

Welcome  
Back &  
Happy  
2025!



January 2025

**FLORIDA**  
**SOUTHWESTERN**  
STATE COLLEGE  
SCHOOL OF PURE AND APPLIED SCIENCES

# SPAS Meeting Agenda

Poor Spellers of  
the World -  
UNTIE!

## Welcome Back!



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



# SPAS Updates – Our Goals

Former Faculty Updates  
Joe Roles

AY 2024-2025

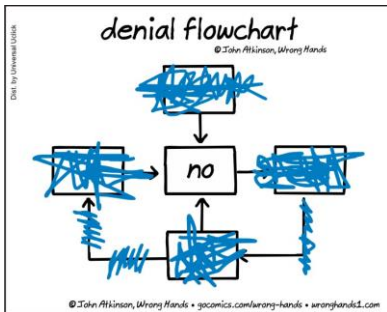
- Supporting Student Activities and Organizations
- No Natural Disasters??

AY 2022-2023

- Frequent and transparent communication!
- Monthly Emails, Monthly Zoom Meetings, Microsoft Teams, Campus Visits

AY 2023-2024

- Updating SPAS Operating Procedures
  - Automatic Attendance Verification!
- Course Refresh Plan
  - Supervisor Survey





# SPAS – Welcome to Spring 2025!

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. Currently we are up about 1 % and will have total enrollment of around 13,000.

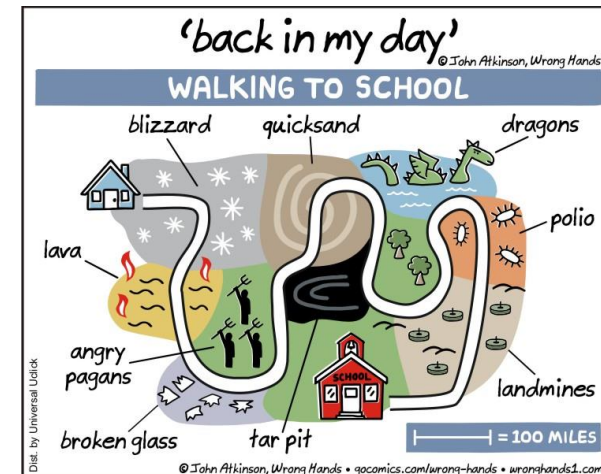
## Start of the Semester Discussions

- Automatic Attendance Verification

Quizzes copy with course copies in Canvas! Delete unlocked version(s).

Due at 11:59 PM.

- Simple Syllabus (next slide)
- Textbooks (slides after that!)
- Other Issues?





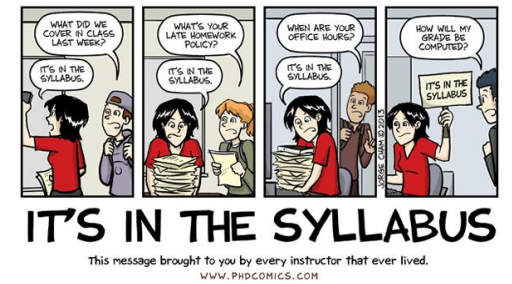
# Simple Syllabus

We are still learning the power (and challenges) of using the program – but it seems to be going well!

Be kind to your department chairs – their queues can be very long! (it is not FIFO)

Did you know?

- Rolling your syllabus for semester to semester will overwrite anything in a section in the master shell that you have edited. . . That is by design to keep your changes.
- If you want to reload the what is in the master, chose the reset option from the top left menu and pick which sections to reset – it will only update those sections with what is in the master!
- We now have three proctoring options for online sections – remember to only keep visible the one you are choosing to use – and please keep it **PUBLIC** (Andy needs to see!)



## Important Simple Syllabus Dates

### Spring 2025 Syllabi

- **1/22/2025** - Section level editing closes. Any further changes require email to [syllabus@fsw.edu](mailto:syllabus@fsw.edu).

