Fall is underway!

September 2024
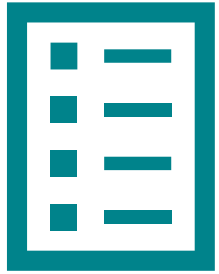
FLORIDA
SOUTHWESTERN
STATE COLLEGE
SCHOOL OF PURE AND APPLIED SCIENCES

SPAS Meeting Agenda

Welcome Back!

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

SPAS Updates – Fall is underway!

Thank you all!

Integrating new systems at the start of the semester is always hard and a new bookstore extra challenging!

- BibliU

- Simple Syllabus

- Attendance Verification

- Leave Requests and Leave Reports. . .

SPAS Updates – Planning for Spring!

Spring Schedule

- **Due to Schedulers Sept 23rd**

- *Gus and Kelsea have been actively drafting the schedule and reaching out as needed - Ground sections first priority!*

- 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 / **Rooms**

Spring Textbook Adoptions

- **Due to Andy Sept 18th**

- Spring will most likely roll from fall – but now is the time to form textbook committees if there will be a change for Fall 2025 – 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
FSW Online	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. **ProctorU or Proctorio or "Alternate Testing Location"**	Online Only
FSW Live Online	**FSW Live Online** courses are a special version of an online course where instruction occurs via Zoom during a regularly scheduled time. **ProctorU or Proctorio or "Alternate Testing Location"**	Online Only
FSW Blended Online	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. **ProctorU or Proctorio or "Alternate Testing Location"**	Online Only
FSW Blended On Campus	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. **Testing Center for Make-up Exams and Adaptive Services - ProctorU or Proctorio**	A mix of both
FSW Traditional	In an **FSW Traditional** course you will be expected to meet on an FSW campus on a regular weekly schedule. **Testing Center for Make-up Exams and Adaptive Services**	On Campus Only
FSW Live Flex	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. **Testing Center for Make-up Exams and Adaptive Services - ProctorU or Proctorio**	A mix of both

SPAS Updates – BibliU!

- Inclusive Access vs Print
  - All SPAS courses that require material are now in inclusive access except Labster
  - OER course all excluded – continue to provide through Canvas
  - MCB – textbook inclusive access, lab manual (print or Labster) through bookstore

- Three types of Inclusive Access
  - ebook: Retrieved in BibliU library - material will be accessed through BibliU/course materials link in Canvas
  - Courseware with Access Codes: Retrieved in BibliU library, redeemed on publisher site - Codes will be accessed through BibliU/course materials link in Canvas
  - Courseware with LTI/Deep integrated Courseware: Material will be accessed via a direct link to the publisher in the Canvas Course

SPAS Updates – BibliU!

- ebook: all publishers will have text on BibliU link
  - AST 2022, BSC 1051C, CHM 2032, HSC 1531, ISC 1001C

- Courseware with Access Codes: Kendall, Pearson
  - BSC 1005, CHM 2045 (Online, Live Online), ESC 1000C, EVR 1001C, HUN 1201, MAC 1105, MAC 1106, MAC 1114, MAC 1140, MAT 0018, MAT 0057, MAT 1033, MCB 2010C (PLUS PRINT), MGF 1130, MGF 1131, OCB 1000, OCE 1001, PHY 1007C, STA 2023
  - **Pearson codes will not show up on the link unit the first day of class**

- Courseware with LTI/Deep integrated: Cengage, Hawkes, McGraw Hill, Sage, Wiley
  - BSC 1010, BSC 1011, BSC 1084C, BSC 1085C, BSC 1086C, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302, PHY 2048, PHY 2049

SPAS Updates – BibliU!

- OER: Course Level Adoptions
  - CHM 2025, CHM 2045, CHM 2046, CHM 2210, CHM 2211, CHM 1020C
- OER exceptions can be done at a section level.
- Simple Syllabus / Master Shells
  - Inclusive Access info in the SPAS Simple Syllabus Template – needs updating??
  - I turned of the block off in all Course Level OER adoption in the master template so if should not be in OER courses – if it did get pushed, please let us know
  - For section level OER adoptions, please make that block not visible as you update your course materials to be different from the adopted course level materials

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

Policy Updates

From VP Offices

Healthcare Benefits

- FSW is transitioning to the State Benefits Program to provide our employees with a more cost-effective and comprehensive benefits package.
- It looks like the state changes to our healthcare options, to include new pricing models, will be effective starting January of 2025.
- **This will mean that we will all need to pay particular attention to benefits open season starting this October 14.**

From HR: The only immediate action you must take right now is to ensure the college has the correct address on file for you. To do so:

1. Log into the MyFSW Portal.
2. Navigate to Quick Links.
3. Navigate to personal Information.
4. Check to see if the correct address is listed.
5. Make any necessary changes.

