 1](#)
Welcome! The class of



[FSW Math Tutorials](#)

Search this course 🔍

68 Student View



(Fall 2023-1) GEOMETRY I

Professional Development

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FSW Math Tutorials

Edit ⋮

Welcome to FSW Math Tutorials!



🔍 Search

👥 Peer Tutoring

📅 Math Center

🗨️ Tutor.com

Welcome to FSW Math Tutorials!

Click the "Search" link above to search for a specific topic you want to review. Visit the Peer Tutoring, Math Center, or Tutor.com links above for more support in your courses.

Otherwise, each link below brings you to a module with reviewable content for that subject. Click the subject you want to learn more about, and then choose a page with a topic you would like to review.

Course Navigation

+ Introduction to Algebra

Course Status

🚫 Unpublish **✅ Published**

📁 Import Existing Content

🌐 Import from Commons

🏠 Choose Home Page

📊 View Course Stream

📢 New Announcement

📈 New Analytics

🔔 View Course Notifications

Coming Up

📅 [View Calendar](#)

Nothing for the next week

Policy Updates



From VP Offices

President's Priorities!



Succession planning and mentoring.

Succession planning is a process and strategy for replacement planning or passing on leadership roles. It is used to identify and develop new, potential leaders who can move into leadership roles when they become vacant. Seasoned leaders will be used as mentors and coaches.

Increasing enrollment and improving graduation rates.

Increase enrollment by determining obstacles that keep students from: completing the admissions process, enrolling after admitted, re-enrolling, returning after they have stopped out and removing these obstacles – ultimately increasing the # of students who graduate.*

Creating centers of excellence.

Develop institutes and centers that distinguish FSW. Among other goals, the centers and institutes will be vehicles for external funding and will create training in their particular area so that FSW will become a destination for others to come and train on this campus.

*Increasing enrollment and graduation rates is a broad goal which includes exploration in and implementation of new certificates (especially workforce) and degree programs that serve students for greater employment opportunities in the region and beyond.

Leadership Seminar:

More detail coming – initial plans include:

- a small(ish) first cohort
- self-nomination process due Sept 15 (ish)
- Seminars held in person on Lee the third Friday morning of each month
- 7(ish) seminars

Policy Updates



Staff Reorganization

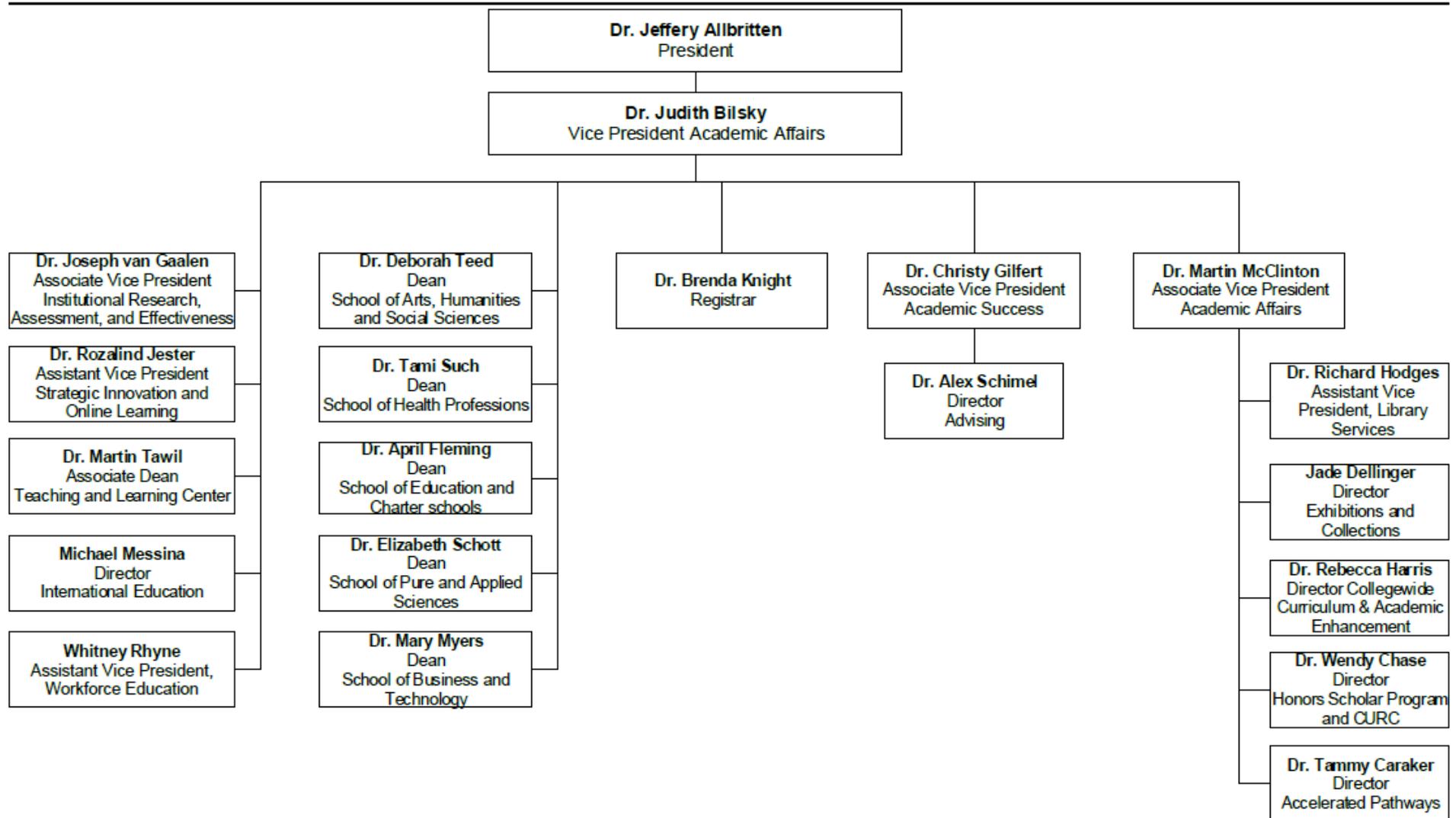
- Changes reporting structure of staff organizations
- Re-alignment of Campus Directors
- New Deputy Chief of Staff
- New Workforce Team

