



# Planning for Spring

September 2023

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

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**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 – Sep & Oct Key Dates



# SPAS Updates – Fall is underway!

- Welcome Hana!
- Simple Syllabus
  - Fairly smooth transition  
thanks all but especially Ivana, Jerry, Qin
  - When is a good date for submitting for Spring??
- Attendance Verification
  - Idalia added challenges. . . .**CHECKING EMAIL IS IMPORTANT**
  - For the rest of the semester updates go to Office of the Registrar
  - Automatic Process project has been approved :0
- Leave Requests and Leave Reports. . .





# SPAS Updates – Planning for Spring!



## Spring Schedule



- **Due to Schedulers Sept 29<sup>th</sup>**
- *Gus has completed an initial draft and the schedulers are inputting it into Banner. This includes all full-time faculty and about half of the adjuncts*
- Once all is updated on the O/C Report he will email you for a confirmation – check all of the following:
  - Courses by campus
  - **Sections by Modality (ground / live online / online / blended / flex)**
  - Day / Times / **Room requests**

## Spring Textbook Adoptions



- **Due to Andy Sept 29<sup>th</sup>**
- Spring will most likely roll from fall – but now is the time to form textbook committees if there will be a change for Fall 2024 – due in March.
- 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!*



# 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)

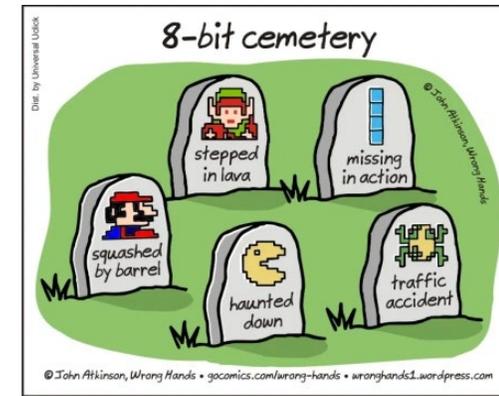
F – Flex  
 B – Blended  
 K – Linked

*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



# SPAS Updates – Quick Assessment Overview



## SPAS Course Refresh

- **For Course Maintenance!**
- To help simplify routine course maintenance needs – too many courses to do all of these items every year
  - Master Syllabus
  - Textbooks
  - Master Shells
  - Assessments Requests
  - Concurrent course requirements
- Review courses on a rotating 5-year cycle – so 20% of a department's courses annually

## Course and Program Assessment

- **For Accreditation!**
- Programs, not schools or departments, are generally accredited
- We do complaint assist reports for three programs:
  - **AA in General Studies**
  - **AS in Science and Engineering Technology**
  - **Certificate in Scientific Workplace Preparation**
- Through Team AASPIRE
- Course assessments feed program assessment – 3 math/3 science per year minimum from these programs

# SPAS Programs



## AA in General Studies

The mission of Florida SouthWestern State College's General Education Program is to provide students with trans-disciplinary learning experiences that empower them to be active, informed and ethical citizens.



## AS in Science and Engineering Technology

The Associate in Science (AS) in Science and Engineering Technology program offers a sequence of courses that presents coherent and rigorous content needed to prepare for employment and/or promotion in occupations where a general knowledge of scientific and/or engineering methodologies is required.



## Certificate in Scientific Workplace Preparation

The College Credit Certificate (CCC) in Scientific Workplace Preparation prepares students for entry-level employment in a science or engineering laboratory. It improves the student's communication, information technology, and math skills while developing basic scientific laboratory skills.

### A Beginner's Guide to Geology

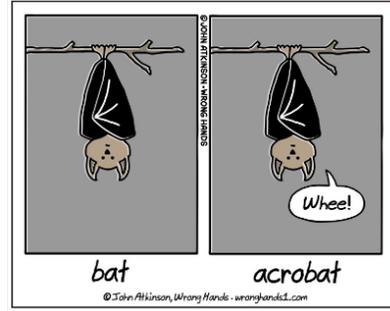
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# SPAS Updates – SPAS Course Refresh Program



- Review will include:
  - Course History (from Dean)
  - Master Syllabus Review
  - Textbook Review
  - Master Shell Review
  - Assessment Plan Review
- Review courses on a rotating 5-year cycle
- 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

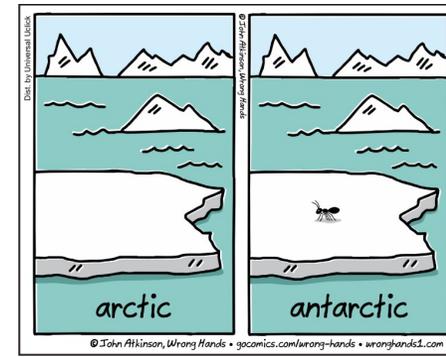
## Steps:

