



Happy
Spring!

February 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 –Spring Updates



New(ish) Staff and Faculty

Katrin Koel-Abt – HG – Bio (A&P too!)

Vera Sullivan – Collier – Bio 😊

Lots of new student assistants

(and hopefully soon a new Collier Lab Manager. . .)

Congratulations (~ 50K in Grants)

ARC Grants (Mike, Jerry, Amanda, Mike, and Jordon)

and Research Reassign Time

Jordon Donini

and FSPA

Key West BSC1011 Trip

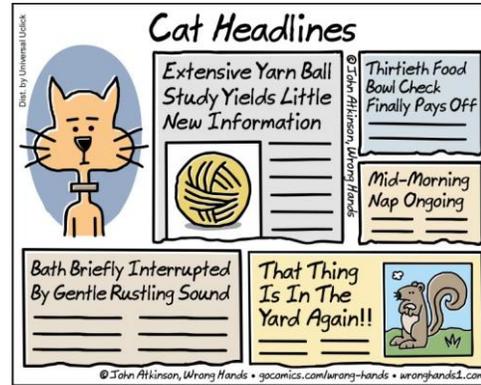
MGF Summer Institute

Rock Collection Scanner

and FPF travel and auxiliary funds



SPAS Updates – Evaluation and Budget Cycles



Budgets

- Annual budget cycle is around the corner – I am submitting project requests over the next three weeks
- I am working with the Lab Managers for lab/facilities request
- Please let us know of any non-routine supply requests or projects you would like to see funded in the next few years. . . Magical thinking!

Evaluations

Form 1s and CC ePortfolios due today

Andy has begun scheduling Form 2/CC review meetings – goal is to have the majority of them completed by spring break.

Campus visits:

Charlotte – Feb 16th

Collier – Mar 8th

HG – Mar 22nd

Lee/Zoom – anytime it fits into my calendar!



SPAS Updates – Marketing

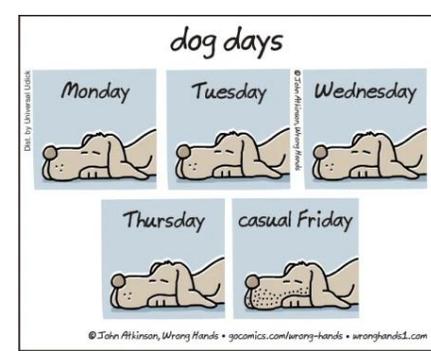


Gus and I have been working with marketing to update our logos and products.

- Requested more academic related social media posts (see the [Biology](#) one posted two days ago!)
 - **As you do cool things in your classes, with your students (labs, field trips, fun assignment), or travel to a conference, please snap a photo so we can share!**
- **STEM@FSW logo??**
 - Logos for each department, SPAS banners, letterhead
 - Department of Biological Sciences
 - Department of Physical Sciences
 - Department of Mathematics
- **Updated AA, STEM pathway, AS, and CCC fliers for open houses**
- Directional signage for buildings (finding offices and classrooms)
- Additional math/science items on the TVs in hallways
- Our own website content?
- Canva account to make our own fliers. . .



SPAS Updates – Course Refresh Plan



- **Working to get our courses in alignment with the contract requirements**

There have been some shifting philosophies over the last few years – current plan is focused on Departmental courses and the QM rubric.

- **Departmental Courses** – Terminology for “Master Shells” I am working to submit the next round of requests for developmental courses, giving priority to the development date of the last “master shell”, results of any internal 5-year reviews, and the number of faculty teaching the course. I should be reaching out over the next few weeks to start getting those requests submitted.

- **Retro Courses** -- eLearning has reached out about courses that have been completed within the last two years and offering to make them departmental masters. I have started reaching out to the current owners of those courses.

- **Assessments!**

A huge thanks to Tina and the course coordinators for working on the assessment reports – there are some great new assessments tools being created.

Biggest questions I hear is about common final exams – I believe that common final exams are important and can help maintain course standards and increase the level of consistency across all sections of a course (particularly those offered across many modalities and taught by a variety of faculty (full-time, adjunct, concurrent). They are probably not, however, the best tool for a course assessment.



SPAS Updates – Summer & Fall

(Repeats from 1 Feb Update)



- **Summer and Fall Teaching Assignments:**

Gus actively working on creating the summer of fall teaching assignments and is scheduled to have drafts out for faculty confirmation by the end of February. You might start seeing Canvas shells pop up – those are drafts in Banner, and will be complete once they come out of scheduler with a confirmed room and time, and you all review them!