From VP Offices

- Advising and Registration have now joined Dr. Bilsky and the VPAA's office so we will be working more closely with them in the future.
- Marketing, Admissions and Testing report to Jason Dudley, Chief Technology and Innovation Officer
- Tutoring Services under the Division of the Library
- Financial Services under the COO
- Campus Directors:
 - Collier – Dr. Yovanovich
 - Lee – Dr. Palmer
 - Charlotte/HG – Dr. Rath



Academic Affairs Organizational Chart



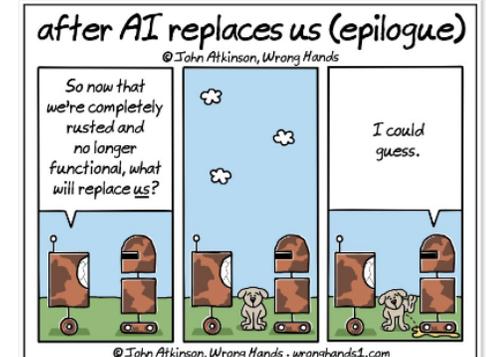
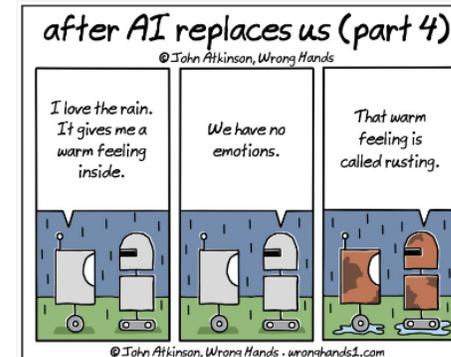
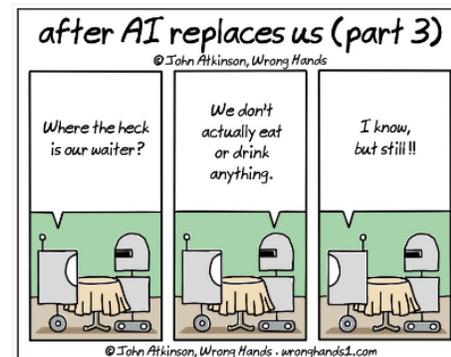
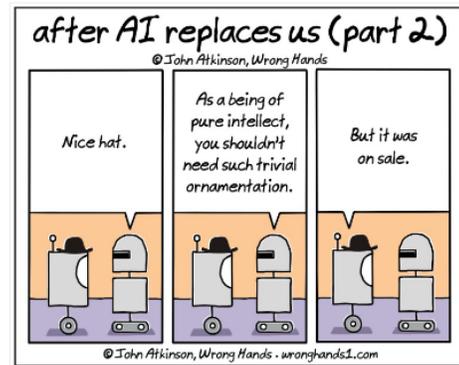
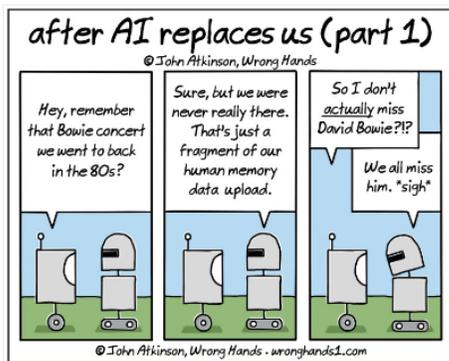
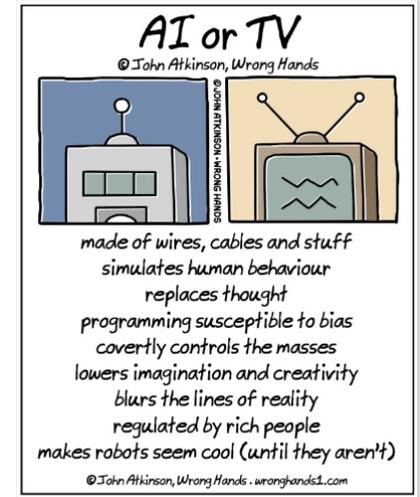
Policy Updates



