

Elizabeth Schott

From: Elizabeth Schott
Sent: Thursday, December 1, 2022 8:49 PM
To: Andrew J. Buck; Elizabeth Schott
Subject: Dean's Update - Dec 1, 2022

Greetings everyone,

A few updates as we wrap up this semester.

TL;DR Version:

The latest H22 guidance is to continue to approve any H22 requests but to process them with the end-of-the-semester grades. **Grades are due on December 15th at NOON.** SoPAS meeting will be on Dec 9th from 11:30 – 12:15: Zoom Link: <https://fsw.zoom.us/j/87033765548?pwd=d1dFYmszZTkveVpuN1Y5T2xOK0Fldz09>

Key Dates

Below are key dates for the next six weeks:

- Monday, December 5 Final Grade Portal Opens
- Tuesday, December 13 Last Day of Fall Classes
- Thursday, December 15, NOON Final Grades due**
- Saturday, December 17 COLLEGE CLOSED – Enjoy winter break!!**
- Thursday, January 5 First Duty Day** – Expect a VPAA meeting with all faculty – probably at 0900 via zoom, with no School/department meetings.
- Friday, January 6 Syllabus due to Department Chairs
- Monday, January 9 First Day of Classes
- Friday, January 13 No School Meeting, Department Meetings as needed

SoPAS Meeting – 9 December, but not January 5th or 13th

With all of the changes and challenges this semester, I have decided to keep our second Friday in December School meeting (normally canceled due to finals week) – but will be covering both the end of term as well as the start of term admin, so I do not see a need for the January SoPAS meeting (being scheduled for Jan 5th by the VPAA office), but departments may meet as required. We will go back to our regularly scheduled SoPAS meetings in February! SoPAS meeting will be on Dec 9th from 11:30 – 12:15: Zoom

Link: <https://fsw.zoom.us/j/87033765548?pwd=d1dFYmszZTkveVpuN1Y5T2xOK0Fldz09>

Latest H22 Guidance

Although we are still approving H22 requests, the registrar's office is no longer processing late survey drops. Please continue to keep a list of any student requesting an H22, and process those requests by recording the H22 as part of final grades.

Textbook Adoptions for Spring

Andy has (we think) successfully entered all of the Spring textbook adoptions into the system and they are visible to students via the [bookstore website](#) now. Please take a look at your sections and let us know if all is not as it should be.

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

Faculty Events:

- Simple Syllabus (currently scheduled for SUMMER implantation with training in spring) – rescheduled to 12/12 @ 2:30: [LINK](#)
- FSW Parent Support Group is open to all and meets on the second Wednesday of every month at @11:30. Email TLC@FSW.edu to join

Community and Student Events: <https://fsw.presence.io/events>

- FSW Online Student Space – multiple dates
- **Dec 16** – Charlotte Observatory See the stars at the James & Barbara Moore 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)! The exhibition lasts as long as the stargazers linger to enjoy the magnificent view.
- And many other student engagement opportunities – check out the link above!

End-of-Term Procedures

The last of class and final exams is December 13th, with final grades being due December 15th at noon – which is a very tight grading window for those with Monday and Tuesday classes and exams. The portal will open on December 5th for any early grading/recording of H22s as needed.

- **Check your FSW email and contact phone number every day from the start of the last week of class to the day of the deadline, even if you think you're finished. Please make sure you have a working phone number.**
- Any student receiving an F 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.
- If you've agreed to give a student an Incomplete, make sure that an "I" is their reported grade and that you give their last date of attendance.
- **Andy's Grade Submission Best Practices:**
 - You can set the page at the beginning so that it shows more than 25 students. If you don't, you need to remember to click on the second page to get the rest of the names. And when you do that, you may actually need to save page 1 grades, leave the screen, then go back and click page 2.
 - If you're waiting for any students to turn in late assignments, don't wait to report everyone else's grade in that section. As long as you leave the grade field blank for the late individual(s), everyone else's will submit. Then you can go back into the system later and submit the remaining grades.

- Once you officially submit grades, you can only revise them that same business day. At the end of the day, the grades will roll and can only be corrected by filling out a Change of Grade form, which you can find in “workflow.”
- Please don’t wait until the morning of the deadline to submit all of your grades. You never know when you’re going to have some last-minute tech issues. **And after the deadline, the only way to submit grades will be to fill out Change of Grade forms on workflow for each missing student.**
- Please double-check your Portal rosters in case there’s a student there who you didn’t realize was on the list. This can occasionally happen when a student never attended but also neglected to drop the class. In those situations, the only thing you can do is submit an F, accompanied by their last date of attendance. (If they never attended at all, the “last date” will be the first day of the semester.) Don’t worry about trying to track down these students. It’s strictly their responsibility to deal with failing grades as they appear on their transcripts.
- If you encounter IT issues, log out, then log back in. If they still persist, submit an IT support ticket.

Missing Grades Hit List!

We start getting the missing grade report Thursday morning, and then hourly after that. Please check your email multiple times Wednesday and Thursday in case there are any issues with grade submissions.

Individual Grade Change Work Flow Requirement!

Remember that any grade not successfully submitted by the above due date will require SEPERATE grade change form submissions through the FSW portal. The workflow process can be time-consuming for the registrar’s office as they have to manually verify and submit these changes. This can potentially affect your student’s grade submissions to other courses or agencies – so be good to your students and submit their grades on time!

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

Best Regards,

Libby

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Where math counts and science matters!

Bad joke of the day in honor of our new phone system:

The number you have dialed is imaginary. Please rotate your phone 90°, and try again.

And a Pop Quiz!

Question: How many total gifts did my true love give me during The Twelve Days of Christmas?

Answer: One gift for every day of the year except for Christmas Day itself!

Or using a Tetrahedral Numbers formula where $n = 12$: $T(n) = (1/6)(n)(n+1)(n+2)$