The break is near!

November 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

- Congrats to Vera for hosting and Gabe for presenting at the first ever COBP – Science!

- FPD Fund requests due! Ancillary Funds request link open too!

- Academic misconduct vs Test taking policy violations vs Cheating

- SOS surveys are open – remind students to complete

- Saturday Scholars

FSW CARE SERVICES

Food Drive

Let's Share & Care

Donate and be entered to win a prize!

Join us in helping our FSW community in need!
October 16 - November 22

Items needed:
- Non-perishable food items: rice, pasta, cereals, sauces, kitchen staples, shelf-stable milk, water, juice, etc.
- Grab 'n Go items: INDIVIDUAL packs of Easy Mac, pasta, Cup Noodles, fruit cups, protein bars, chips, granola bars, applesauce, etc.
- Travel-size personal care items: deodorant, shampoo/conditioner, soap, razors, shaving cream, toothpaste.
- Household essentials: paper towels, tide pods, toilet paper, tissues

Drop-off locations:
Lee Campus, Q-103
Collier Campus, M-203
Charlotte Campus, J Lobby
Hendry Glades Campus, A-123

Or visit our site:
www.fsw.edu/careservices/patnry

For more information:
Call 239-432-7354

FSW is an equal access, equal opportunity organization. More: www.fsw.edu/equity

End of Semester (new)

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. Please answer if Andy calls – he actively monitors the list starting on the afternoon of the 9th!!**
- Any student who earned 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 there is a date already loaded you should be able to delete it and then enter a new date.
- 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! Best practices recommend setting the view to "all" before entering grades so you don't forget the second page or have issues saving when moving to page 2.

Grades are due December 10th at NOON

Planning for Spring (and beyond)!

Spring Schedule

- **Enrollment is off to a great start!**

  Advising is offering drop in days early this year and is seems to be helping with early enrollment. This should help us know what classes might not make before the break, and Gus will reach out as needed.

- Summer planning is beginning!

  https://fsw.qualtrics.com/jfe/form/SV_3U8PwTOIka9GBWm

  Summer survey is ready – Gus will be sending out the link as well.

Spring Course Prep

- **Textbook Adoptions are in!**

- **Simple Syllabus open for editing!**

- Course selections have been added to the Master Syllabi.

- Be sure to set up any corresponding courseware required for student access.

- *If you are an OER or lab exception, you will need to edit your syllabus approximately.*

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

- Courseware with Access Codes: Kendall, Pearson, ==Labster==
  - 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

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

Scan QR Code to nominate

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, Profession or 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 Program 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 2025.

Policy Updates

From VP Offices

12 Week Terms

Implementing for FALL 2025

- Open to all students at half capacity so balance of students registering early/late
- 12 week to match summer terms to build on prepared course shells
- <mark>Focus on Core Gen Eds for FTIC students</mark>
- 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?
- Consistent with what most other schools are currently offering

Proposed Naming Convention

- Fall Standard – Aug. Start
- Fall Compact A – Aug. Start
- Fall Buc Express – Sept. Start
- Fall Compact B – Oct. Start

Starts Fall 2025 – please reach out if you are interested in teaching compact or express terms – looking for volunteers first

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

General Education Survey: CREATIVE

Academic Committee Updates

Original slides

Video Platform: A new video platform called Yuja is being considered.
- The main concern is migration, but if we decide to switch, all videos and deep links will transfer seamlessly, so nothing will be lost.
- The key question is: Should we stick with Kaltura or move to Yuja? Before making this decision, Kaltura will be hosting a demo on October 25th at 11 am. If you're interested, please also take the time to watch the Yuja demo.
- You can find the link to the Yuja demo here.

Remote Proctoring: Honorlock, a "new to FSW" remote proctoring platform, is now under consideration.
- The question is: Do we want to continue using both Proctorio and ProctorU, or switch to Honorlock?
- Ideally, it would be great to have one remote proctoring platform. If you're interested, please consider the pros and cons, including the learning curve for both faculty and students when transitioning to a new platform.
- ***If there are any faculty members that would like to trial Honorlock during the Spring 2025 semester, please let Jimmy know.***
- You can access the Updated Honorlock Link (expires November 22, 2024)

Academic Committee Updates

Chat Updates

- Interested in piloting HonorLock (Remote Proctoring) in Spring 2025?
  ==Please enter your name on this Google Docs
  https://docs.google.com/document/d/1JBdxwi63__ZrfwgL25Gx6zHIktMdSGZqeTWYj6ppcz0/edit?usp=sharing==
  Want to watch a demo from HonorLock? https://us-29823.app.gong.io/e/c-share/?tkn=hwgazkhfx0f71f83sazm9jjw4&g_ajs_param_source_comp=email&xtid=20ocvrl51mp458wc0j0
  Video Platforms: Kaltura and Yuja
  Yuja Demo (Passcode: 047890): https://sequoia.yuja.com/V/Video?v=10009451&node=43721542&a=137729596
  Kaltura Demo (includes some new features from Kaltura): http://www.kaltura.com/tiny/agpp6

