

Elizabeth Schott

From: Elizabeth Schott
Sent: Thursday, September 1, 2022 7:30 PM
To: Andrew J. Buck; Martin A. McClinton; Elizabeth Schott
Subject: Dean's Update for September
Attachments: Spring 2023 Schedule Guidelines.pdf

Greetings everyone,

I hope this message finds your semester off to a great start. Below are the Dean's Updates for September.

TLDR (Too Long; Didn't Read) Version:

My focus this month is on building the spring schedule and finalizing the spring textbook adoption list. Guidance for spring scheduling is attached – stating half of all faculty base load be in person except for medical exemptions. I will be reaching out to all faculty this week for input to the schedule – please watch for those emails. As we process the start and end of semester paperwork - please (please) always make sure you check your FSW email regularly and that we know how to get a hold of you! See the links below and in Teams for upcoming campus events. **Thank you all for getting the semester off to a fabulous start and have a great, safe, and well-earned Labor Day weekend.**

Key Dates

Below are key dates for the next six weeks:

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| • Monday, September 5, 2022 | COLLEGE CLOSED |
| • Tuesday, September 6, 2022 | STUDY DAY - COLLEGE OPEN - NO CLASSES |
| • Friday, September 9, 2022 | SPAS School/Department meetings |
| • Friday, September 9, 2022 | Adjunct faculty mentors meet with mentee(s) |
| • Friday, September 16, 2022 | IGCC Subcommittees Finalized |
| • Friday, September 16, 2022 | Optional Conferences and New Faculty Conferences Complete |
| • Monday, September 19, 2022 | Last day to withdraw for Fall Mini-A term |
| • Friday, September 30, 2021 | Initial Spring Schedule Due to Schedulers |
| • Friday, September 30, 2021 | AY 23-24 Textbook Adoption List Due |
| • Thursday, October 6, 2022 | Last day of classes Fall Mini-A term |
| • Friday, October 7, 2022 | SPAS School/Department meetings |
| • Monday, October 10, 2022 | Final grades due @ NOON - Fall Mini-A term |
| • Wednesday, October 12, 2022 | Spring Schedule Closed for Optimization |
| • Thursday, October 13, 2022 | First day of classes - Fall Mini-B term |

Faculty News – Congratulations to Professor Kim Hilton!

The American Chemical Society (ACS) proudly announced Professor Kimberly Hilton as the 2022 recipient of the Helen M. Free Award for Public Outreach. The ACS Committee on Public Relations and Communications presents this award annually to an ACS member whose outstanding achievements have improved public recognition and appreciation for the contributions of chemistry. See [Link](#) for full details. **Thank you, Kim, for all the work you do to inspire a new generation of scientists!**

Local News – Professor Chad Evers

Adjunct Chad Evers was in the local news discussing the importance of cypress domes here in SW FL – if you missed the segment, you can see it [here](#).

Beginning and End of Semester Procedures - Updated Phone Numbers Please!

As Andy continues to process all of the paperwork associated with the start and end of semester procedures, please help us out by checking your FSW email frequently at the start and end of the semester (at least daily if not more!) and by making sure either your contact information is updated in the portal or that Andy has a good way to get in touch with you. We never share your information, but sometimes we do need to contact you when things are not processed as smoothly as we all would like. Finally, please note that all approvals given to students (e.g. capacity overrides) need to be done in writing (a simple email is great) or to us directly – we do not take students at their word for such approvals.

Building the Spring Schedule – and Spring Schedule Guidance

We are beginning the process of building the spring schedule, and I will be reaching out to all faculty for input starting with the number of sections we think should be offered on each campus and in each modality. The guidance (attached) is that our full-time faculty should be teaching half of their base load in person (traditional, blended, flex), with a goal of 70% of classes being offered in a combination of these modalities. Surveying of first-time college students consistently show requests for in-person classes (particularly the math and science classes), and once they are in classes, requests for flexibility – like blended and flex options. Advanced classes and overloads are more flexible on modalities. I have consolidated the previous year's data as a starting point (course sections by campus), and plan to build the schedule from there. Please look for my emails this week and discuss/coordinate with your course and campus colleagues for input at the September department meetings as necessary.

Textbook Adoptions for Spring

Textbook adoptions are due starting September 30, so textbook adoption updates need to be discussed and verified at the next department meeting. Please note that textbooks are purchased on behalf of the dual enrollment student by various sources – so if there are required textbook options, dual enrollment students will be issued the option that has the lowest cost. Therefore, we need to be specific about the different options offered, particularly within the same course - otherwise, many, many issues arise at the start of the semester. **Finally, please note that the system limits us to one official textbook per campus per course, with the only exceptions being for OER or official course pilots.**

Upcoming Events – See Fliers in Teams (Under General/Files, Current Event Fliers folder)

Listed below are upcoming events here are FSW – many of these are sent directly to you, and some are sent for me to share. I added a Current Event Flier folder in Teams with all of the applicable fliers for the event listed below. I encourage both you and your students to attend as your schedule allows.