Policy Updates

From VP Offices

Registration Form Changes

The Office of the Registrar has been working with IT to move many forms to an online, webform-format. In line with this, all academic petitions have made the transition.

I invite you to visit www.fsw.edu/registrar/forms and scroll to the Petitions area. You will notice this area includes some overall information about petitions, but it points students to the online TDX petition forms.

To view how the academic petitions are laid out and how they are made available to students, visit: www.fsw.edu/Helpdesk

Select "Services"
Select "Registrar"
Select "Students: Petitions – Exceptions to Academic Policy"

For Re-instatement or other forms, send them to Andy

What does this mean for you? - That there is a new way to "sign" late drop/withdrawal form

Your last date of attendance (LDA) in the course being petitioned.
  - To obtain this date, you must email your professor and request that they provide you with your LDA. Click here for a sample email template. After you obtain your LDA from your professor, save the entire email communication as a PDF. You must attach the email communication as a PDF in a later section of this form.

Dear Professor Smith,

I am petitioning for a Late Drop or Late Withdraw of your course, ENC 1101, English Composition I. In line with this, could you please reply with my Last Date of Attendance (LDA)?

Thank you,
Sam Student

Policy Updates

From VP Offices

At-Risk Interventions

You Got This! Real Tips to Help You Succeed

Dept. Chair Training

Associate Deans are working on a plan!

From Chief Connelly

I am asking for your assistance by notifying all faculty members to keep their classroom doors closed at all times unless there is a mechanical issue with the door access reader or the temperature of the classroom. We can assist with any issue that arises which prompts a faculty member to prop a door open. Please call Campus Police and we will respond. Propping open the doors defeats the purpose of a secure lockdown, if warranted.

Can you all double swipe and lock open doors??

Policy Updates

From VP Offices

C term??
12 Week Term Proposal

Alternative to late adds and reinstatements? FALL 2025

Thoughts?

- Open to all students at half capacity so balance of students registering
- 12 week to match summer terms to build on prepared course shells
- Focus in Core Gen Eds for FTIC students
- Avoid the "Catch up" challenges to promote student success
- Open more traditional options for late applicants
- Better option for 4 credit hr classes than B terms?

Fall Symposium

You are cordially invited to the Fall 2024 Faculty Symposium on Friday September 20th at 2:30 in U-102, Lee Campus.

Please RSVP at https://docs.google.com/forms/d/e/1FAIpQLSf82rVLEVpKb8XLi-Vz90QTefKjiTyd53pXhQgW5hsuxBqpcA/viewform

Policy Updates

From VP Offices

Emergency Remote Readiness Class

If you are working on this training, please be patient with the course instructors as they have lots to grade! If you have not started it yet, please give it a go this month. It should not take too long and there are some good reminders about Canvas and emergency best practices in there.

https://fsw.catalog.instructure.com/browse/trainingcalendar/fsw-online/courses/emergency-remote-ready-training

AI PDs

AI Use Cases – Improving Communication:

Monday	October 7th	10:00a-11:00a	Register
Tuesday	October 8th	3:00p-4:00p	Register
Friday	October 11th	1:00p-2:00p	Register

AI Use Cases – Working Smarter

Wednesday	November 13th	3:00p-4:00p	Register
Thursday	November 14th	10:00a-11:00a	Register
Friday	November 15th	1:00p-2:00p	Register

Policy Updates

Other PDs – Sept 27th

Transforming Lives Through Service: Integrating Service-Learning Across Disciplines to Support Our Mission: Group Discussion 9:00 – 10:00AM | Via Zoom
 Facilitated By: Dr. Katharine O'Connor
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/transforming-lives-through-service-integrating-service-learning-across-disciplines-to-support-our-mission

Community of Practice in English: Group Discussion 10:00 – 10:45AM | Via Zoom
 Facilitated By: Dr. Scott Ortolano
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/sept24communityofpractice-in-english