- **Textbook Adoptions for Summer**

Textbook adoptions for Summer are due from the course coordinators to **Andy by Feb 29th**. We will be using Follett to adopt our textbooks and don't expect many changes from Spring, but please confirm all information with both faculty and publishers.

- **Textbook Adoptions for Fall**

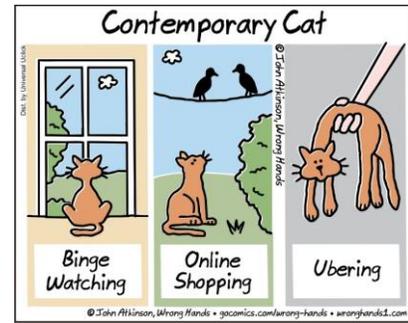
Textbook adoptions for Fall are due from the course coordinators to **Andy by Mar 28th**. We will be using BibliU to adopt our textbooks and will be using a whole new system. BibliU info will be integrated into Canvas, and we are requesting the use of first day/inclusive access where feasible – which will require new ISBNs even if the textbook information is the same. Many more details to follow

- **Automatic Attendance Verification Updates – will be in all future Canvas shells**

New form to submit late verifications just incase anyone missed, if you do not use weighted assignment categories, see the [latest guidance](#) on editing the quiz. Any questions, please ask!



SPAS Updates – Simple Syllabus, Etc.



Following the 45 day rule

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

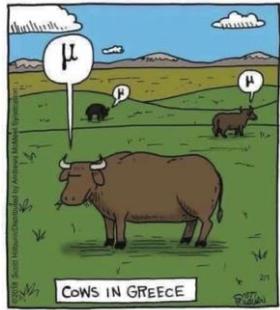
Simple Syllabus – Master shells in the queue for updates – Gus and I are updating the **Core Gen Ed** shells and will verify as needed with course coordinators. Let us know if you see anything in the locked sections that needed fixed! Core Gen Eds will have new state SLO listed on an FSW website and referred to in syllabus.

General guidance sent out with 1 Feb email. . .very detailed, we have also added help comments within Simple Syllabus

Leave Guidance. . .let me know if that helps. January Leave Reports Due Feb 10th



SPAS Updates – Capturing School Policies



- Course Refresh Plan
- Simple Syllabus and Textbook Guidance
- Start and End of Term Procedures
- Leave Guidance
- Travel (coming along!)
- Timeline

SPAS Course Preparation Time Lines

Approximate due dates by term

Event	Lead	Fall	Spring	Summer
Textbook Selection	Department		January	
Committees Formed	Chairs			
Faculty Schedules Drafted	Associate Dean / Faculty	February	September	February
Faculty Schedules finalized, Canvas Course Shells Created	Dean / eLearning	March 1 st	October 15 th	March 1 st
Textbook Adoptions Submitted to SPAS	Course Coordinators	Mar 28 th	September 30 th	Feb 28 th
Master Syllabus Shells Updated	Department Chairs/Course Coordinators	Feb 28 th	September 30 th	Feb 28 th
Course Syllabi Submitted	All Faculty	April 30 th	November 1 st	April 1 st
Course Syllabus and Textbook Info Published 45 days Prior	Dean	Mid July	Mid November	End of April
Canvas Courses Updated	All Faculty	Friday before Classes Start	Friday before Classes Start	Friday before Classes Start
Final Syllabi Updates Submitted	All Faculty	Friday before Classes Start	Friday before Classes Start	Friday before Classes Start
Term Starts ☺	Everyone!	~ third Monday in Aug	~ first Monday in Jan	~ May 15 th



SPAS Updates – Strategic Goals



Near Term (next year):

- Increase graduation rates within our AS Degree and CCCs (Updates discussed before the Curriculum Committee this month, effective 2024)
- More CREATIVE Capstone SPAS instructors

Mid-term (3-5 years)

2-3 year Goals

- **ATE Grant – looking at adding a BioTech track to our AS Degree**
- **S-STEM Grant – NSF scholarship funds for AA STEM students as well as our AS students**
- AS STEM Internships

Looking for interested faculty!

5 year Goals

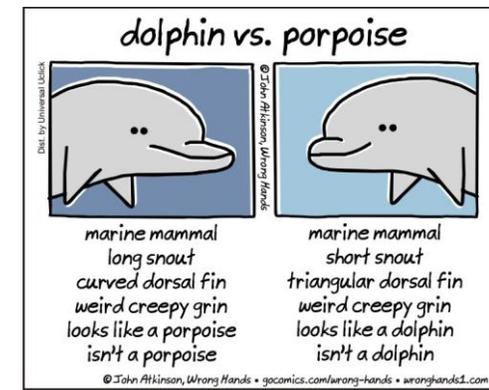
- Environmental AS degree
- Data Analytics??

