



April 2025

Final Exams
are near!

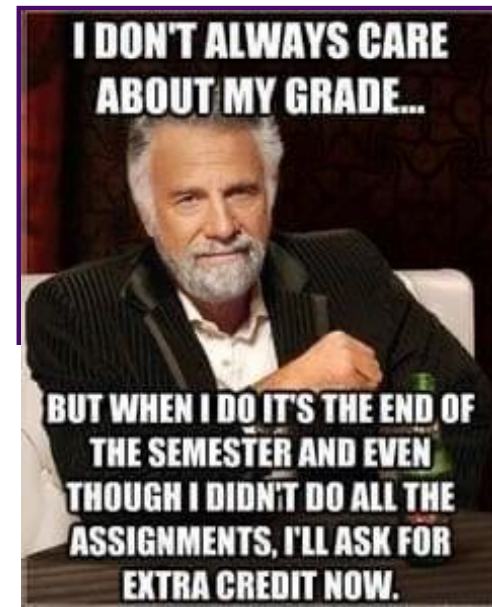
FLORIDA
SOUTHWESTERN
STATE COLLEGE
SCHOOL OF PURE AND APPLIED SCIENCES

SPAS Meeting Agenda



Welcome Back!

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





SPAS Updates

- **Contracts**
 - Coming via Adobe Sign
- **Budget**
 - Lab funds are solid
 - SPAS is down to enough funds to print!
 - Get in your last-minute year-end funding requests! Lab managers for Science, Andy for Math
- **Form 3's** – just a few left!

- **Graduation Ceremonies**

- May 2nd – Three Ceremonies – Details in emails from VPAA's office

9:30 am

– SoAHSS, ½ non-DE AA students, SoBT

12:30 pm

– SoPAS, SoHP, ½ non-DE AA students

3:30 pm

– SoE, DE student

*Need Gonfalon Bearers,
Mace Bearers*



Location:
Suncoast Credit Union Arena at FSW
13351 FSW Pkwy, Fort Myers, FL 33919

Please connect with your faculty and staff to gather at **least two (2)** nominees and submit your selections here **as soon as possible**. www.fsw.edu/story.



SPAS – Wrapping up Spring 2025!

- Final Exams

Get with Chairs/Coordinators for Common Finals and/or Assessment directions – check your physical mailboxes

- Grade Submissions –

- Due at Thursday, May 1 @1200 (Noon)

- **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 we have a working number for you.**
- Any student receiving an F or an I 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.
- Don't forget page 2!
- Grades roll nightly





Planning for Summer 2025

- Textbook adoptions
 - Complete!
- Summer Schedule
 - Enrollment has begun – Gus will begin adding/shifting classes as needed
 - A little down from this time last summer but catching up every week (~4.5K currently registered, Summer 2024 ~7K)
- Simple Syllabus
 - **Honorlock? If you would like Honorlock enabled for summer, please email Steven (sbianco@fsw.edu) with the CRN(s) for the courses you need the LTI enabled in.**
 - Turn off all but one of the proctoring instructions!
 - Reminder – only need privacy setting for zoom links – all other sections should be public!
 - New wording in syllabus template:

Prior to using any calculators, if permitted, you must display the calculator to the camera, showing both the front and back of the device, to verify that no unauthorized information or materials have been added.

In cases where there are concerns about potential violations of proctoring protocols, the instructor reserves the right to require an oral examination. This oral examination will cover the same content as the original assessment and will be used to verify the student's knowledge and understanding of the material.



