

Elizabeth Schott

From: Elizabeth Schott
Sent: Thursday, July 21, 2022 11:51 AM
To: Andrew J. Buck; Elizabeth Schott
Cc: Martin A. McClinton
Subject: Dean's Update for August

Greetings everyone!

Below are the Dean's Updates for the month of August – which I am sending out a few days early as I will be heading out on leave today for the next two weeks. I hope everyone is also getting a chance to enjoy the last few weeks of summer break!

TL; DR (Too Long; Didn't Read) Version:

- For faculty teaching this summer, please note the key end-of-term dates below – **especially when grades are due for Summer Full and Mini-B (August 3 at NOON).**
- For all faculty, be sure to check out the key dates below and the **location of Convocation – FSW is returning to the pre-pandemic structure.** Convocation will be on Lee Campus (BB Mann) with school and department meetings to follow. There are no Zoom options. **If you are unable to attend in person, please contact me.**

Key Dates:

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

- Monday, August 1** Last day of classes - Summer Full and Mini-B term (final exams will be on the last class meeting for your course)
- Wednesday, August 3 by NOON** Final grades due - Summer Full and Mini-B term
- Wednesday, August 3 Fall drop date for non-payment (check enrollments!)
- Monday, August 8 New Faculty Seminar begins
- Thursday, August 11 Adjunct Institute begins
- Monday, August 15 First Duty Day for Faculty
- Monday, August 15 SoPAS Adjunct Meetings (time TBD)
- Wednesday, August 17**
 - 8:30** B-Fast – BB Mann
 - 9:00** Convocation - BB Mann (No Zoom)
 - 10:00** VPAA Meeting – BB Mann
 - 11:00 – 1:30 PD Sessions / Lunch
 - 1:30 – 2:20 SoPAS Meeting (H-120?)
 - 2:30 SoPAS Department Meetings (H Bldg?)
- Friday, August 19 by 4:30 Syllabi due to Dept. Chair & Office hours due to Dean
- Monday, August 22 First day of classes - Fall Full and Mini-A term
- Friday, August 26 FPD Fund Requests to Dept. Chair for signature
- Monday, August 29 Last day of Drop/Add – Full/Mini-A
- Tuesday, August 30 by 4:00** Attendance verification due – Full/Mini-A

- **Monday, September 5**
- **Tuesday, September 6**

COLLEGE CLOSED
STUDY DAY – college open, no classes

Convocation:

This year, Convocation will return to our pre-pandemic format, with breakfast and meetings in BB Mann on Lee Campus first thing in the morning, followed by PD Sessions and lunch, and concluding with School and Department meetings in the afternoon. The dates and times above are based on the latest draft schedule – as soon as it is finalized the office of the VPAA will be sending out official times and locations. There will be no Zoom options, so if you cannot attend in person, please contact me. As noted at the end of this update, I will be traveling soon, so the best time to reach me is the week of August 8.

Leadership changes – the Provost is now the VPAA:

As part of the recent leadership changes, the Provost is now the Vice President of Academic Affairs. Starting August 1, Dr. Judy Bilsky will be the Interim Vice President of Academic Affairs. Dr. Bilsky was on campus for a few days in early July and had an opportunity to meet Department and Committee Chairs. She will ensure all operations will continue as scheduled until a new VPAA joins us.

Fall Enrollment and Teaching Assignments:

I continue to monitor enrollment carefully and continue to reach out to individual instructors with possible course changes as we get closer to the semester start date. Dr. McClinton will be monitoring this for me while I am out of the net. Please check your schedule and load and let me know if there are any issues we may have missed. Orientation is still enrolling a few hundred students a week but history has shown us a slight drop after the August 3 nonpayment dates – so at that time we should have a great feel for the final course offerings. If you need an update while I am gone, please contact Dr. McClinton as necessary.

Syllabus Updates:

Master Course syllabi have been uploaded to the Document Manager and will be in a slightly different format. FSW has been working hard this summer to convert all of FSW's syllabi to a format that is accessible for all students. As part of that process, the format of the locked portion looks a bit different and might not contain the same formatting as in the past - the methods they used to convert the files did not allow for such things as bulleted lists. However, all the content should be the same. If you are a course supervisor, please take a look at your course syllabus and **let your department chair know immediately if the content only (not format) is not correct.** We will either have a new syllabus program for the Spring or we will standardize the format.

Instructor List by Course:

I have created a pivot table in an Excel file listing all instructors by course in order to help faculty coordination. The file is uploaded in Teams in the Files folder under the Curriculum Channel.

Final Exam Schedule:

They were doing final coordination with all campuses this week for the final exam schedule and will hopefully have the schedule posted before the end of the month. You will be able to find the schedule here:

<https://www.fsw.edu/academics/finalexam/>

Microscope Upgrade!

Rose and Laura continue to coordinate the installation of new microscopes going into all of the Lee Lab spaces between the Summer and Fall terms. The current plan has the installment beginning August 8, with faculty training on August 10, 1pm on Lee (H-218 Biology Lab for face-to-face) and via Zoom.

Dean's Leave Schedule:

I sent my update out a little early this month as I will officially be away from my computer (and the Internet!) and thus very hard to reach from the afternoon of July 21 until August 3. Dr. Teed, Dean of the School of Arts, Humanities and Social Sciences, will be the acting Dean and signing authority while I am out. If you need anything while I am gone, please reach out to Andy first as he can point you in the right direction for any issues that may arise.

Communication:

My goal this year is to have frequent and transparent communication of all things going on at FSW. To begin the process, I have created a SoPAS Team through Microsoft Teams and everyone should have an invitation to join in their inboxes. If you did not get one, please let me know, or if you don't have access to Teams, please let IT know. I also have Teams on my phone – so if you would like to chat with me there please do.

As always - comments, questions, or concerns, please let me know.

Best Regards,

A handwritten signature in purple ink that reads "Libby".

Dr. Elizabeth W. Schott
Dean, School of Pure and Applied Sciences
[Florida SouthWestern State College](#)
8099 College Parkway, Fort Myers, FL 33919
Office: H-130A, Lee Campus, (239) 477-3514 or ext 14014, eschott@fsw.edu

Where math counts and science matters!

Bad joke of the day: Why can't your nose grow to be 12 inches long? Because then it would be a foot!