

# Finishing Fall Semester



November 2023

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

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**SCHOOL OF PURE AND APPLIED SCIENCES**

# SPAS Meeting Agenda



In lieu of our regularly scheduled meeting!

- School Updates
- Policy Updates
- ~~Academic Committee Updates~~ (please bring committee updates to the January meeting)
- Schedule – Nov & Dec Events Key Dates



# SPAS Updates for Fall – The end is near!

Attached is a detailed copy of our “End of Term” Procedures file, which we try to keep updated. Check that out for complete details of our normal grade processing requirements. Below are a few highlights:

- **Check your FSW email and contact phone number every day from the start of final exams week to the day of the deadline, even if you think you’re finished. Please make sure you have a working number and that the voicemail is not full.**
- Any student receiving an F also requires a last date of attendance. For ground classes, that is the last day they attended class; for online students you can use the last day they submitted an assignment.
- If you’ve agreed to give a student an Incomplete, make sure that an “I” is their reported grade and that you give their last date of attendance.
- After the deadline, the only way to submit grades will be filling out Change of Grade forms on workflow for **each** missing student.
- Grades roll nightly – after that, changes need to be made through the Change of Grade form
- Don’t forget page 2!

**Grades are due December 12 at NOON**



# SPAS Updates – Spring

- Start of term and What to do if you miss class files attached for reference
- Spring Schedule
  - Enrollment is strong for spring!
  - Gus is actively watching enrollment and meeting with the advisors for requests and recommended changes - he will reach out with class additions or recommended course changes.
  - Continue to check your course details in the system (day/time/room/class/ modality) and let us know if you see anything that looks wrong.
- Textbooks
  - Please check the bookstore website to make sure the adoption info for each of your course sections is correct.
  - Let Andy know if you see any errors.



# SPAS Updates – Spring

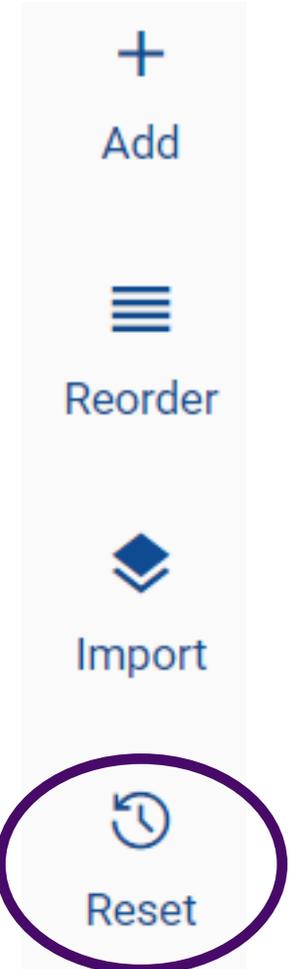
- Automatic Attendance Verification

- We are going through the final processes required in Banner to get the system set up for Spring – we'll let you know as soon as the project is ready.
- ***Assuming all goes well***, information and training will be coming in December and during the duty week in January.
- Assignments required will be in lock module. They will be worth 0% of the course grade – so you will not have to manage the assignment(s), and they will not effect your course grades.
- We will ask you to encourage and message students to complete the assignments in the first week of class as normal.
- **I strongly recommend you to turn all of the current attendance verification assignments into course orientations assignments and retain them as part of your courses – especially for any course with an online component or using a secondary LMS such as MyLabs.**



# SPAS Updates – Spring

- Simple Syllabus – Spring Syllabi are due
  - **Spring Syllabi are due to your Department Chair on Saturday, December 2 (the last day of classes).**
  - This is the first “roll” of syllabi from a previous semester – if something rolls weird, please let us know.
  - Spring syllabi will pull data from both the master syllabus and your fall syllabus – you can reset to the master syllabus by resetting any section \*and only that section\* using the reset function.  
Example: If your syllabus imports the textbook section from both your previous term and the master syllabus, you can fix that by resetting just the “Required Course Materials” section.





