

Elizabeth Schott

From: Elizabeth Schott
Sent: Tuesday, May 3, 2022 8:27 AM
To: Martin A. McClinton; Andrew J. Buck
Subject: Summer Notes from the Dean

Greetings everyone,

I hope this message finds you in good health and good spirits. I just wanted to send out a few notes as we roll into our summer plans! As of today, I am officially the Dean – so you can start sending all comments, questions, or concerns my way. I am looking forward to working with you all. My official title/contact information is in my signature block below.

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

Below are key dates and summer opportunities. Add them to your calendar as appropriate, and be sure to let Andy know how to reach you in case of an emergency. Then enjoy your summer!

Update Your Emergency Contact Information

Every year strange things happen and we might need to get a hold of you. Before you depart for the summer, please be sure Andy knows how to reach you (give him your information directly, or update your emergency information in the portal.) We promise not to bother you unless absolutely necessary, and we never share! To update your information in the portal contact Kathleen Harrington in HR (Ph: (239) 489-9293 Email: kharrington1@fsw.edu).

Key Dates

Below are key dates for the next six weeks as well as for the August. Please add them to your calendars as appropriate.

Key dates for the next 6 weeks:

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|----------------------------|---|
| • Wednesday, May 4 2022 | Classes dropped for non-payment – will be used to determine if classes will run over the summer |
| • Monday, May 9, 2022 | First day of classes - Summer Full and Mini A term |
| • Tuesday, May 17, 2022 | Attendance verification due - Summer Full and Mini A term |
| • Monday, May 30, 2022 | COLLEGE CLOSED – Happy Memorial Day! |
| • Wednesday, June 15, 2022 | Last Day of classes Summer Mini A term |
| • Friday, June 17, 2022 | Final grades due - Summer Mini A term |
| • Wednesday, June 22, 2022 | First day of classes Summer Mini B term |

For All Faculty - Key Fall Dates:

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|------------------------------|---|
| • Monday, August 15, 2022 | First Duty Day for Faculty |
| • Wednesday, August 17, 2022 | Convocation/ SoPaAS School Meeting / SoPaAS Department Meetings – Times and locations TBD |
| • Friday, August 19, 2022 | Syllabus Due to Dept Chair, Office Hours due to Dean |
| • Monday, August 22, 2022 | First day of classes - Fall Full and Mini A term |

Summer Professional Development Opportunities

There are lots of great professional development options this summer – consider giving some of them a try. I believe there will be a \$300 stipend for the completion of a Summer Institute.

- **From Educators to Influencers: Our Journey, Our Story, And the Lives We Impact Through Educational Excellence!** Registration opens this week.

- Summer Institute I: Monday, June 13-Friday, June 17, 2022
- Summer FLEX Institute I: Tuesday, June 14 & Thursday, June 16, 2022
- Summer Institute II: Monday, July 11-Friday, July 15, 2022
- Summer FLEX Institute II: Tuesday, July 12 & Thursday, July 14, 2022
- **Level Up Pilot:** Level Up is a gamified Canvas course designed to help students prepare for online learning
 - May 15th: Course Pilot opens for faculty to try the course a student
 - Summer B: Pilot available to add to courses – if interested let us know!
 - Fall: Full roll-out - Consider adding it to your course as an attendance verification assignment!
- **International/Diversity Summer Fun Club:** For courses with those designations. Dates TBA
- **Blooming with Zoom and Dev 101:** See Elearning Calendar for dates.

Research Funding

Those of you focusing on research as your professional development next year should consider applying for an ARC grant or other funding. ARC grant requests are due **Friday, July 1st 2022** and require a Chair/Dean signature – so reach out if you are interested and/or planning to submit a proposal.

Faculty Evaluations

Dr. McClinton has been working with everyone on not only this year's evaluations but also working to bring our archives up to date as we have transitioned between deans. Please check your records and make sure you have all of your required forms for the last three years with signatures. Let us know if there are any that might still be missing.

Legislative Updates

There have been many legislative updates that might bring changes in the fall. The first deals with the requirement to alter accreditation bodies, which will bring changes to how we document all the great things we are already doing. The second deals with updates to textbook transparency legislation that reiterates the need to choose and post textbooks early (currently information must be visible to students at least 45 days prior to the course start) – so keep that in mind when we start requesting textbook selection information.

Enrollment and Teaching Assignments

We continue to monitor enrollment carefully and will be reaching out to individual instructors with possible course changes as we get closer to the semester start dates. If you have any concerns about any of your courses, please reach out.

For those of you gearing up for summer classes, I hope you are able to enjoy your short break – and look forward to seeing you this summer.

For those of you heading off for summer break, I hope you have a great break and look forward to seeing you all in the fall!

Best Regards,

Libby

Dr. Elizabeth W. Schott

Dean, School of Pure and Applied Sciences

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