Happy 2024!

January 2024

FLORIDA SOUTHWESTERN STATE COLLEGE

SCHOOL OF PURE AND APPLIED SCIENCES

SPAS Meeting Agenda

- School Updates
- Policy Updates
- Academic Committee Updates
- Schedule – Jan & Feb Events/Key Dates

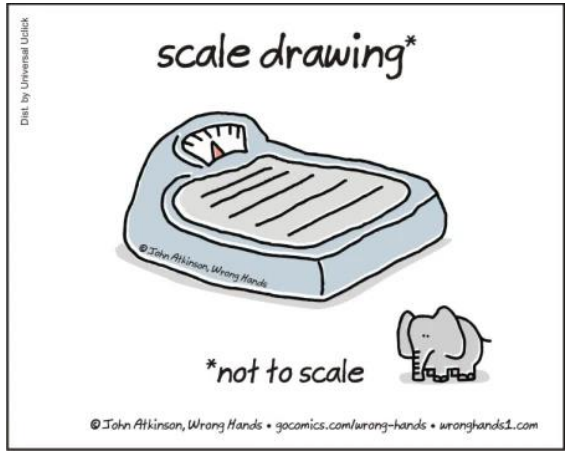
SPAS – Welcome Spring 2024!

Thanks for all the Office Hours and Syllabi!

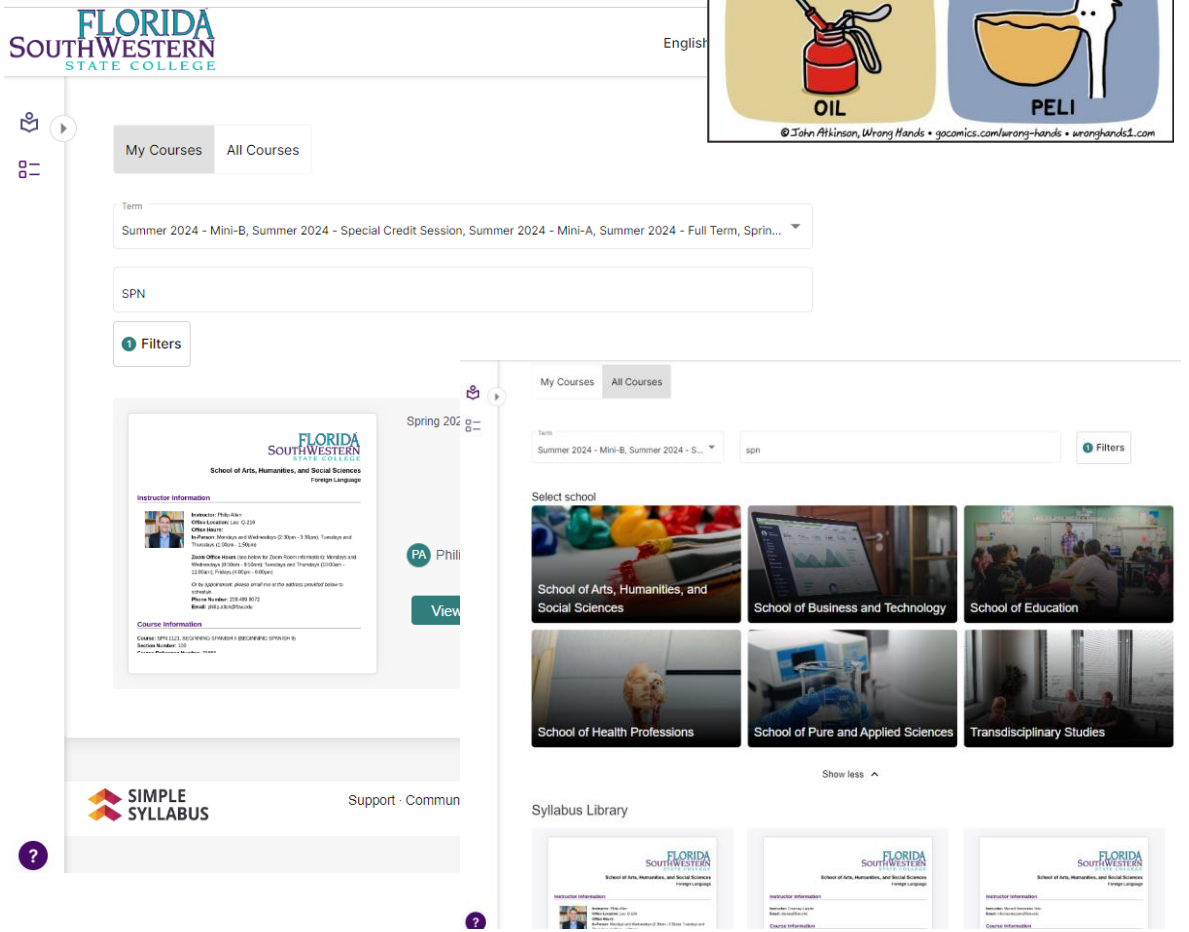
Enrollment is currently similar to last spring – dual enrollment numbers are lower, but new students numbers are higher. Returning student numbers are very strong!!