# SPAS Updates – Reminders

## Nominations are now open for:

**Faculty Teaching and Instruction Excellence Award - recognizing full-time faculty who have exceeded the expectations for Teaching and Instruction.**

College and Community Service Excellence Award - recognizing full-time faculty who have exceeded the standards for College and Community Service.

Professional Development and Scholarship Excellence Award - recognizing full-time faculty who have exceeded the standards for Professional Development and Scholarship.

Recipients of these faculty excellence awards will be recognized at a ceremony in January. Each awardee will receive a plaque and a framed certificate in addition to having their name forwarded to the National Institute for Staff and Organizational Development (NISOD) for national recognition. Additionally, each recipient will be funded to represent FSW at the annual NISOD International Conference on Teaching and Learning Excellence in Spring 2024.

Students, faculty, staff, and administrators are all welcome to [submit nominations](#) for these awards.

**Deadline for nominations: November 27, 2023**

- Mathematics Department Chair nominations are due to the Dean by December 1
- Let the Dean know if you have any online course development requests that are not already part of the course refresh plan
- Research reassign time requests due January 15, 2024
- IGCC interviews should be complete, and Continuing Contract Faculty due for portfolio reviews should all have received their Canvas Shells
- **If you need to complete the online “boot camp” training, please do so ASAP! (and I recommend giving it a try even it isn’t required for you!)**

Emergency Remote Ready Microcredential | [Enroll](#)