- We will update the Tutor.com information in the institution wide parts of the syllabus, but if you mention it anywhere else please update that. **We are changing to Brainfuse for this Spring (2025!)**

- Link to Professional Development Infographic PD Committee November Infographic.pdf

- The One Theme One College (OTOC) committee is seeking input from the FSW community for selection of the theme for the 2025-2026 academic year. Please take a brief moment of your time to submit your ideas at the following link by **Tuesday, November 12**.
  https://fsw.qualtrics.com/jfe/form/SV_b1mcM02xLkNDvuu

Policy Updates

From VP Offices

AI PDs

ONE Theme ONE College: Our Changing Worlds

Friday, November 15th, 6:00 in the Rauschenberg Gallery

    Tatsuya Nakatani: Musical Performance

Week of February 18th

    Sid Dobrin: Changing Worlds of Technology and the Classroom

Emergency Remote Readiness Class

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 Use Cases – Working Smarter

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

Register

Register

Register

Self-Paced

- ASSESSMENT 101
- Open Education Resources (OER), Copyright, and Fair Use
- AI Training

Policy Updates

Thursday, November 21st, 2024

Annual Adjunct Review Process, Group Discussion 5:00PM – 6:00PM | Via Zoom. Registration Link:
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/annual-adjunct-review-process-nov

Friday, November 22nd, 2024

- Excellence in Action: Celebrating FSW's Educational Quality Through the Lens of HLC Criterion 3, Group Discussion 9:00 – 10:00AM | Lee Campus Q-223 & Zoom, Facilitated By: Dr. HLC Criterion 3 Writing Team: Dr. Rozalind Jester, Alex Schimel, Dr. Jennifer Summary, Prof. Laura Henning, Dr. Anne Angstrom, Dr. Jacqueline Davis, Dr. April Ring. Registration Link:
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/excellence-in-action-celebrating-fsws-educational-quality-through-the-lens-of-hlc-criterion-3

- Conscious Discipline and the Brain State Model, PD Session 10:00 – 11:00 AM | Lee Campus Q-223 & Zoom, Facilitated By: Dr. Julia Kroeker. Registration Link:
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/conscious-discipline-and-the-brain-state-model

Other PDs

- Meeting of the Parent Support Group, Group Discussion 11:00 – 11:45AM | Via Zoom, Facilitated By: Dr. Scott Ortolano, Registration Link:
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/november2024-meeting-of-the-parent-support-group

- Be CREATIVE: Prepare, PD Session 11:00 – 12:30PM | Lee Campus U-109 & Zoom, Facilitated By: Dr. Matthew Vivyan, Registration Link:
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/be-creative-prepare2024

- **Post-Pandemic Higher Education: Successes in Innovative Teaching, PD Session 1:00 – 1:45PM | via Zoom, Facilitated By: Dr. Gerald Anzalone, Registration Link:**
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/post-pandemic-higher-education-successes-in-innovative-teaching24

- "A Bloom with a View: Elevating Your Learning Outcomes," Cosponsored by the Learning Assessment Committee and the PD Committee, PD Session 1:00 – 1:45PM | via Zoom, Facilitated By: Dr. Jennifer Patterson & Dr. Scott Ortolano, Registration Link:
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/a-bloom-with-a-view-elevating-your-learning-outcomes-cosponsored-by-the-learning-assessment-committee-and-the-pd-committee

Schedule - Upcoming Key Dates – next 6 weeks

- **Monday, Nov 11** — **Veteran's Day – College Closed**
- **Thursday, Nov 14** — **Open House 3 – 7 PM U 102**
- Tuesday, Nov 26 — Last Day of Class
- Wednesday, Nov 27 — Study Day – No Classes
  FPD Funds requests due

- **Nov 28 – Dec 1** — **College Closed! Thanksgiving**
- Dec 2 – Dec 7 — Final Exams
- **Tuesday, Dec 10** — **Grades Due @1200 Noon**
- **Friday, Dec 13** — **Last Duty Day!**

Schedule - Upcoming Key Dates – next 6 weeks

On Behalf of our Music Department,

- Please join us for our upcoming Fall Concert Series during the month of November. Feel free to share with your students!

- **Fall Concert Series – All concerts begin at 7:00 pm / Doors open at 6:30 pm / Barbara B Mann Performing Arts Hall / Concert is FREE and open to the public, no tickets needed**

- FSW Choir & Chamber Ensembles – Tuesday, November 5, 2024

- FSW Jazz Ensemble – Friday, November 8, 2024

- FSW Concert Band & Orchestra – Tuesday, November 19, 2024

- FSW Rock Ensemble – Tuesday, November 26, 2024