Meeting of the Parent Support Group: Group Discussion 11:00 – 11:45AM | Via Zoom
 Facilitated By: Dr. Scott Ortolano
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/september2024-meeting-of-the-parent-support-group

Honors in Action: PD Session 11:00 – 12:00PM | Lee Campus Q-223 & Zoom
Facilitated By: Dr. Wendy Chase, Prof. Terri Housley, Dr. Monica

Krupinski, Dr. Myriam Mompoint, & Dr. Amanda Zirzow
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/honors-in-action

Be CREATIVE: Shelter From the Storm: PD Session 11:00 – 12:30PM | Lee Campus U-109 & Zoom
Facilitated By: Dr. Matthew Vivyan
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/be-creative-shelter-from-the-storm2024

Adjunct Mentors – Refresher: Group Discussion 1:00 – 1:45PM | Via Zoom
Facilitated By: Dr. Martin Tawil & Dr. Jennifer Patterson
Required Training for Adjunct Faculty Mentors 2024
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/adjunct-mentors---refresher

"How Do You Give Back?" A PD Committee-Sponsored PD Friday Roundtable: Group Discussion 1:00 – 1:45PM | Via Zoom
Facilitated By: Dr. Scott Ortolano
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/how-do-you-give-back-a-pd-committee-sponsored-pd-friday-roundtable

Academic Committee Updates

From SPAS Reps

- Academic Standards

- Academic Technology

- Curriculum

- General Ed

- Learning Assessment

- Professional Development

                          * (funds!)

- Center for Teaching and Learning Excellence

- Honor's Advisory Council

- OTOC

- eLearning

- CURC

- Library

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

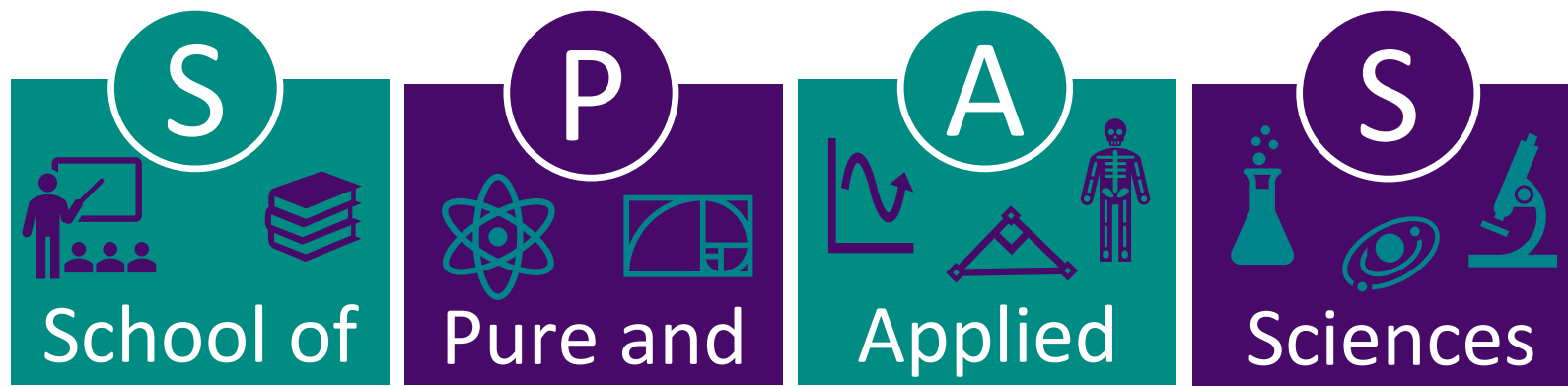# Schedule - Upcoming Key Dates – next 6 weeks

- Monday, Sept 16 — Last day to Replace "I" grades
- Monday, Sept 16 — Last day to withdraw from Mini A class
- Friday, Sept. 20th — Fall Faculty Symposium

Arc Grant Presentations – Amanda, Jerry, Jordon, Mike, & Mike??
Talk Nerdy to Me -Share your teaching, research or other ideas with random faculty in speed- dating style

- Sept 27th - 29th — Herpeton Conf
- Friday, Oct 4 — Last day of Class, Mini A
- Tuesday, Oct 8 — Grades due for Mini A @ NOON
- Monday, Oct 14 — First day of class Mini B
- Thursday, Oct 24 — Last day to withdraw from Full Term classes

School of Pure and Applied Sciences

Humor today curtesy of https://wronghands1.com/