# Policy Updates



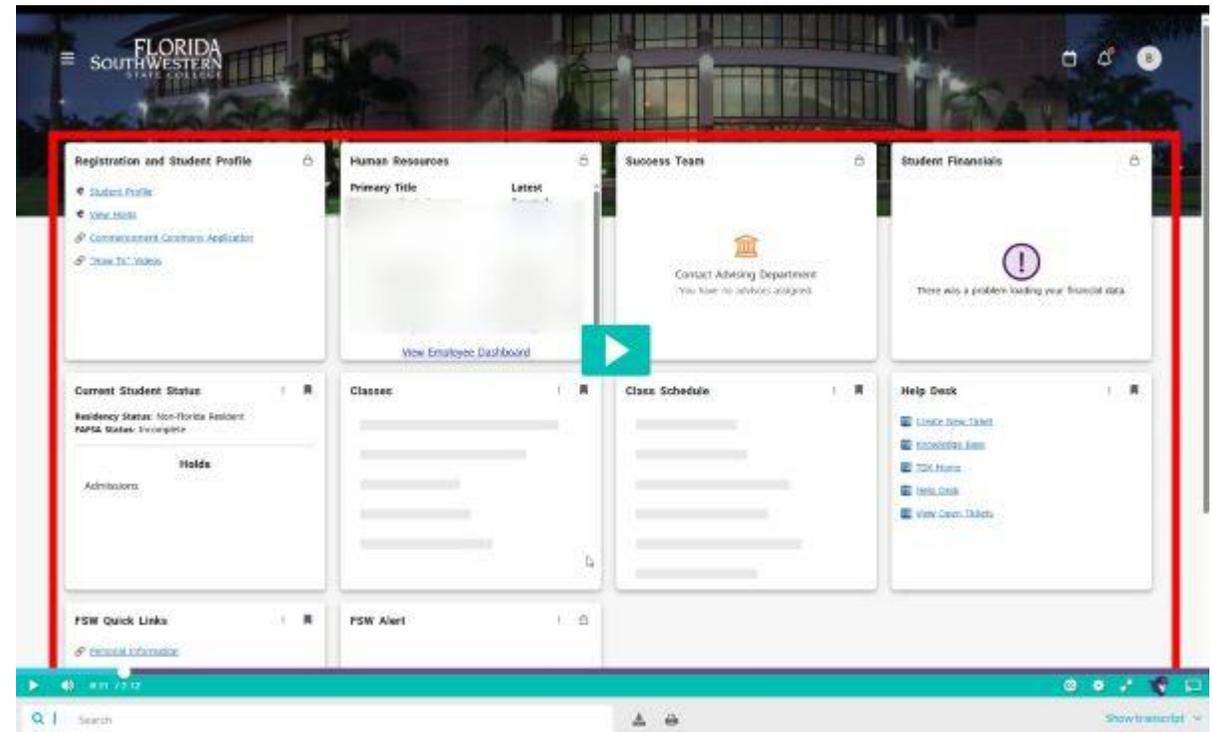
## From VP Offices

### New MyFSW Portal Experience Coming Soon!

Starting on **12/4/23** the portal link at the top of the FSW website will direct to FSW Experience. The old portal link will be available inside the FSW Experience Portal, and users can still access the old portal until **2/28/24**.

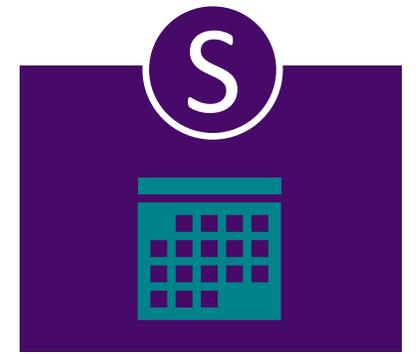
[Watch the video](#) and look through this [knowledge base article](#) to familiarize yourself with the new FSW Experience Portal.

*If you find a link missing in the new portal, you can either add it to your own quick links card, or let me know and I will consolidate the requests for the faculty links card.*



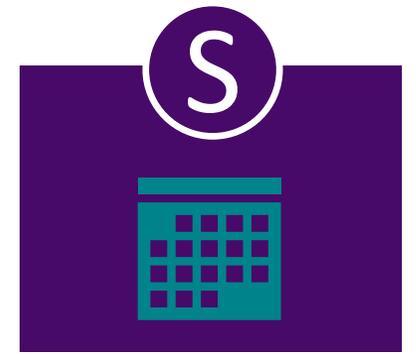
The CANVAS link on the main page should be staying!

# Schedule - Upcoming Key Dates – 6 weeks



- **Wednesday, Nov 22** **STUDY DAY - COLLEGE OPEN - NO CLASSES**
- **Thursday, Nov 23** **COLLEGE CLOSED – Happy Thanksgiving**
- **Friday, Nov 24** **COLLEGE CLOSED**
- Saturday, Dec 2  
Last day of classes – Fall Full and Mini-B term  
**Spring Simple Syllabus drafts due to Department Chairs**
- Dec 3 – 9  
Final Exams
- Monday, Dec 4  
Grade entry portal opens
- **Tuesday, Dec 12** **Final grades due @1200 noon**
- Thursday, Dec 14  
Last duty day for faculty!
- **Monday, Dec 16** **COLLEGE CLOSED – Happy Winter Break**
  
- **Thursday, Jan 4** **First duty day**
- Monday, Jan 8  
First day of Classes

# Recommended for PD!



[Getting Started with AI](#)



[Guidelines and Ethical Use](#)



[Elevate Your Learning](#)



[Elevate Your Career](#)



[Elevate Your Creativity](#)



[Earn Badges](#)



As I hope you know, I am strongly encouraging you all to explore the emerging world of AI – and a great way to get that process started is to enroll in the new FSW AI for Students course! Click to link to enroll – it will give you a chance to explore current AI platforms as well as learn and be aware of what our students are learning in this arena!

<https://fsw.instructure.com/enroll/MGMDGL>

\*All the graphics for the course (and I suspect some of its content) were AI generated

As we begin to celebrate Thanksgiving this year, I am always thankful for the professional, caring, and truly remarkable faculty in SPAS. A great representation of this are the wonderful IGCC portfolios I reviewed this year. So below are just a few highlights to represent the truly outstanding work I see every day – as well as some other unique skills!