Long-term Goals??

Policy Updates



From VP Offices



FSW News

Dr. Brian Page has officially accepted the position of Dean, for the School of Arts, Humanities, and Social Sciences. (Associate Dean position is now open).

Saturday Scholars and Summer Bridge programs

Etiquette Luncheon – April

Career Fair Week – March 4th – 7th

Adjunct Fair – Feb 22nd

Reminders:

Faculty Professional Development Funds – new process coming – no longer rolling

- https://fsw.qualtrics.com/jfe/form/SV_b16SjPmngNOLY7s
- Form still needs signed by Dept Chair/Dean

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: <https://facultydirect.herffjones.com/>
- Faculty need to confirm which ceremony they will be attending (details from VPAAS Office) or submit leave form in March

Academic Committee Updates



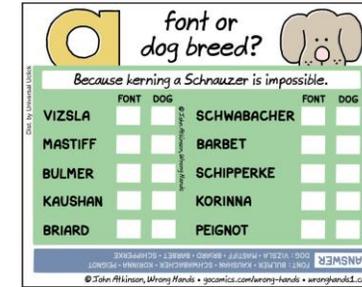
From SPAS Reps

- 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 –



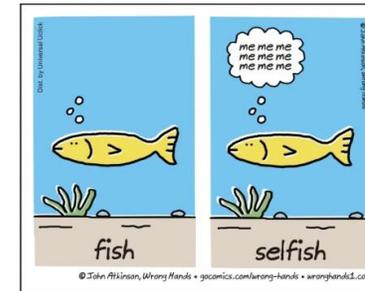
Faculty Events: February 23rd

- [To the Core and Beyond: Interdisciplinary Digital Art](#), 9:00 – 9:45AM | Lee Campus L-141
 - [Communication Studies Division Assessment Day Spring 2024](#), 10:00 – 12:00PM | Via Zoom
 - [Eating with our Body: Ayurveda and the Art of Holistic Health](#), 11:00 – 12:00PM | Lee Campus AA-168 & via Zoom
 - [Why Am I Teaching This? Strategies for Reducing Cognitive Load](#), 1:00 – 2:00PM | Via Zoom
 - [“Professional Organization and Conference Conversations,” A PD Committee-Sponsored PD Friday Roundtable](#) , 1:00 – 1:45PM | Via Zoom
 - [Be CREATIVE: Communicate](#), 2:00 – 3:00PM | Lee Campus AA-168, Charlotte D-101, Collier J-116 & Hendry Glade A-103 (Live on Lee with Zoom rooms for all other locations)
 - [Tech Tricks 2.0: Optimize your Computing](#), 2:00 – 3:00PM | Via Zoom
 - [Meeting of the Parent Support Group](#), 11:00 – 11:45AM | Via Zoom
-
- **Don't Forget FSW Compliance Training 2024 – First round due March 2nd**

Schedule – Upcoming Events –

Student/Community Events:

- Titans of Business: Strategies for Success - Monday, February 12 at 12:00 p.m., Lee Campus, Building U Room 102, Zoom Link via Bucs Corner
- Feb 9 – Charlotte Observatory Open - See the stars at the James & Barbara Moore Observatory on the FSW Charlotte Campus. Viewing begins 30-45 minutes after sun set.
- Mar 8th – next viewing!
- **OPEN HOUSES Feb 28th – Mar 1st**
- **Research Expo – April 9th – 11th**



The Center for Undergraduate Research and Creativity Presents: The Spring Research Expo



Student presentations, featured speaker Tara Calligan, featured performance/Behind the Research with Kat Epple and receptions each day.

WHEN?
Tuesday, April 9th
Wednesday, April 10th
Thursday, April 11th

POSTER SESSION
Tuesday from 12:00-1:20
outside of the library

WHERE?
Lee Campus

ART EXHIBITION
Tuesday from 1:30-3:00
in J-117

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Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 41 Forsyth St, SW Suite 19770, Atlanta, GA 30303-8927.

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

Other Recommended PD!



Library Microworks shops – Every Tues, Wed, and Thurs at 11:30

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 for asynchronous content!

