**Florida SouthWestern State College
School of Business and Technology
Department Meeting Minutes
(March 14, 2025)
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker | X |  |  |
| Mary Fullenkamp | X |  |  |
| Kim Egolf | X |  |  |
| **Department Chairs** |  |  |  |
| Alisa Callahan | X |  |  |
| Dr. Mary Conwell | X |  |  |
| Dr. George Kodsey | X |  |  |
| Dr. Brian O’Reilly | X |  |  |
| **Faculty** |  |  |  |
| Matthew Hoffman | X |  |  |
| Adam Davis | X |  |  |
| Timothy Lucas | X |  |  |
| Miguel Rivera | X |  |  |
| Alex Djahankhah | X |  |  |
| William Van Glabek | X |  |  |
| Dolores Batiato | X |  |  |
| Kenneth Belcher | X |  |  |
| Dorothy Thompson | X |  |  |
| Richard Worch | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Faculty** |  |  |  |
| Alicia Law | X |  |  |
| Krissy Cabral | X |  |  |
| Jennifer Patterson | X |  |  |
| Sandi Towers Romero | X |  |  |
| Brian O’Reilly | X |  |  |
| Roger Webster | X |  |  |
| Munir Al Suleh | X |  |  |
| Frederick Bruno |  | X |  |
| Rushell Hopkins |  |  | X |
| Luis Morales |  | X |  |
| Mark Snyder |  | X |  |
|  |  |  |  |
| **Staff** |  |  |  |
| Peter Ocsody | X |  |  |
| Judy Dantes | X |  |  |
| Jane Charles | X |  |  |
| Crystal Wernicke | X |  |  |
| Michele Pelletier | X |  |  |
|  |  |  |  |
|  |  |  |  |

**Call to Order.** The meeting was called to order at 1PM.

**Minutes.** Minutes of the last meeting were approved as submitted.

**New Business.**

**IIET Updates – Ana Haney Withrow**

* Introduced the knowledge base for policies/guidelines regarding AI and encourages faculty to come to
* their administration or her for support.
* The Student AI toolkit has been refreshed
* April workshop for students AI Problem Solving Portfolio
* Student-led workshops in Tech – two are left for this year. Please advertise to students.
* Try FSW’s custom GPT for exploring how roles or initiative support the college mission

**Effectiveness Coordinator Updates**

1. **Gen Ed Competencies Alignment**
	* Departments should ensure that each course has a competency that aligns with both the course content and the assigned assessments.
	* Competencies should be selected based on their actual definitions, not just their titles.
2. **Assessment vs. Assessment**
	* Lowercase "assessment" refers to evaluating student learning, typically through exams or assignments.
	* Uppercase "Assessment" focuses on continuous course improvement, analyzing teaching effectiveness, and refining course design.
3. **Improving Course Assessments**
	* Pre- and post-course surveys should be integrated into courses to collect feedback on student learning preferences and challenges.
	* Faculty should collaborate with department chairs to implement meaningful Assessment strategies.
4. **Next Steps**
	* Faculty to review and adjust course competencies as needed.
	* Departments to develop structured Assessment plans for continuous improvement.

**FSW Preview**

* Dr. Myers thanked faculty & staff who participated; there was a great turn out.
* This event is a tremendous opportunity to increase enrollment.

**SoBT Honors Society Induction**

* Thank you to all faculty/staff who helped make this a success.
* Sigma Beta Delta – Dr. Patterson
* Lambda Epsilon Chi (LEX) – Dr. Conwell
* Inaugural Induction – Order of the Sword and Shield – Professor Hopkins and Crystal Wernicke

**New Full Time Faculty**

* Frederick Bruno, Dorothy Thompson, and Alex Djahankhah have been appointed as full-time faculty beginning in August, 2025.

**Textbooks**

* Adoptions due April 15; please select Inclusive Access where possible.

**Commencement**

* SoBT at 9:30am.
* Professor Van Glabek will carry the Gonfalon at the 9:30 and 12:30 ceremonies
* Volunteer needed to carry the Gonfalon at 3 pm. ceremony
* If you cannot attend, you will need to use a leave day.

**HLC Site Visit**

* 3/31 – 4/1
* Once we have the agenda (approximately by 3/20), we will know what sessions are being held, where, and who needs to be there.
* The podcasts currently being shared are a good resource to help prepare.
* We will know soon whether or not Zoom rooms will be available on other campuses.

**Adjournment.** Dr. Myers wished everyone a good spring break and the meeting was adjourned at 2PM.

Mary Fullenkamp, Coordinator