Earned a PhD while teaching full-time



Accessible courses



Volunteering at the hospital



Presenting at conferences

Created a Science Merit Badge for the Boy Scouts

Bringing research into the classroom



Innovative class video lectures

Student mentors

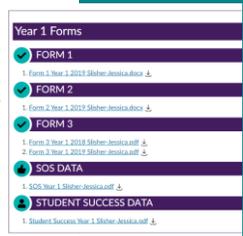
Field trips

Serving on committees

Leading PD sessions

Incredible photography

Truly beautiful ePortfolios!!



Teaching Honors Classes

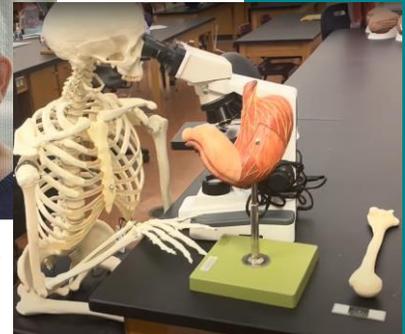


Hosting conferences

Writing kids' books



Even teaching us how to floss





# School of Pure and Applied Sciences Final Exam Lunches

Finals Week: Monday, December 4 – Thursday, December 7

*Save the date!*

Andy, Gus, and I would like to invite you all to stop in for a casual (or grab and go!) lunch during final exams week – so stop in anytime to see us while we are visiting each campus and enjoy a quick final exam lunch break with us!

I will send out official invites once we have room locations confirmed.

## Lee Campus

Monday, December 4, 11:00 AM – 1:00 PM

## Collier Campus

Tuesday, December 5, 11:00 AM – 1:00 PM

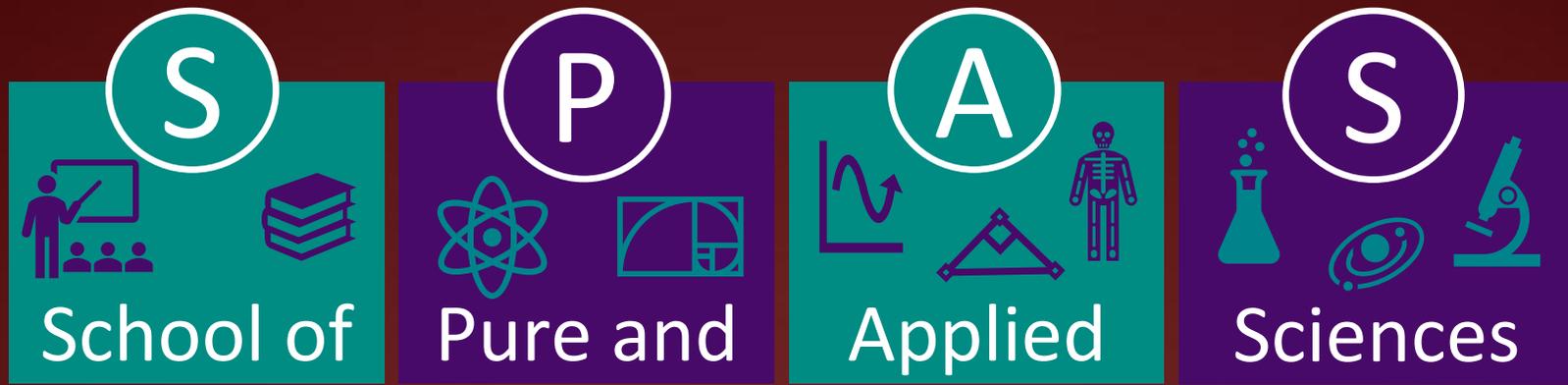
## Charlotte Campus

Wednesday, December 6, 11:00 AM – 1:00 PM

## Hendry/Glades Center

Thursday, December 7, 11:00 AM – 1:00 PM

*Thank You!*



*Happy Thanksgiving!*