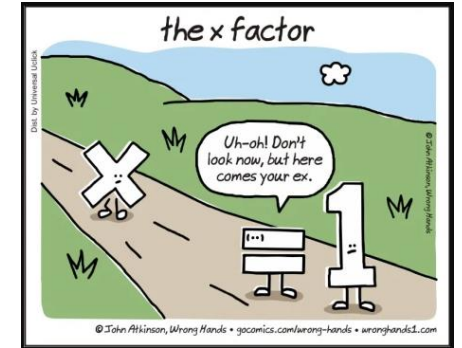
Important Simple Syllabus Dates

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



Planning for Summer 2025



Building Moves

- Char – H building
 - All faculty will need to pack for the summer, and will be returning to the same office
- Collier – E/F building
 - All faculty will be moving to cubicles in J 204
 - New physics lab coming!
- Lee – L building
 - Don't think this one will be affecting any of us directly

For Office Moves

**YOU MUST BE ALL PACKED UP
BEFORE YOU LEAVE FOR THE
SUMMER**

Final *preparation by Staff/Faculty:

- Boxing and labeling instructional materials
- Boxing and labeling office supplies
- Take all personal or valuable items home
- Placing unusable items “trash pile”
- Placing unwanted items “donate pile”



Planning for Fall 2025



- Fall planning is well underway!
 - Enrollment has begun – Gus will begin adding/shifting classes as needed
 - Currently up from this time last year (~3K currently registered - Fall 2024 ~14K)
- Textbook adoptions
 - Inputting textbooks into the BibliU site this week
- Simple Syllabus
 - Splitting SHP in the background which is delaying the roll out of Fall Canvas courses and Simple Syllabus templates – should all be set by Apr 21

Important Simple Syllabus Dates

Fall 2025 Syllabi

- **3/28/2025** - School template editing opens
- **4/1/2025** - Course master editing opens
- **4/14/2025** - Course master editing closes
- **4/15/2025** - Section level editing opens
- **7/1/2025** - Course master must be available to public
- **9/8/2025** - Section level editing closes for Full and Compact-A term
- **9/18/2025** - Section level editing closes for Express term
- **10/30/2025** - Section level editing closes for Compact-B term



Planning for Fall 2025 – New Policies

Fall 2025

Part of Term	First Day of Class	Last Day to Add & Drop
Full and A	Mon, Aug. 25	Thurs, Aug. 28 (3 days after start)
Express	Thurs, Sept. 4	Mon, Sept. 8 (4 days after start)
Mini B	Thurs, Oct. 16	Friday, Oct. 17 (1 days after start)

OTHER UPDATES

Consistent Payment Deadlines (no more daily drops for non-payment)

Payment deadlines are now aligned with relevant academic dates:

- First Deadline: Prior to the start of the semester
- Second Deadline: The first day of classes
- Final Deadline: The last day of the drop/add period

Adding Classes That Have Not Met - After the Add/Drop Deadline

Students can add classes before the first class meeting via the TDX registration form, which routes to the Office of the Registrar. As long as the form is submitted before the first class meeting, approval will be granted and the Office of the Registrar will manually process the registration.

Accelerated High School Student Restrictions

Accelerated high school students (dual enrollment, early admission, and collegiate high school) will not be permitted to enroll in Express (12-week) term courses.



Policy Updates



From VP Offices

HLC Visit

Thank
you!



thank you

Policy Updates



From VP Offices

Academic Continuity Committee



One of the key points that was brought up is that each School should have their unique plan in addition to the FSW Critical Incident Response Plan to all disasters – looking for input!

SPAS Reps –
Peggy & Gus



What to do in the case of bad weather

The FSW Emergency Leadership Team actively monitors storm projections to determine school closures based on updated forecasts. Notifications regarding potential closures and alterations to normal FSW operations will be communicated to all faculty and students and posted on the FSW website. These emails will be sent from FSW Alerts <fsw-alert@fsw.edu>, so please ensure they are not directed to your junk or other folders. In the event of an approaching storm, the FSW website will display updates on the website and posts on our social media platforms.

To ensure safety and preparedness, follow these key steps:



Enroll in the Emergency Remote Ready Training

Master Canvas Basics
Leverage Canvas Messaging
Organize Content in Modules
Host a Zoom Meeting
Review Canvas Assessments
Locate Essential Resources
Create an Emergency Plan

At the start of every term

Keep your Banner updated with accurate contact details (home and cell numbers), and save our contact information in your phones or address books for quick access. I print out a phone roster for just Andy, Gus, and myself so we can check in if there is an emergency, and we never share this information.