Tinker Time Topics:

- [Beyond the Screen: Inspiring Intrinsic Motivation in Digital Learning](#) Wednesday February 28th @2pm Collier campus A-109/Zoom
- [Click, Connect, and Captivate: Microlectures for the Online Educator](#) Tuesday March 26th @2pm Hendry Glades campus A-103/Zoom
- [Collaboration in the Cloud: Building Engaged Online Learning Communities](#) Wednesday April 10th @2pm Charlotte campus A-109/Zoom

Self Paced:

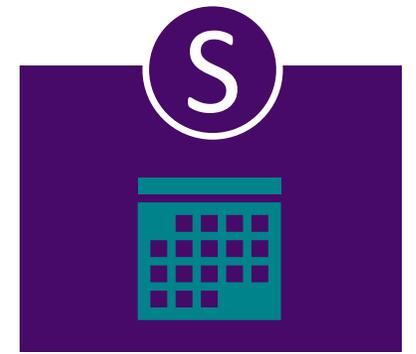
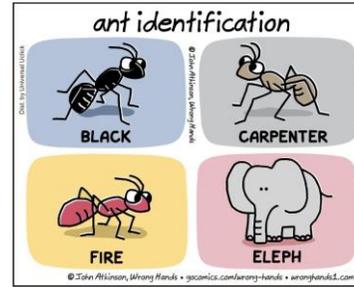
- [ASSESSMENT 101](#)
- [Open Education Resources \(OER\), Copyright, and Fair Use](#)



<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



- Thursday, Feb 22
- Tuesday, Feb 27
- Thursday, Feb 29

- Feb 28 – Mar 1
- Friday, Mar 8

- March 11-17

Last Day of Classes – Mini A

Mini A Grades due at 1200

Summer Textbook adoptions due!

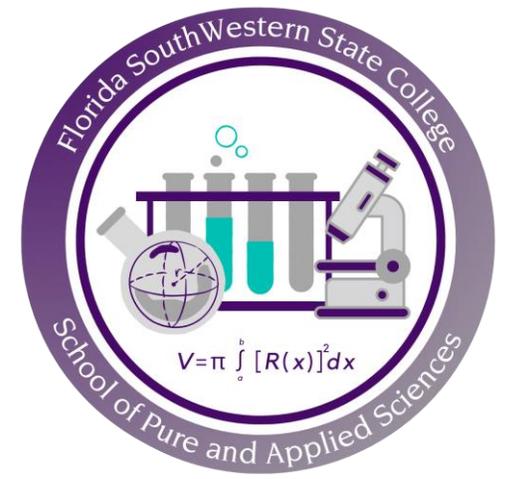
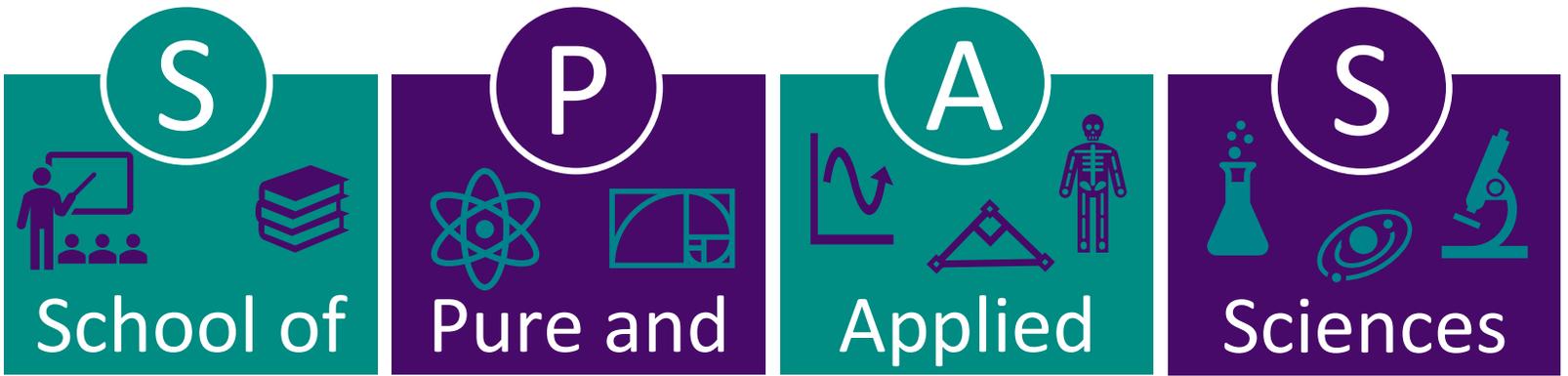
Fourth Quarter FPD travel requests due

Open Houses

March meeting day! NO SPAS Meetings

Dept & Discipline Meetings if needed

College Closed! Enjoy Spring Break



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