From VP Offices

AI?

- Trends from this summer?
- Recommended changes?



Policy Updates



Tech Updates

- Zoom transition status?
- New Portal

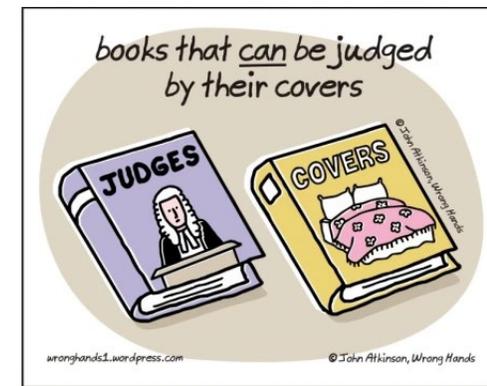
Foundation Updates

- Different funding process being developed to replace FEE Grants

From VP Offices

Legislative Updates

- SB 266: New Legislation is being proposed that will effect Gen Ed Courses – starting with the General Education Core Review/DEI
- SB 249: Increasing workforce programs funding
- SB 258: Blocked applications from foreign countries of concern (TikTok)



New Portal. . .

The screenshot displays the Florida Southwestern State College employee portal dashboard. At the top left, the college's logo is visible. The dashboard is organized into a grid of widgets. The 'FSW Alert' widget shows no active alerts. The 'Human Resources' widget provides details for the user's primary title (Dean, School of Pure & Appl Sci) and latest paystub (31-JUL-23), along with leave balances for Vacation (24 days), Sick (64 days), and Personal (4 days). The 'Employee Quick Links' widget offers shortcuts to various HR and administrative tools. The 'FSW Quick Links' widget provides access to personal information, MFA management, and directories. The 'Canvas' widget highlights the AI Excellence Toolkit and Christine Smith Portfolio. The 'Banner Workflows' widget indicates no pending workflows. The 'Banner 9' widget lists production and pre-production banners. The 'Finance Budget Admin' widget contains links for budget queries, encumbrance, and development. The 'Web Links' widget features an advising link. The 'Faculty Resources' widget includes links for orientation, portfolios, curriculum, and forms. The 'Faculty Dashboard' widget shows class lists, final grades, and services. The 'Faculty Course Schedule' widget displays the Fall 2023 teaching schedule.

FLORIDA SOUTHWESTERN STATE COLLEGE

FSW Alert

There are no active alerts.

Human Resources

Primary Title
Dean, School of Pure & Appl Sci
Supervisor: Judith Bilsky

Latest Paystub
31-JUL-23

[View Employee Dashboard](#)

Vacation Leave
24 days

Sick Leave
64 days

Personal Leave
4 days

Employee Quick Links

- [Agile Performance](#)
- [Canvas Catalog](#)
- [Document Manager](#)
- [LinkedIn Learning](#)
- [Travel and Expenses](#)
- [Online Workflow Forms](#)

FSW Quick Links

- [Personal Information](#)
- [Manage Multi-factor Authentication \(MFA\)](#)
- [People Directory](#)
- [Department Directory](#)

Canvas

AI Excellence Toolkit
Check your course assignments for more details.

Christine Smith Portfolio AY 22-23
Check your course assignments for more details.

Banner Workflows

No pending workflows.