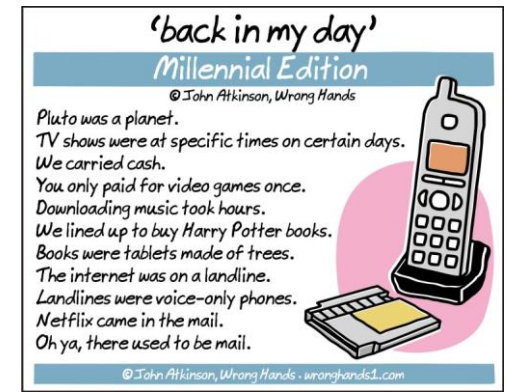
### Summer 2025 Syllabi

- **2/3/2025** - School template editing opens **(let me know what you see that should be updated!!)**
- **2/5/2025** - Course master editing opens
- **3/1/2025** - Course master editing closes
- **3/5/2025** - Section level editing opens
- **3/28/2025** - Course master must be available to public
- **5/20/2025** - Section level editing closes





# SPAS Updates – BibliU!



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



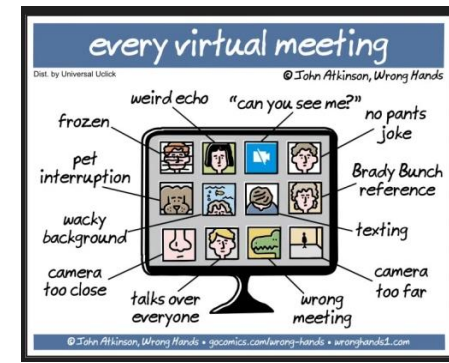
# SPAS Updates – BibliU!



- 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

ebook: AST 2022, BSC 1051C, CHM 2032, HSC 1531

## BibliU Faculty Analytics Dashboard – Pilot Program

*Faculty that are interested in tracking how students engage with eTextbooks can join a BibliU pilot this semester. Faculty will receive access to a new analytics dashboard and participate in a brief feedback session.*

### Pilot Includes:

- January demo call tentatively scheduled for January 24th (will be recorded)
- Semester-long dashboard access
- Feedback session at the end of the semester
- [Sign up for the pilot here](#)





# Planning for Summer (and beyond)!

## Summer 2025



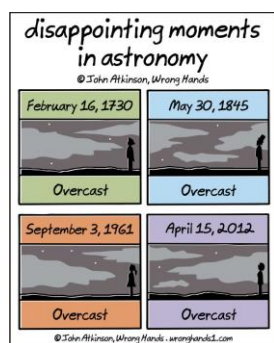
- Summer planning is well underway!

[https://fsw.qualtrics.com/jfe/form/SV\\_3U8PwTOlka9GBWm](https://fsw.qualtrics.com/jfe/form/SV_3U8PwTOlka9GBWm)

Summer survey results are in a draft summer schedule – as soon as they are checked twice, we will send out draft schedules for review – hopefully within the next week or so.

- Textbook adoptions

Summer adoptions are due to Andy by **Feb 17th**. Please prioritize any changes to the adoptions in the next few weeks.



## Fall 2025



- Fall planning has started!

Gus will start building the draft fall schedule next week. We hope to have drafts schedules out by then end of the month – these will be based on last fall's schedule with edits. When you get your drafts, please check them twice so we can get changes in before schedulers is run.

- Textbook adoptions

Fall adoptions are due to Andy by **Feb 28th**. Now is the time to make any significant textbook adoption changes so we have the summer to update master shells as required.



# Student Inquires

## Summary of student inquiries

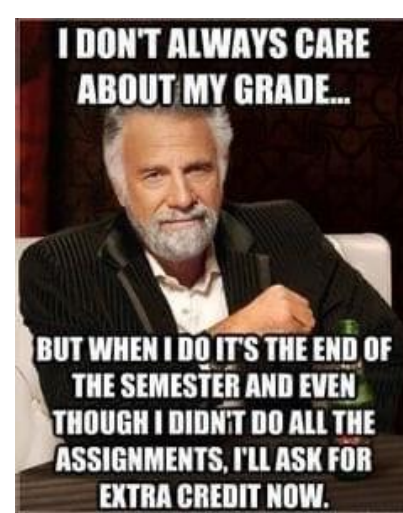
- Grade disputes
- Not responding to communications in a timely manner
- Confusion over course policies (late work, proctoring standards, gradebook updates)
- Proctoring Inquiries have lowered (but helps if Andy can see everything in your syllabus)

## 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 Gus/me as needed, and we reach out to you!

## How to help avoid these

- Clear late grading policy (syllabus)
- Let your students know how to communicate with you (syllabus)
- Answering emails (generally within 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.)