Start of the Semester Discussions

- Automatic Attendance Verification
  - Gradebook settings – Weighted Groups vs Unweighted Groups
  - Question Bank – Some questions are pooled, last three are not
  - New – LOCK Date!
- Simple Syllabus (next slide)
- Other Issues?



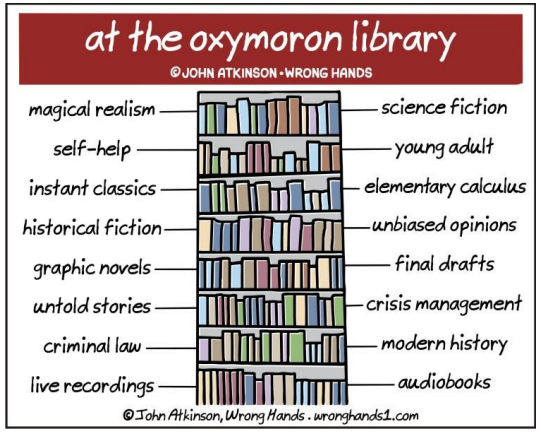
SPAS Updates – Simple Syllabus



- 45-day state requirement (met via master shells)
- Student View and Dashboard vs Canvas Course View
- Public vs Private
- Modality Descriptions (blended)
- Attendance Verification based on syllabus
- Will be locked for editing Jan 22nd (Spring)
- Schedule vs Canvas Schedule
- Timelines? (Dec 1 date for Spring – Dates for Summer? Fall 2024?
- Other Feedback??

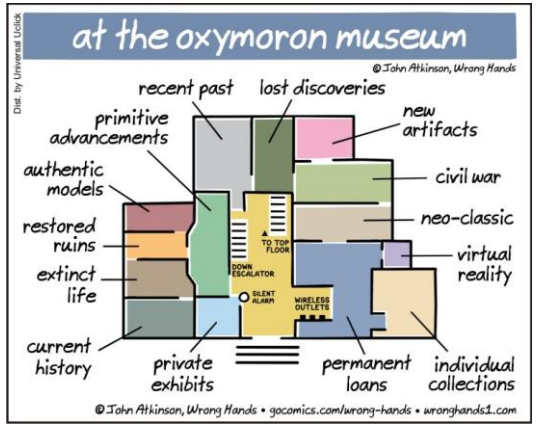
Summer Starts May 13th – Syllabus should be approved and posted by April 29th
Fall starts Aug 19th – Syllabus should be done by July 5th . . . .
Spring starts Jan 6th – Syllabus should be done by Nov 22nd . . .

SPAS Updates – Summer & Fall



- Planning will begin next week for Summer and Fall Classes
- Pre-assigning/changing classrooms policies (labs/accommodations/group)
- Summer Schedule
  - Will make initial classes section based on last summer, goal is to spread the opportunities evenly
  - Gus has the Qualtrics Survey ready – please fill that out as the first way to submit your requests!
  - Advisors are recommending “harder” topics and 4 credit hour classes be taken full term, dual enrollments students only allowed one class each mini-session
- Fall Schedule
  - Gus also has this Qualtrics Survey ready to go!
  - Initial classes will be built based on previous classes and modalities – so be sure to let us know if you want to try something new
  - Students are switching to MGF 1106 from MAT1033 – so will need more MGF instructors again this fall

SPAS Updates – Bookstore Update!



We will be getting a new bookstore vendor for Fall of 2024!!