- To update your information, log into the portal via the MyFSW homepage link, click "Personal Information" on the FSW Quick Links card, and then verify your information there. If you don't see the FSW Quick Link cards, scroll to the bottom and click the purple Discover More button.
- Replace lost employee ID badges by contacting Auxiliary Services via email at BUCCARDOPS@fsw.edu

In the event of a possible storm

- Post a notification in your Canvas courses letting the students know we are monitoring the storm and to watch the FSW Website & socials and to check their BUCS email for updates.
- Actively monitor your email – check daily! and periodically check the FSW website for updates.

In the event of a rapidly deteriorating storm prompting you to evacuate, please let Andy and your department chair know. A brief email with details on how to stay connected would be appreciated - we would like to know you are safe!

In the event we need to alter normal operations

- **Notify your students (Canvas Announcements/Email)**
 - Remind students of the shutdown, and ask students to monitor the FSW website for the return to normal operations – FSW will send Alerts and post return-to-campus info on our website.
 - Let them know that once the storm has passed you will provide information on resuming classes. Please assure them you will take the school closures into account for any due dates/tests that might fall on days campuses are closed.
- **Make note of your course CRNs**
- **Secure your workspace as you leave campus**
 - Shut down your computer and unplug the surge protector. Unplug everything else too.
 - Move as much as you can off of the floor, especially if you are on the first floor – flooding might be the biggest threat to our campuses.
 - Secure loose items – especially away from windows – in case of high winds.
 - Take any personal valuables with you.
- **Technology Instructions:**
 - Make sure you save important files to the shared drives. These drives are backed up and can be restored. Files saved on your hard drive are not backed up and could be lost.
 - DO NOT cover your technology.

Stay safe and out of harm's way!!

As needed, IT will shut down such services as Canvas but keep the FSW website and email service running for public information – so if a major storm does hit, you may only be able to contact your students via their BUCS email and not Canvas/Banner etc. You can use 12345@bucs.fsw.edu to email your students where 12345 is your course CRN.

Please remember we ask that you do not come to campus until the FSW Police Department has given the College the "all clear." Make sure you keep your BUCS ID handy – you might need it to return to campus.

After the Storm

Monitor your FSW email -- We will send out specific notes on how operations will resume.

A good site for the latest forecast is the National Hurricane Center at the National Oceanic and Atmospheric Administration <https://www.nhc.noaa.gov/> and a good hurricane preparedness site <https://www.ready.gov/hurricanes>.

Policy Updates



From VP Offices



What's New in FSW Ed Tech

Honorlock Pilot & Transition

Feedback from the Spring Honorlock Online Proctoring pilot was overwhelmingly positive, with faculty reporting a smoother experience for both instructors and students. Based on this response, FSW Online will report to Academic Technology Committee on 4/4/25 that we plan to move forward with transitioning to Honorlock as the college's **primary remote proctoring solution by Summer 2026**. I will share updates here as the transition progresses.

McGraw Hill Connect LTI Update

McGraw Hill will be moving away from the "McGraw Hill Connect" LTI to "McGraw Hill". We have the new LTI installed and they will be having an information session on campus and hybrid on 4/25/2025 with the schools. Ali from McGraw Hill will provide us with a list of faculty names and courses for the past year that may be impacted. She is also going to provide a sharable PDF with steps, her contact information, and other details about the transition. We hope to have a full transition by Fall 2025, barring an unexpected delays.

Packback Writing Lab

This Spring, over 545 students engaged with the Packback Writing Lab—an AI-powered writing coach available in Canvas. Unlike tools that generate content, Packback does not write for students; instead, it guides them through the writing process with tools like the Outline Builder and Getting Started prompts. A flyer is attached that faculty can share with their classes.