# Evaluations

Everyone has something due the  
Second Friday in February!

**Feb 14, 2025**

CC w/5 year review: ePortfolio w/  
Form 1

IGCC: SOS data and Form 1 added  
to ePortfolio

Everyone Else: Form 1's to Dean  
(me)!



Second Friday in February	<b>Continuing Contract Faculty Undergoing Comprehensive Review must submit their FEP ePortfolio electronically by second Friday in February.</b> Include 5 <sup>th</sup> year Form 1.	Continuing Contract Faculty up for Comprehensive Review
Second Friday in February	<b>Initial Granting Faculty will must submit SOS data and Form 1 to the ePortfolio and the dean/supervising administrator.</b>	Initial Granting Faculty
Second Friday in February	Faculty submit Form 1 to the dean/supervising administrators.	Faculty
First Friday in March	The President shall notify the applicant for initial granting of continuing contract by letter (via e-mail)	President
Month of March	Dean/supervising administrator holds conferences with Continuing Contract Faculty Undergoing Comprehensive Review, and Annual Contract faculty.	Deans/supervising administrator
End of March	Deadline for Continuing Contract Faculty Undergoing Comprehensive Review to receive <u>written</u> evaluation from dean/supervising administrator. (Faculty member will have a maximum of 10 working days, <u>from receiving the written recommendation</u> , to review the evaluation prior to finalizing and signing the evaluation).	Deans and Faculty
End of March	Form #3 Due to dean/supervising administrator	All Faculty
First Friday in April	All contract recommendations due to Human Resources	Deans, Provost

# 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](http://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](http://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

**MyFSW Portal faculty dashboard  
card - Attendance Verification  
Exception Form for late  
verifications**

# Policy Updates



## From VP Offices



### What's New in FSW Ed Tech

#### Brainfuse Replaced Tutor.com

*Brainfuse has officially replaced Tutor.com as our online tutoring solution. Attached is a list of faculty who still reference Tutor.com in their course materials. They will be notified by email this week. [Explore the Brainfuse Toolkit](#)*

#### Kaltura Contract Renewed and V7 Player Upgrade

*Based on faculty feedback and Kaltura's adjusted terms, we have determined that continuing with Kaltura best aligns with institutional needs. After extensive review of other platforms, the Academic Technology Committee determined that the benefits of switching platforms do not outweigh the associated implementation and training efforts. Instead, the Kaltura video player has been upgraded to V7, bringing enhanced performance, accessibility, and a sleeker Interface. "My Media" will now appear in user profiles by default, but faculty need to re-enable it in their course menus. [Learn more about the Kaltura upgrade](#)*

#### Teacher Tools

*Khanmigo is now available as an AI-powered teaching assistant within Canvas. It simplifies content creation by generating lesson plans, rubrics, and exit tickets without the need for complex AI prompts. Faculty can enable Khanmigo directly through the course navigation menu. [Learn more about Khanmigo in Canvas](#)*

#### Lucid Education Suite

*Lucid's visual collaboration tools (Lucidspark and Lucidchart) are now available in Canvas. Faculty can enable them in course settings to replace Jamboard for virtual whiteboarding. [Learn more about Lucid in Canvas](#)*

\*\*\* [View all of FSW's Ed Tech Toolkits](#) \*\*\*



# Policy Updates



## At-Risk Interventions

*You Got This!*  
Real Tips to Help You Succeed

## Notable Achievements

**FSW Leads the FCS in QM Certifications –**  
*With 39 [Quality Matters-certified courses](#) and counting—more than any other Florida College System institution.*

## From VP Offices

As a reminder, the computer keyboard combination to confidentially alert campus police to your classroom and/or work station is Ctrl + F1. You will receive the below alert to complete and send. If you have any additional inquiries, please let me know. **Please remember this notification does not take the place of a true 911 emergency.** There should also be door blocking kits and first aid kits in every classroom.