- We are currently in contract negotiations with BibliU – who will replace Follett
- Textbook adoptions
  - Summer adoptions should be done through Follett
  - Fall adoptions will be done through our new vendor and an entirely new system (good for Andy!)
  - BibliU is set up to support both OER and Inclusive/First day access

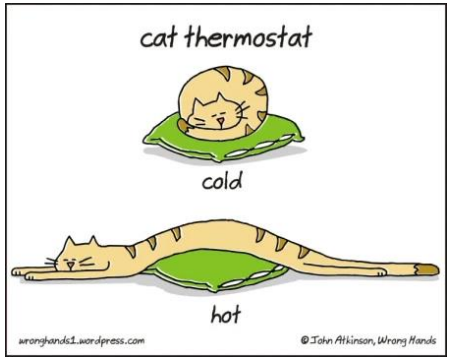
What does this mean for us? (as far as I know now!) (Much more to come)

I will asking all courses have their Fall textbook adoptions be delivered as an integrated Canvas BibliU link either through **OER or through Inclusive/First Day Access**

Exceptions to this need to be coordinated through the Dean (me!)

I am not asking you to change the adoptions – just the way they are delivered **(and priced)** to the students

SPAS Updates – Student Inquires



Summary of student inquiries

- Grade disputes
- Not responding to communications in a timely manner
- Confusion over course policies (late work, proctoring standards, gradebook updates)
- Proctoring Inquiries have lowered

How to help avoid these

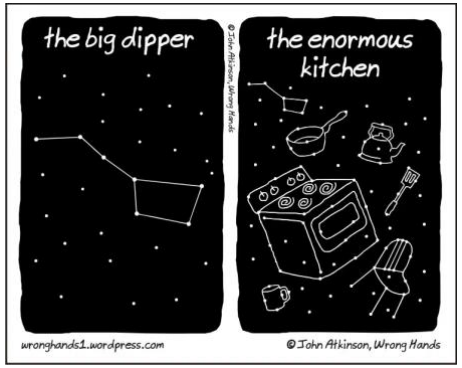
- Clear late grading policy (syllabus)
- Let your students know how to communicate with you (syllabus)
- Answering emails (generally with in two working days), even if the answer is “No” (answer timeframe and method in syllabus)
- Keep your course scheduled and grade book up to date (in canvas)
- Flexible policies for emergencies (drop lowest grade, makeups with documentation, replace missed exams with final, etc.)

How we respond:

Andy starts by asking for more information (proof the student has tried to resolve the issue with their instructor, and checking the syllabus for stated policies). If that does not resolve the issue, he forwards to me (or Gus as needed), and I reach out to you!

Policy Updates

From VP Offices

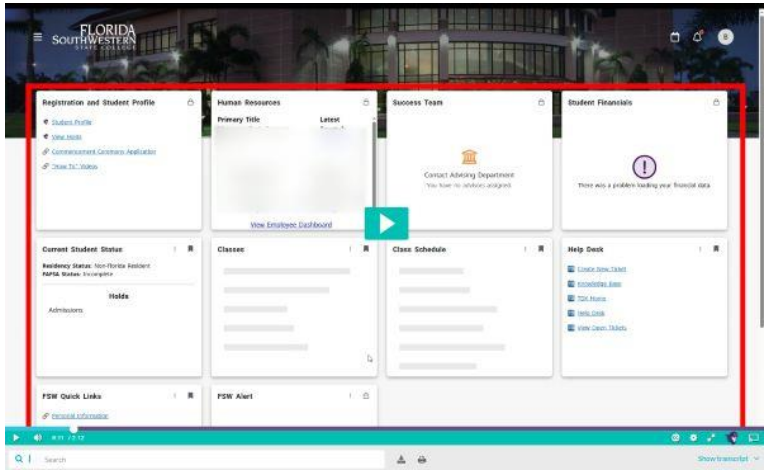


FSW News

Dr. Teed is moving to Washington State! Dr. Brian Page has been appointed as the Interim Dean for the School of Arts Humanities and Social Sciences **effective today**.

FLAC is open – you should be able to confirm your teaching load – make sure your total credits are accurate!

Portal Questions?



Reminders:

Remote Readiness Badge – Due Jan 31st!

Faculty Professional Development Funds – rolling

- https://fsw.qualtrics.com/jfe/form/SV_bI6SjPmnqNOLY7s
- Form still needs signed by Dept Chair/Dean

FEE Grants - $5000 – Due today

Commencement Planning is underway!