1. Determine the courses
2. Course Coordinator & faculty complete **Survey**
3. Survey generates any processes needed for updates

# Policy Updates



## From VP Offices



- **Charlotte Campus “Re-visioning”**
  - FSW Leadership is actively looking for ways to bring more activities to the campus
  - Office of Cooperate and Community Education– can apply to all campuses!
- **Cohort Model**
  - Formalizing a “Weekend College” program
  - Lean into the benefits of cohort / learning communities
  - Initial plan small cohort starting this spring – hope to grow to other cohorts
- **Accreditation**
  - FSW has been approved by DOE to seek alternate accreditation
  - Next step will be to request acceptance into Higher Learning Commission (HLC) (VPAA’s office)
  - Lots of rumors. . .HLC does not have QEP – doesn’t mean we are getting rid of SLS or the Capstone. . .

# New Portal. . . .

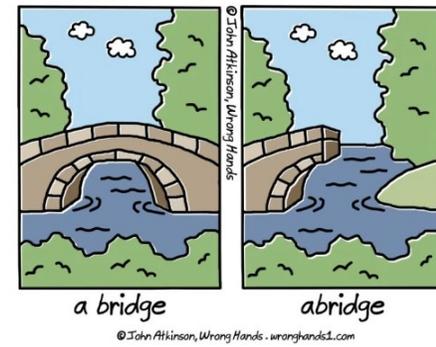
The screenshot displays the Florida Southwestern State College employee portal dashboard. The header features the college's logo and name on the left, and navigation icons (calendar, notifications, user profile) on the right. The dashboard is organized into a grid of widgets:

- FSW Alert:** A widget with an eye icon and the text "There are no active alerts."
- Human Resources:** Displays employee information: Primary Title (Dean, School of Pure & Appl Sci), Supervisor (Judith Bilsky), Latest Paystub (31-JUL-23), and leave balances: Vacation Leave (24 days), Sick Leave (64 days), and Personal Leave (4 days). Includes a link to "View Employee Dashboard".
- Employee Quick Links:** A list of links: Agile Performance, Canvas Catalog, Document Manager, LinkedIn Learning, Travel and Expenses, and Online Workflow Forms.
- FSW Quick Links:** A list of links: Personal Information, Manage Multi-factor Authentication (MFA), People Directory, and Department Directory.
- Canvas:** Contains links for "AI Excellence Toolkit" and "Christine Smith Portfolio AY 22-23", both with subtext "Check your course assignments for more details."
- Banner Workflows:** Displays the message "No pending workflows."
- Banner 9:** Contains links for "Banner 9 - Production" and "Banner 9 - Pre Production".
- Finance Budget Admin:** A list of links: Budget Queries, Encumbrance Query, View Document, Budget Development, Budget Transfer, Multiline Budget Transfer, User Approval, and Purchase Requisition.
- Web Links:** Contains a link for "Advising" and an "ADD NEW LINK" button.
- Faculty Resources:** Contains links for Canvas Orientation, Portfolio, Curriculum, and Faculty Forms.
- Faculty Dashboard:** Contains links for Summary Class List, Final Grades, and Faculty Services.
- Faculty Course Schedule:** Displays "Fall 2023" and "Teaching 1 courses".

# Policy Updates



## From VP Offices



### Assessment - Oct

- Tina is coordinating Oct COBP meetings to go into details on assessment options

### International Ed

- Summer 2025 applications are open

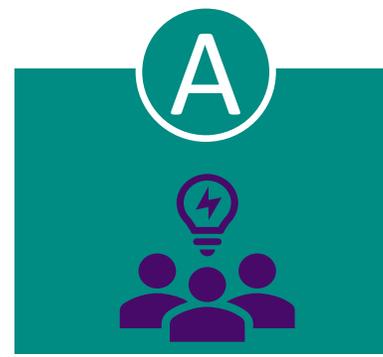
### Creative Capstone

- Applications are due September 15

### Hurricane Prep

- Course Teaching Plan!
- Considering alternate closing plans – if you have opinions, let me know
- Will have some sort of online training component. . .