Banner 9

- [Banner 9 - Production](#)
- [Banner 9 - Pre Production](#)

Finance Budget Admin

- [Budget Queries](#)
- [Encumbrance Query](#)
- [View Document](#)
- [Budget Development](#)
- [Budget Transfer](#)
- [Multiline Budget Transfer](#)
- [User Approval](#)
- [Purchase Requisition](#)

Web Links

- [Advising](#)

Faculty Resources

- [Canvas Orientation](#)
- [Portfolio](#)
- [Curriculum](#)
- [Faculty Forms](#)

Faculty Dashboard

- [Summary Class List](#)
- [Final Grades](#)
- [Faculty Services](#)

Faculty Course Schedule

Fall 2023
Teaching 1 courses

ADD NEW LINK

Policy Updates



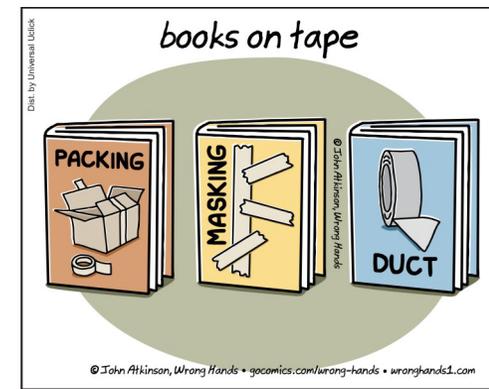
Workforce Education

- Lots of Funding (Scholarships)!
- Offices include:
 - Workforce Education:
 - Will be managing job fairs and internships
 - Working on “stackable credentials” and Badges
 - Office of Cooperate and Community Education
 - Corporate Training Classes
 - American Heart Association Classes
 - Career Connection Center
 - Opening Fall 2023 with Locations at all 4 campuses/center

From VP Offices

Library

- Rebranding “Academic Support Centers” to “Tutoring Centers”
- Co-locating services with the Library
- Embedded Librarians moving into School office areas
- New Databases and Study Spaces



Policy Updates



FSW Online

- New Website
- Canvas Classic Quizzes Staying
- Level UP!

International Ed

- Summer 2023 – sent 70 students abroad – to include Emily, Gus, and Jordon!
- Summer 2024 programs scheduled – goal is to send 100 students aboard
- Summer 2025 applications will be open soon!

From VP Offices

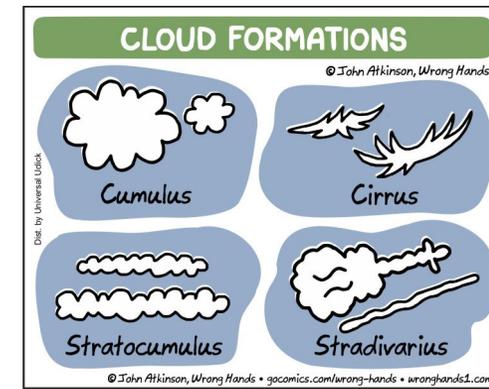
CURC –

Center for Undergraduate Research and Creativity

- Scheduling some great events!
- ARC Grant Briefings and Grant Workshops
- New Undergrad Research Toolkit in Canvas

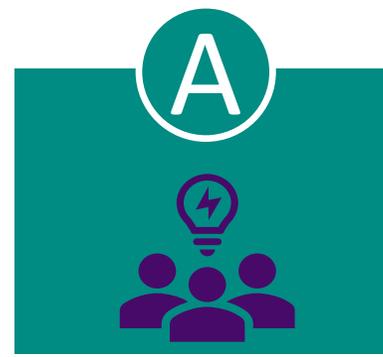
Hurricane Prep

- Personal information updates please
- Course Teaching Plan!



Instructional Method		Description	Location
FSW Online		<p>In an FSW Online 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>ProctorU or Proctorio or “Alternate Testing Location”</p>	Online Only
FSW Live Online		<p>FSW Live Online courses are a special version of an online course where instruction occurs via Zoom during a regularly scheduled time.</p> <p>ProctorU or Proctorio or “Alternate Testing Location”</p>	Online Only
FSW Blended Online		<p>In an FSW Blended Online 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>ProctorU or Proctorio or “Alternate Testing Location”</p>	Online Only
FSW Blended On Campus		<p>In an FSW Blended On Campus 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>Testing Center for Make-up Exams and Adaptive Services or ProctorU or Proctorio (optional)</p>	A mix of both
FSW Traditional		<p>In an FSW Traditional course you will be expected to meet on an FSW campus on a regular weekly schedule.</p> <p>Testing Center for Make-up Exams and Adaptive Services</p>	On Campus Only
FSW Live Flex		<p>In an FSW Live Flex 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>Testing Center for Make-up Exams and Adaptive Services or ProctorU or Proctorio (optional)</p>	A mix of both

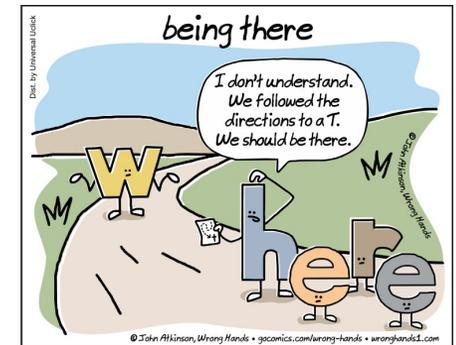
Academic Committee Updates



From SPAS Reps

- Academic Standards
- Academic Technology
- Curriculum
- General Ed
- Learning Assessment
- Professional Development
* (funds!)