You replied to this message on 8/18/2021 4:30 PM.

**HELP**

### Request Emergency Assistance

Enter information about your emergency

Building:	<input type="text" value="LE-D"/>	*
Room #:	<input type="text" value="120"/>	*
Name:	<input type="text" value="Jerry Connolly"/>	*
Phone Number:	<input type="text" value="11339"/>	
Incident Type:	<div><input type="radio"/> Intruder</div> <div><input type="radio"/> Health Situation</div> <div><input type="radio"/> Other</div>	
Incident Description:	<input type="text"/>	

Jerry Connolly Ph.D.

# Policy Updates



## 12 Week Terms

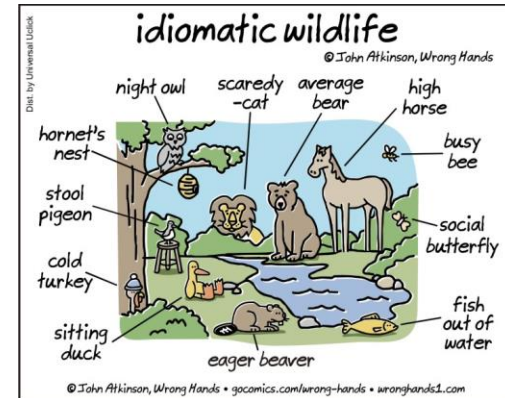
### Implementing for FALL 2025

- 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
- Focus on 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?
- Consistent with what most other schools are currently offering

## From VP Offices

### Naming Convention

- Fall Standard Aug 25 Start
- Fall Compact A Aug 25 Start
- Fall Express Sep 8 Start
- Fall Compact B Oct 16 Start



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

# Policy Updates



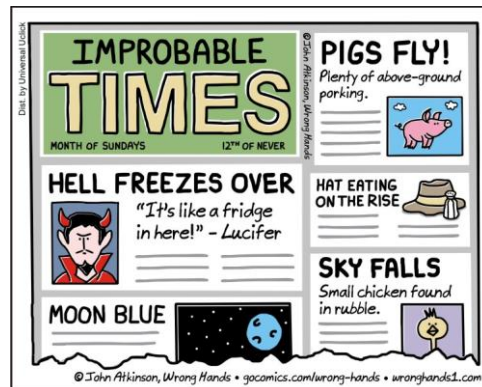
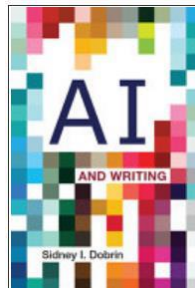
## ONE Theme ONE College: Our Changing Worlds

Week of February 18th

Sid Dobrin: Changing Worlds of Technology and the Classroom



UF professor and Chair of the Department of English at the University of Florida Author of "AI and Writing"



## From VP Offices

### 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>

# 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
- Calendar

General Education Survey: CREATIVE



# Schedule - Upcoming Key Dates – next 6 weeks



- Wed, Jan 15
- Thur, Jan 16
- **Monday, Jan 20**
- Friday, Jan 24
- Monday, Feb 3
- Friday, Feb 14

Add/drop ends

Attendance Verification quiz due

**COLLEGE CLOSED – MLK!!**

Charlotte Observatory Open

Last day to replace Incomplete grades from Fall

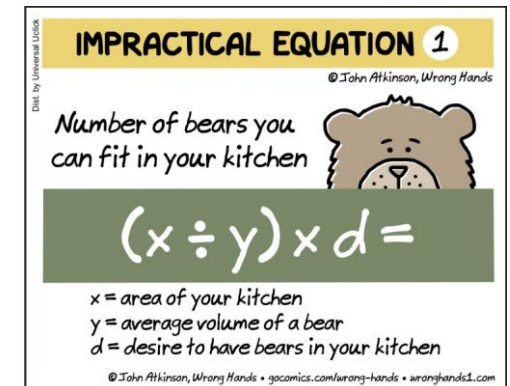
School Meetings/Dept Meetings

Evaluation Forms Due

Sabbatical Requests Due

- **Friday, Feb 21**

**State of the College,  
2:00 PM U-102**






# Lecture Series






If you have a class remotely related to any of these topics, consider ways to incentivize attendance!