[FSW Packback Usage](#)

Canvas Hidden Gem: "*Message Students Who...*" Are Not Reading Announcements

The New Analytics tool in Canvas now makes it easier to see which students have (or haven't) viewed Canvas course announcements. After publishing an announcement, navigate to New Analytics > Weekly Online Activity, and select the announcement from the list of course content. You'll be able to see which students have viewed it and when. Then, use the "Message Students Who..." feature to send a friendly reminder directly from the analytics screen.

[Learn about sending messages to students based on specific analytics](#)

Schedule - Professional Development Opportunities



Faculty and Student Events:

Apr 25th: Observatory on the FSW Charlotte Campus. Viewing begins 30-45 minutes after sunset. Feel free to bring anything to make the event more enjoyable (blankets, refreshments, cameras)!

AI Training: Professional Development Series on AI: New series of workshops focusing on AI integration in professional work, including (All sessions are facilitated by Anna Haney-Withrow, Director of Institute of Innovative & Emerging Technologies):
Data, Insights, and AI ([April 7th](#) and [11th](#))

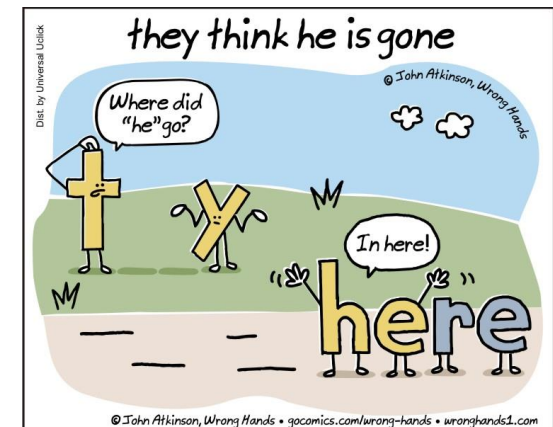
AI-Related Workshops and Community of Practice:

[Future Ready: Build your AI Problem-Solving Portfolio](#): April 8, 11:30 a.m. (Zoom) and April 9, 11:30 a.m. (Lee Q225)

APRIL 18, 2025, 9:00 AM - 5:00 PM

FLVC is hosting a special offering of the Applying the QM Rubric (APPQMR) Workshop at a discounted rate to Florida institutions. If you have faculty that need to complete DEV 101, this will help them get a jump start on one of the core requirements. It is also an opportunity to connect with other faculty in Florida for online quality initiatives. FSW Online will cover the workshop fee for FSW faculty, including adjuncts.

[Complete the QM Online Workshop Enrollment Request](#)



Schedule - Professional Development Opportunities



MAY 6, 2025, 8:30 AM - 2:00 PM

FSW Online is partnering with Honorlock as part of their Integrity & Innovation Tour, to offer a free one-day event on campus (AA-177) called *Explore the Future of Innovation, Integrity, and AI in Education*. The event will bring together online learning leaders, industry experts and key stakeholders to explore the evolving landscape of academic integrity, assessment, and the role of AI in higher education. Participants will explore best practices for securing remote assessments and walk away with practical strategies for building trust with students *and* reducing faculty workload. Sessions will also include tools and techniques to support empathetic communication—especially in challenging academic integrity conversations. Attendees will enjoy a light breakfast, lunch, and opportunities to connect with colleagues from across the region—including a fun raffle to wrap up the day!

[Spots are limited, so RSVP today to reserve your seat.](#)

JUNE 26, 2025, 9:00 AM - 5:00 PM *NEW DATE*

Block your calendars and plan to join us for an all-day in-person event, ***FSW Online Symposium: The Art of Humanizing Online Education***. The symposium will bring together students, faculty, and staff to collaboratively explore innovative strategies for achieving excellence in online learning. This event will showcase best practices and equip participants with actionable tools and strategies for asynchronous online teaching.