# Academic Committee Updates



From SPAS Reps

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

- Center for Teaching and Learning Excellence
- QEP
- Honor's Advisory Council
- OTOC
- eLearning
- Library

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

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



# 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		COBP	
9:30		COBP	
9:45		COBP	
10:00		COBP	
10:15		Environmental Science	Anatomy & Physiology/ HSC
10:30			
10:45			DEPT MTG
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	
13:15		DEPT MTG	
13:30		DEPT MTG	
13:45		DEPT MTG	
14:00			Physics/ Astronomy
14:15		Biology/ Microbiology/ Nutrition	Chemistry
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 - Upcoming Key Dates – 6 weeks



- Friday, Sept 15
- Friday, Sept 15
- Monday, Sept 18
- **Friday, Sept 29**
- Thursday, Oct 5
- **Tuesday, Oct 10**
- Wednesday, Oct 11
- Thursday, Oct 12
- **Friday, Oct 13**

IGCC Subcommittees Finalized

Optional Conferences and New Faculty Conferences

Last day to withdraw for Fall Mini-A term

**Spring Textbook Adoption List Due**

Last day of classes Fall Mini-A term

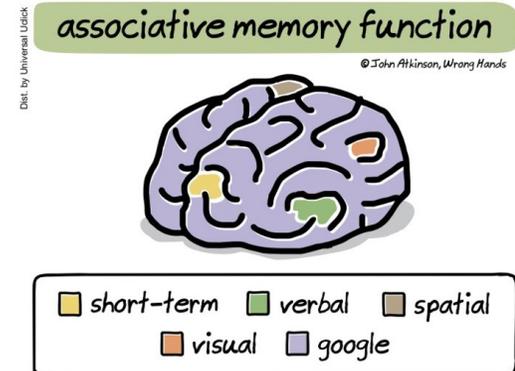
**Final grades due @ NOON - Fall Mini-A term**

Spring Schedule Closed for Optimization

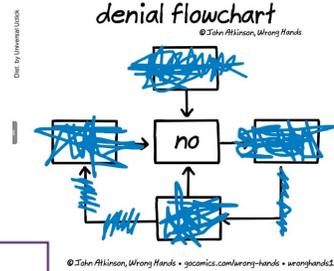
First day of classes - Fall Mini-B term

**SPAS School/Department meetings**

**(should we be worried??)**



# Schedule - Upcoming Events –



## ExCr Extra Credit - Attend FSW Sponsored Event!

For extra credit this term, I want to encourage everyone to attend FSW-sponsored events around campus.

## Discussion Board Prompt

To goal of this discussion board is to encourage you to participate in various events around campus or online and explore academic topics in more detail. Many of these events are sponsored by our Workforce Education's Career Connection Lectures Series, and some by our "One Theme, One College" initiative designed to spark discussions around one theme in many different disciplines.

Grading - As this is a bonus discussion board, it is listed as 0 points. Points added here will be bonus points and count as part of your exam grades module (but will be maintained in the class participation category, for now, to keep the grade book from being overly inflated until you have a grade or two in the exam category!).

Each event or lecture attended is worth up to 5 points, for a total of 20 points over the course of the semester.

## Event Information

Eligible Events are listed below -- if you know of an event that I missed and would like added, please let me know! More details and a Zoom link are available in [BUCS Corner](#) (some may be posted a little closer to the event date).

- Tackling Challenges in Forensic Science - Monday, September 18 at 6 p.m. in U102 on Lee Campus.
- OTOC: The Science of Happiness - Thursday, September 21 at 2 p.m. in J-103.
- Vision to Venture: Gaining Entrepreneurial Insights - Wednesday, September 27 at 12 p.m. in AA177 on Lee Campus.
- Guardians of the Byte: Insights from Cybersecurity Experts - Wednesday, October 4 at 4:30 p.m. in U102 on Lee Campus.
- Behind the Badge: Career Connections with the Lee County Sheriff's Office - Wednesday, October 18 at 1:30 p.m. in U102 on Lee Campus.
- Healing Horizons: Exploring Careers with Lee Health - Wednesday, November 1 at 10 a.m. in U102 on Lee Campus.
- Crafting Scientific Success: Inside the Lab with NeoGenmics - Tuesday, November 7 at 10 a.m. in U102 on Lee Campus.
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## Workforce Lecture Series

- Tackling Challenges in Forensic Science
  - Sept 18 6 pm U102
- Vision to Venture
  - Sept 27 12 pm AA177
- Guardians of the Byte
  - Oct 4 4:30 pm U102