FSW's Division of Workforce Education  
presents the Spring 2025

## Career Connection Lecture Series




Public Service Close to Home:  
Careers and Opportunities in Local Government



  Monday, January 27 12:00 p.m. Charlotte Campus O-124	 Tuesday, January 28 1:00 p.m. Hendry/Glades Center	 Wednesday, January 29 6:00 p.m. Lee Campus U-102	 Thursday, January 30 1:00 p.m. Collier Campus M-201
---	---	--	---

---


### AI in Action: A Cross-Industry Perspective




Thursday, February 6  
12:00 p.m.  
Lee Campus: U-102




### From Startup to Success: Real Stories from Local Business Leaders




Thursday, March 27  
3:00 p.m.  
Lee Campus: AA-177




Connect With Us!  
FSW Career Connection Center  
FSW is an equal access, equal opportunity organization. More at: [www.fsw.edu/equity](http://www.fsw.edu/equity)



Zoom links available via Bucs Corner



[www.fsw.edu/careers](http://www.fsw.edu/careers)





# Policy Updates



**Level Up Your Presentations** - Presentations are a powerful opportunity to amplify your impact and set yourself apart professionally. The availability of AI sets the bar for presentations even higher. Have some fun with your colleagues dissecting the steps to building and delivering a top-notch presentation, considering where along the way to collaborate with AI and where to let your unique human intelligence shine through.

Monday	January 13th	10:30a-11:30a	Register
Friday	January 17th	2:30p-3:30p	Register

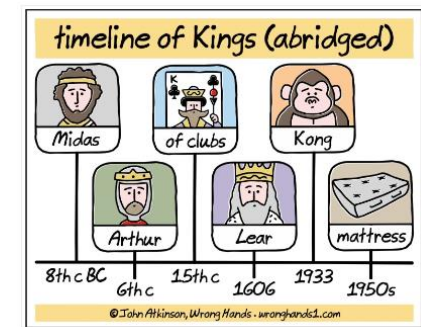
**New Possibilities for Decision-Making and Professional Research** - Today's higher education professionals must work both from established theory and up-to-the-minute information. Your choices, in some ways, are only as good as your information ecosystem, but in our busy workflows, it can be hard to keep up. In this session, we'll explore strategies, including collaborating with AI tools to stay abreast of trends and find reliable information customized to your needs. Some of these strategies and tools can be absolute game-changers for your role and can be used to strengthen collaboration as well.

Monday	February 10 <sup>th</sup>	2:30p-3:30p	Register
Friday	February 14 <sup>th</sup>	10:30a-11:30a	Register

# From VP Offices

**Using AI to Strengthen Agile Reporting and More (For FSW Supervisors)** - Make the most of the Agile system to support your team, help people grow, and record your efforts professionally. Get guidelines for when and how to collaborate with AI to make Agile reporting easier and more effective and to create actionable follow-up strategies when the reporting is complete. Using AI strategically can help center relationship building, collaboration, and growth. In this session, you'll explore what that could look like in your role.

Monday	January 27 <sup>th</sup>	10:30a-11:30a	Register
Wednesday	January 29 <sup>th</sup>	2:30p-3:30p	Register



# Policy Updates



- **Be CREATIVE: Create 1:00 – 2:30PM | Lee Campus & Zoom** Facilitated By: Dr. Matthew Vivyan **Registration Link:** <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/be-creative-create24>
- **"How Do You Give Back?", A PD Committee-Sponsored PD Friday Roundtable 1:00 – 1:45PM | via Zoom** Facilitated By: Dr. Brandi George, Dr. Monica Krupinski, Dr. Sonji Nicholas, Dr. Katie O'Connor, Prof. Lenny Owens **Registration Link:** <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/how-do-you-give-back-a-pd-committee-sponsored-pd-friday-roundtable-012425>