[Register for the event](#)



Academic Committee Updates



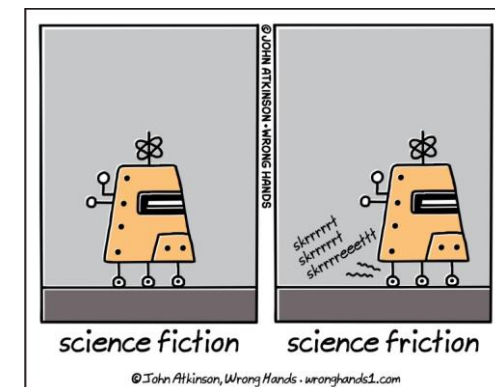
From SPAS Reps

- Academic Standards
 - Academic Technology
 - Curriculum
 - General Ed
 - Learning Assessment
 - Professional Development
- * (funds!)

<https://go.honorlock.com/integrity-tour-FSW>

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/fsw-online-community-of-practice---april>

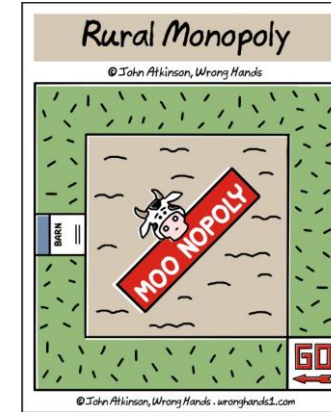
- Center for Teaching and Learning Excellence
- Honor's Advisory Council
- OTOC
- eLearning
- CURC
- Library
- Calendar



Schedule – PD Opportunities

Emergency Remote Readiness Class

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



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

Self-Paced

- [Assessment 101](#): Covers student and program assessment at FSW, including state and federal requirements, program-level, and course-level assessment.
- [OER, Copyright, and Fair Use](#): Covers proper use of copyrighted materials, library eResources, Fair Use factors, and Creative Commons licensing. Fulfills DEV101 requirement.
- [Adjunct Mentors - Refresher](#): Outlines new Adjunct Faculty Review Model and mentor responsibilities for 2024.
- [Annual Adjunct Review Process](#): Details the new Adjunct Faculty Review Model process.
- [COP in Instructional Technology](#):
- [Reimagine: Adapting Your Course for AI](#): Asynchronous resource for adapting courses to address AI challenges and opportunities.
- [Tinker Time with FSW Online](#): Flexible professional development focusing on online teaching tools and strategies.

Schedule - Upcoming Key Dates – next 6 weeks



- Tuesday, Apr 22
- Wednesday, Apr 23
- Tuesday, Apr 29
- **Thursday, May 1 @1200**
- **Friday, May 2**

Last Day of Classes

First Day of Final Exam Week

Last Day of Final Exam Week

Final Exam Grades Due
Commencement

9:30 am – SoAHSS, ½ non-DE AA students, SoBT

12:30 pm – SoPAS, SoHP, ½ non-DE AA students

3:30 pm – SoE, DE student

- Monday, May 12
- Monday, May 19
- Tuesday, May 20
- **Monday, May 26**

First day of Summer – Full Term and Mini A

Add/Drop Deadline

Attendance Verification Quiz Due

College Closed – Happy Memorial Day

Schedule - Fall Dates!



- Thu/Fri, Aug 14-15 New Faculty Seminar
- **Monday, Aug 18** **First Duty Day & Convocation**
- Monday, Aug 25 First Day of Classes (Full, Compact A)
- **Monday, Sept 1** **College Closed! Labor Day**
- Thursday, Sep 4 First Day of Classes (Express)
- Tuesday, Sep 9 Attendance Verification Due @1630
- **Tuesday, Nov 11** **College Closed! Veteran's Day**
- **Nov 26 – Nov 30** **College Closed! Thanksgiving**
- Thursday, Oct 16 First Day of Classes (Compact B)
- Tuesday, Dec 2 Last Day of Classes (Express)
- Dec 3 – Dec 9 Final Exams
- Tuesday, Dec 11 Grades Due @1200 Noon
- **Friday, Dec 19** **Last Duty Day!**