Faculty Events:

- The Community of Practice in Instructional Technology is open to all faculty to either join their forum or attend any events – you can self-enroll with this [link](#). Planned events include:
 - September 12 @ 2:30 – Round Table Discussion on Combating Plagiarism
 - October 10 @ 2:30 – Simple Syllabus
 - November 14 @ 2:30 – New Quizzes in Canvas
- FSW Parent Support Group is open to all and meets on the second Wednesday of every month @11:30. Email TLC@FSW.edu to join.

- Safe Zone Ally Workshop for FSW is being held on September 9 at 12–2 PM (and is being facilitated by our very own Professor Kelsea Cid). Register through Canvas and the TLC.
- The Anchor Mentoring Program is also looking for mentors. If interested, please contact Dr. Jackie Beard (Jackie.Beard@fsw.edu).
- There is an open invitation to an Anatomage Demonstration on Thursday, September 8 at 1 PM – details in Teams.
- Florida State College at Jacksonville is hosting its 7th Annual Math Conference in January. Proposals are due September 30 using this link: [Submit Math Conference Proposal](#).

Student Events:

- September 8 @ 6PM - David and Goliath Speaker Series (OBOC) – Lee J-103 or Zoom
- September 9 – Student Leadership Conference for the Fall
- Various – Library Micro-workshops
- Study Abroad Program – Our own Professor Emily Porter is teaching EVR 1001C: Introduction to Environmental Science in Italy and Professor Jordan Donini and Dr. Angus Cameron are teaching IDS 2891: CREATIVE Capstone Tropical Conservation in Costa Rica. Please send interested students their way!

CREATIVE Capstone – Applications due September 16.

FSW is currently accepting applications from full-time faculty who are interested in becoming trained to teach the Creative Capstone course! The applications are due September 16, 2022. To apply for the training please use this link: [Application to teach the Creative Capstone Course](#).

Shared Governance Forum – Interested faculty names due by September 9.

FSW embraces the concept of “shared governance” and is creating a means by which there can be a regular exchange of ideas across departments and throughout the College. The new “Shared Governance Forum” will be comprised of 9 faculty members, 9 administrators, and a Student Government representative. The initial plan is to meet twice via Zoom during Fall Term and twice during Spring Term 2023 to share ideas/information and open a new pipeline that may enhance the overall environment. If you are interested in joining the forum, please let either me or your department chair know by September 9.

Latest COVID Guidance is Posted in Teams for Reference (under General/Files).

Reminder that we are still asking the college community to submit reports of positive COVID diagnosis and to follow CDC guidance for quarantine. Students testing positive should be coordinating with instructors directly to arrange to make up work while quarantined. The complete FSW COVID and latest CDC guidance is posted to Teams. The reporting link is on the FSW Homepage.

Make-Up/Adaptive Services Testing – Complete instructions in Team (Under Curriculum/Files)

FSW’s testing services is ready to assist you in administering Ground-Course Make-up/Adaptive Services exams to those students who miss their normal opportunity or need testing accommodations. To arrange for a test, submit a request through the [FSW Portal](#). Once in your FSW Portal, click on the “Faculty Academics” tab, and then click on “Ground Course Make-up/Adaptive Services Exam Submission Form” link under the “Faculty Resources” box.

What to do if you can’t make it to your class:

As things happen over the course of the semester, if you ever have to miss a class, or are going to be late, make sure you communicate with someone in the Dean’s office. The safest bet is to email me and Andy as well as

one of the following people based on your campus. We will ensure there are signs posted on the classroom doors as needed and be able to answer students questions when they arise.

- Lee Campus: Andy Buck (abuck@fsw.edu) Senior Staff Assistant
- Collier Campus: Bonnie LaFemina (blafemina@fsw.edu) Academic Affairs Coordinator
- Charlotte Campus: Dr. Thomas Rath (Thomas.rath@fsw.edu) Director, Leydis Roy, (lroy2@fsw.edu) Senior Staff Assistant, Emily Moretta (Emily.Moretta@fsw.edu) Senior Desk Information Specialist
- Hendry/Glades: Amanda Lehrian (alehrian@fsw.edu) Director, Hendry/Glades Center

And finally – don't forget to acknowledge your faculty load and compensation form. It has moved around a little and can be found in the portal under Employee Services, and then the Banner Web link.

As always - comments, questions, or concerns, please let me know. Best wishes for a fun and relaxing Labor Day weekend!

Best Regards,

Fibby

Dr. Elizabeth W. Schott

Dean, School of Pure and Applied Sciences

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Where math counts and science matters!

Bad joke of the day: Have you heard about the mathematician who's afraid of negative numbers? He'll stop at nothing to avoid them.