- TLC (or Center for Teaching and Learning Excellence!!)
- QEP
- ~~OER~~ Honor's Advisory Council
- OTOC
- eLearning
- Library



<https://ftycma.scf.edu/>

<https://www.fsw.edu/herpetonconference/registration>

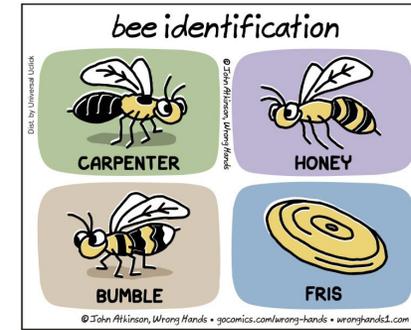
Schedule - Upcoming Key Dates – 6 weeks



- Monday, Aug 21 First Day of Classes! Welcome Back Tables
- Tuesday, Aug 29 Attendance Verification Due @1630
- Monday, Sep 4 College Closed! Labor Day
- Tuesday, Sep 5 Study Day – No Classes
- Friday, Sep 8 **SPAS School/Department meetings** / Adjunct faculty mentors meet with Mentee(s) / List of Adjuncts due review sent to CTLE
- Friday, Sep 15 IGCC Subcommittee's Finalized
- Monday, Sep 18 Last day to withdraw - Fall Mini A term
- Friday, Sep 29 Initial Granting of Continuing Contract Portfolios Due

Schedule - Friday Meetings

TIME	Department of Mathematics	Department of Biological Sciences	Department of Physics and Chemistry
8:00			
8:15			
8:30			
8:45			
9:00	DEPT MTG	COBP	
9:15			
9:30			
9:45			
10:00			
10:15		Environmental Science	Anatomy & Physiology/ HSC
10:30			DEPT MTG
10:45			
11:00			
11:15			
11:30	SOPAS MEETING		
11:45	SOPAS MEETING		
12:00	SOPAS MEETING		
12:15	SOPAS MEETING		
12:30	SOPAS MEETING		
12:45			
13:00	COBP	DEPT MTG	Physics/ Astronomy
13:15			
13:30			
13:45			Chemistry
14:00		Biology/ Microbiology/ Nutrition	
14:15			
14:30			
14:45			
15:00			



Topics for September: Textbooks, the Spring Schedule, Course Refresh, and Evaluations

Topics for October: Review of Assessments/SOS Results

Topics for November: End of Semester Procedures! *Veteran's Day* so will send via email

Schedule - Semester Key Dates - Fall



- **Monday, August 14**
- Monday, August 21
- Tuesday, August 29
- Monday, Sept 4
- Tuesday, Sept 5
- Friday, Nov 10
- Nov 23 – Nov 26
- Tuesday, Dec 2
- Dec 3 – Dec 9
- Tuesday, Dec 12
- **Thursday, Dec 14**

First Duty Day

First Day of Classes!

Attendance Verification Due @1630

College Closed! Labor Day

Study Day – No Classes

College Closed! Veteran's Day

College Closed! Thanksgiving

Last day of Class

Final Exams

Grades Due @1200 Noon

Last Duty Day!

Schedule - Upcoming Events – Current Events Fliers in Teams



Faculty Events:

- The Science of Happiness
 - Dr. Catherine Sanderson
 - Sept 21st 2 PM J103 Lee or Zoom
- Show Me the Money
 - Dr. Ortolano and Dr. Van Gaalen
 - Sept 22nd 9 AM AA168
 - Research and Travel Funding
- Fall Faculty Symposium
 - Sept 29th U102
 - ARC Grants
 - Research Speed Talks
 - Wine and Cheese OTOC Discussion

Student/Community Events:

- Welcome Back tables
- Sept 8– Charlotte Observatory Open
See the stars at the James & Barbara Moore Observatory on the FSW Charlotte Campus. Viewing begins 30-45 minutes after sunset.
- Check out BUCS Corner page:
<https://fsw.presence.io/events>