**Duty Day
changes!**

WED, NOV 26 -
College will be
CLOSED
(day before
Thanksgiving)

No study days
needed Fall 2025
(Veteran's Day is a
Tues)



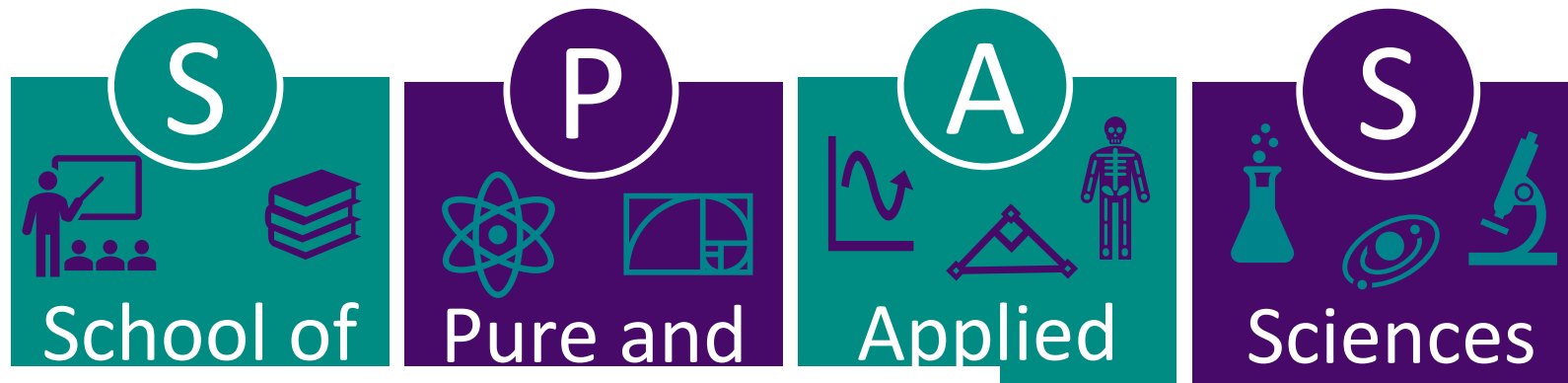
Academic Term Dates

Academic Semester Dates - 2025-26

FALL 2025 SEMESTER Important Dates	FULL TERM (1)	EXPRESS TERM (E)	COMPRESSED TERM (A)	COMPRESSED TERM (B)
First day of Classes	8/25/2025	9/4/2025	8/25/2025	10/16/2025
College Closed (Labor Day)	9/1/2025	—	9/1/2025	—
College Closed (Veterans Day)	11/11/2025	11/11/2025	—	11/11/2025
College Closed (Thanksgiving)	11/26/2025 - 11/30/2025	11/26/2025 - 11/30/2025	—	11/26/2025 - 11/30/2025
Last Day of Classes	12/2/2025	12/2/2025	10/8/2025	12/2/2025
Final exams	12/3/2025 - 12/9/2025	12/3/2025 - 12/9/2025	Last Class	Last Class