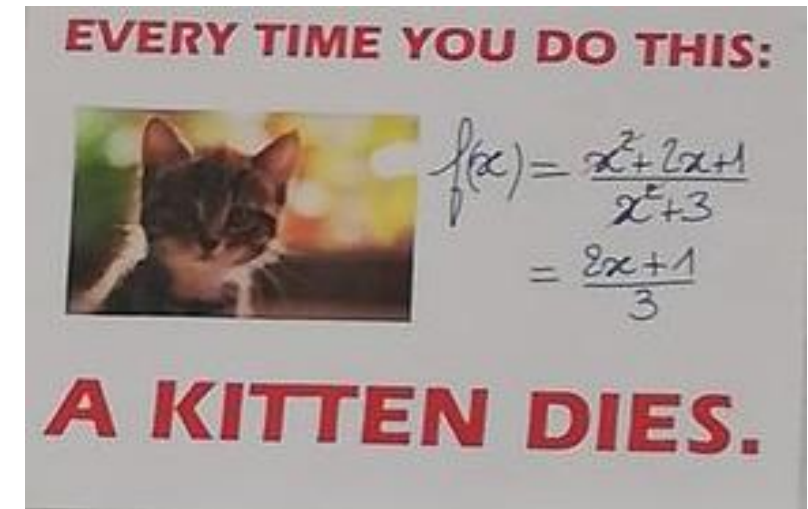
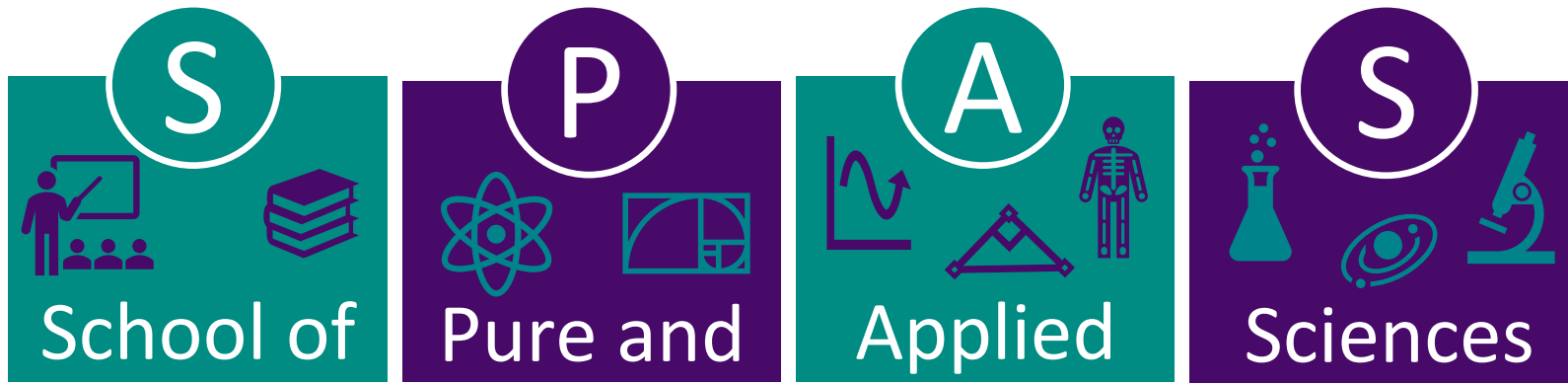


## Friday JAN 24 – PD Friday



- **New Year, New Me: Leveraging Data to Drive Improvement Across Higher Education Operations 3:00 – 4:00PM | Lee Campus Q-223 & Zoom** Facilitated By: Dr. Rebecca Harris, Dr. Mary Myers, Dir. Cristy Estes, Prof. Jane Charles, Prof. Jeremy Pilarski, Dr. Matthew Vivyan, and Mr. Andrae Jones **Registration Link:** <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/new-year-new-me-leveraging-data-to-drive-improvement-across-higher-education-operations>
- **Adjunct Review Process 4:00 – 5:00PM | Via Zoom** Facilitated By: Dr. Martin Tawil **Registration Link:** <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/adjunct-review-process-jan>





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