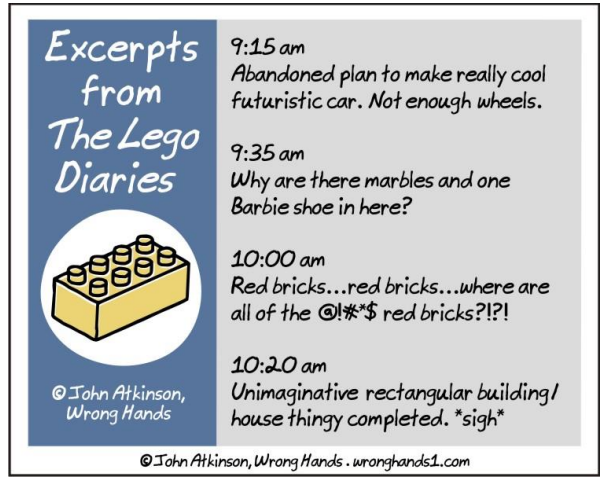
- SPAS AS/DE/SoHP and half of AA will be in the afternoon ceremony – so most of us should plan on that one
- Faculty will process in this year (from lobby)
- Gown rental will start in Feb
- Faculty need to confirm which ceremony they will be attending (details from VPAAS Office) or submit leave form in March

Academic Committee Updates

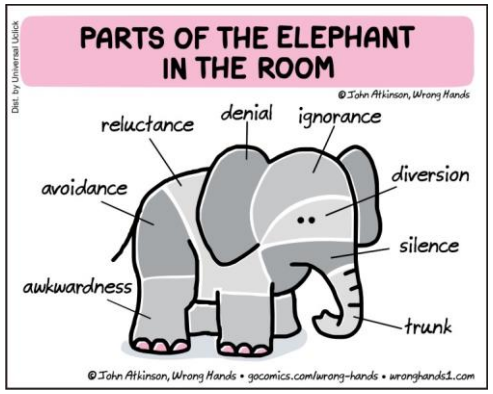
From SPAS Reps

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

- Center for Teaching and Learning Excellence
- QEP
- Honors Advisory Council
- OTOC
- eLearning
- Library



Schedule – Upcoming Events –



Faculty Events:

- **JAN 26 – PD Friday**

- Be CREATIVE: Create 9:00 -10:00 – In person and Zoom
- DEV 101: Universal Design & Access 9:00 – 12:00 Zoom Only
- Leveraging Tutor.com and FSW Tutoring Services for Student Success 10:00 – 11:00 Lee and Zoom
- Adjunct Mini-Portfolio Training 11:00 – 12:00 Zoom (Dr. Sandra Siefert ☺)
- Charm School 2.0: A Workshop on Modern Etiquette 11:00 – 12:00 Zoom Only
- January Meeting of the Parent Support Group 10:00 – 10:45 Zoom Only

- FEB 23rd - Next PD Friday

Student/Community Events:

- Jan 12 – Charlotte Observatory Open - See the stars at the James & Barbara Moore Observatory on the FSW Charlotte Campus. Viewing begins 30-45 minutes after sunset.
- FEB 9th – next viewing!

- **SPRING FEST – JAN 24 – LEE CAMPUS**

Check out BUCS Corner page:
https://fsw.presence.io/events

Other Recommended PD!

- New Techno-Pedagogy Micro Sessions
  - 1st Tues and 3rd Wed of the month
  - 2:00 – 2:15
  - Email SOrtolano@fsw.edu to be added to the Teams Channel for access to asynchronous content!
  - Next: Jan 17th and Feb 6th via Zoom
  - Click here to view the session in Presence and add it to your Outlook Calendar.
- Join the AI Reading Group (a few spots left)
- Join the FSW Online Faculty Microsoft Team

- Self Paced:
  - **ASSESSMENT 101**
  - **Open Education Resources (OER), Copyright, and Fair Use**

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

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!

Schedule -
Upcoming Key Dates – 6 weeks

- **Monday, Jan 15** **COLLEGE CLOSED – Happy MLK Weekend**
- **Monday, Jan 15** **Research reassign time proposals due**
- Tuesday, Jan 16 Add/drop ends
- **Tuesday, Jan 16** **Attendance Verification due – remind your students!**
- **Friday, Jan 26** **State of the College – Lee Campus, U 102**
- Monday, Feb 5 Last day to replace Incomplete grades from Fall
- **Friday, Feb 9** **Form 1 Due! CC ePortfolios due! IGCC update ePortfolios w/SOS and Form 1**
- **Friday, Feb 9** **Feb meeting day! SPAS and Dept Meetings**
- Thursday, Feb 22 Last Day of Classes – Mini A
- Tuesday, Feb 27 Mini A Grades due at 1200
- Thursday, Feb 29 Summer Textbook adoptions due! Fourth Quarter FPD travel requests due

School of Pure and Applied Sciences

Florida SouthWestern State College
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