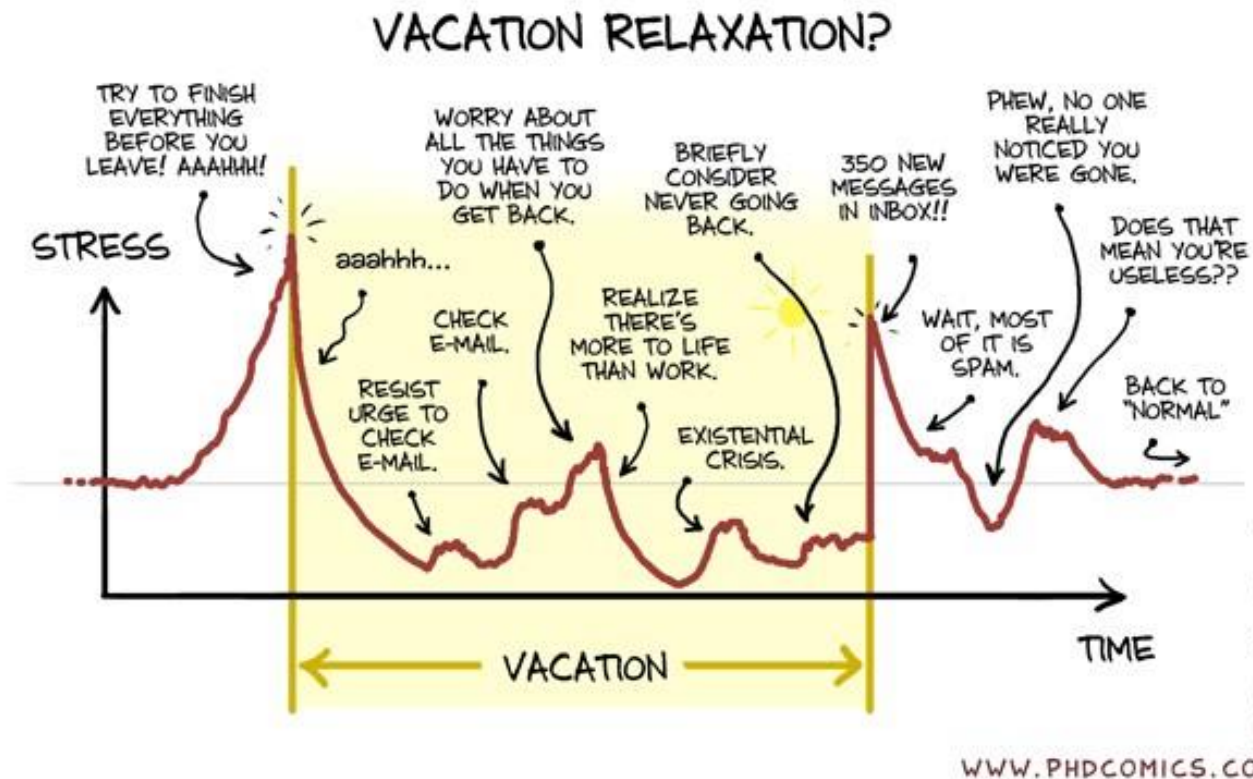
SPRING 2026 SEMESTER Important Dates	FULL TERM (1)	EXPRESS TERM (E)	COMPRESSED TERM (A)	COMPRESSED TERM (B)
First day of Classes	1/7/2026	1/21/2026	1/7/2026	3/2/2026
College Closed (MLK Day)	1/19/2026	—	1/19/2026	—
College Closed (Spring Break)	3/16/2026 - 3/22/2026	3/16/2026 - 3/22/2026	—	3/16/2026 - 3/22/2026
Last Day of Classes	4/21/2026	4/21/2026	2/23/2026	4/21/2026
Final exams	4/22/2026-4/28/2026	4/22/2026-4/28/2026	Last Class	Last Class

SUMMER 2026 SEMESTER Important Dates	FULL TERM (1)	EXPRESS TERM (E)	COMPRESSED TERM (A)	COMPRESSED TERM (B)
First day of classes	5/11/2026	—	5/11/2026	6/24/2026
College Closed (Memorial Day)	5/25/2026	—	5/25/2026	—
College Closed (Independence Day)	7/3/2026 - 7/4/2026	—	—	7/3/2026 - 7/4/2026
Last Day of Classes	8/1/2026	—	6/17/2026	8/1/2026
Final exams	Last Class	—	Last Class	Last Class



Piled Higher and Deeper by Jorge Cham

www.phdcomics.com



title: "Vacation v. Stress" - originally published 9/28/2009



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