

Business/Accounting Department Meeting Minutes

ATTENDANCE:

Alisa Callahan, Miguel Rivera, Dolores Batiato, Alicia Law, Jennifer Patterson, Whitney Walker, Bill Van Glabek, Adam Davis, Peter Ocsody, Tim Lucas

MEETING MINUTES:

Friday, November 8, 2024

1. Program Learning Outcomes Update: Alisa will finalize the draft sent to you in September and will forward for your review after the semester and then we will take a final vote in early 2025.
2. Finalized course recommendations for the 12-week courses to include any existing courses that are taught in summer terms
3. Curriculum Updates:
 - a. A.S. Entrepreneurship Update: The Daveler Entrepreneurship Institute and the “in process” Entrepreneurship A.S. degree (Adam & Peter)
 - b. Next Friday (11/15) we are seeking approval for the new course, FIN3414, Personal Finance for the BAS program and there are minor updates to FIN2100, Personal Finance for the AS program to align CLOs, topic outline, and course description to the course that was updated last summer.
 - c. Use the form found here for Curriculum Committee actions and updates: www.fsw.edu/curriculum.
4. Staffing Updates: Search committees are in process for 2 faculty positions and will begin early next semester (Accounting & Entrepreneurship). Discussion on ECC continuity for Whitney Walker.
5. Continued discussion regarding course design in the world of AI. ATC Update: The issue of how to manage AI within courses during development was posed to the ATC, and it was put back to the instructors and subject matter experts to handle the issue. QM focuses on course design, not rigor, academic integrity, etc.
6. See BUCS Cares .ppt presentation for a full suite of student services offered to FSW students. Please refer students as needed.
7. Continued discussion from September: Alisa, Bill & Tim are up for Comprehensive Review this academic year. Faculty determined that we must uphold the language set forth in the contract in terms of classroom observations and the evaluation process.
8. Annual Adjunct Review Process: FSW is adopting a new Adjunct Review Process effective 2024. This session will outline the duties and responsibilities of adjunct faculty and explain the new review process. Group discussion on 11/22/24 via Zoom from 5:00PM – 6:00PM facilitated By: Dr. Martin Tawil. Registration Link: <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/annual-adjunct-review-process-nov>
9. AI Topics & Resources
 - Reimagine: Adapting Your Course for AI - This asynchronous resource provides a host of strategies to help you reimagine courses given the challenges and opportunities presented by generative AI. Explore at your own pace. There's no work to turn in, but there is a discussion board where you can ask questions and share insights. In addition, keep an eye on Announcements for opportunities to connect in real time. Registration Link:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/reimagine-adapting-your-course-for-ai>

- Teams Link: [Institute of Innovative and Emerging Technologies | AI Essentials - Questions, Shares, and Quick Tips | Microsoft Teams](#)
- Goblin – designed as a neurodivergent tool. Accounts are free. <https://goblin.tools>
 - o Magic ToDo: break down to do items
 - o Formalizer: text transforms for tones
 - o Judge: reads text for emotion
 - o Professor: explain anything
 - o Estimator: guess an activity's timeframe
 - o Compiler: turn a brain dump into actions
 - o Chef: create a recipe from ingredients
- www.teachersserver.com – free site developed by a USF professor that has a college section, K-12 section, and a parent section
- Keeping our courses fresh: H5P with Interactive Videos, Flashcards, etc. DesignPlus, and Harmonize, which is a Canvas integrated tool for video and text discussions which is also good for AI related engagement. Can be set up for autograde or grade with a rubric. See Harmonize toolkit.