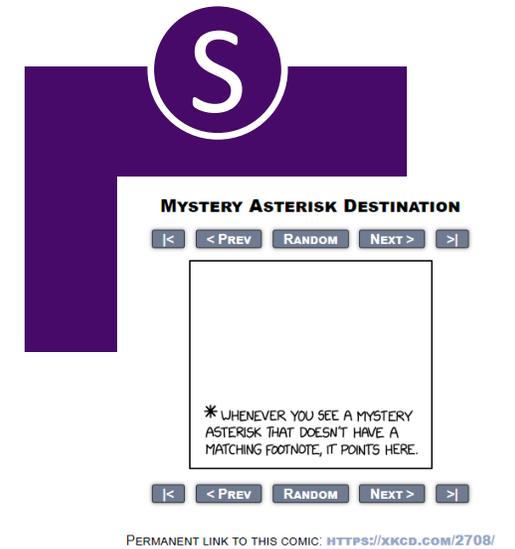
Zoom links in Bucs Corners

# Schedule - Upcoming Events –

## Faculty Events:

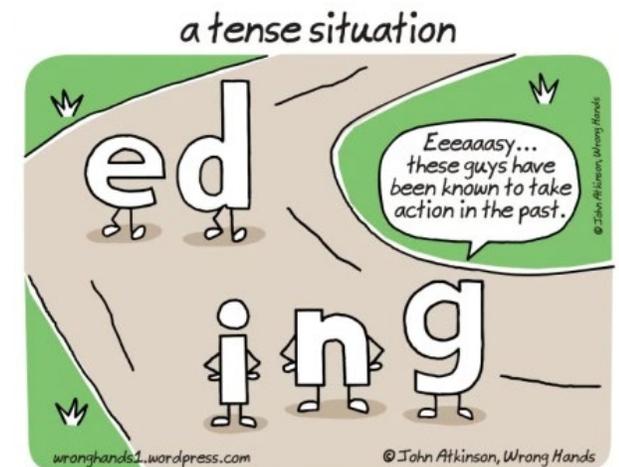
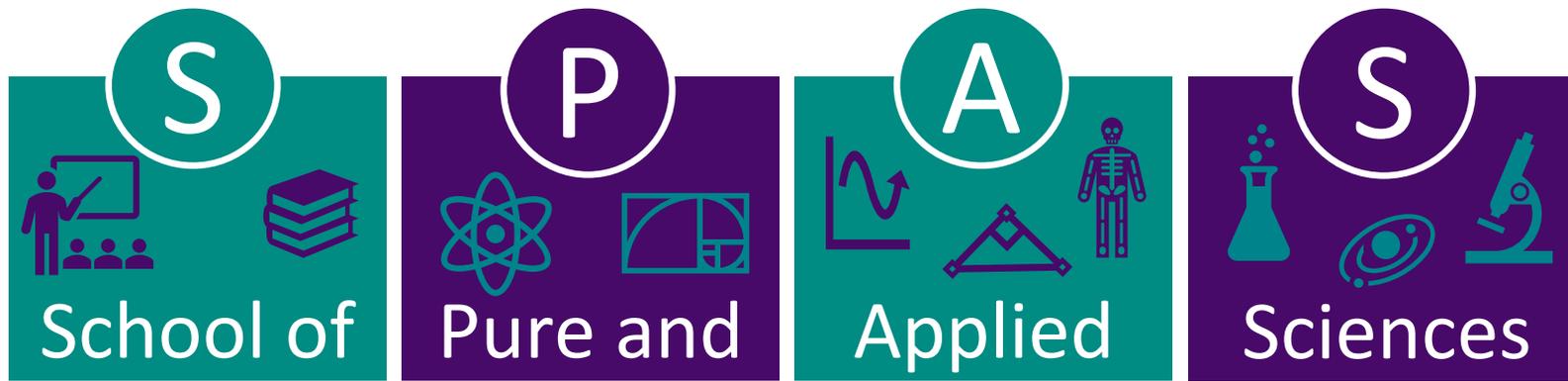
- The Science of Happiness
  - Dr. Catherine Sanderson
  - Sept 21<sup>st</sup> 2 PM J103 Lee or Zoom
- PD Friday – Sept 22nd
  - Show Me the Money
    - Dr. Ortolano and Dr. Van Gaalen
  - Faulty Mentoring
    - Dr. Martin Tawil & Dr. Jennifer Patterson
  - Why Am I Teaching This? Strategies For Reducing Cognitive Load
    - Dr. Gerald Anzalone
  - Plug & Play Accessible Document Design
    - Dr. Scott Ortolano
  - Be CREATIVE: Shelter From the Storm
    - Dr. Matthew Vivyan

- Fall Faculty Symposium
  - Sept 29<sup>th</sup> U102
  - ARC Grants
  - Research Speed Talks
  - Wine and Cheese OTOC Discussion



## Student/Community Events:

- 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>



Humor today courtesy of <https://wronghands1.com/>