

Elizabeth Schott

From: Elizabeth Schott
Sent: Wednesday, January 4, 2023 3:23 PM
To: Andrew J. Buck; Elizabeth Schott
Subject: Welcome Back - January Notes from the Dean's Desk
Attachments: Start of Term Procedures.docx

Welcome Back!

I hope everyone had a great break and that we are off to a Happy (and healthy) 2023!

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

Below are all of the start of semester details – please be sure to read to the end as there are no admin meetings due to the short welcome back week!! **Attendance Verification is due Wednesday, January 18th.**

Key Dates

Below are key dates for the next six weeks:

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| • Thursday, January 5 | First Duty Day for Faculty |
| • Thursday, January 5, 9:00 AM | VPAA Welcome Back |
| • Friday, January 6 | Syllabus due to Department Chairs
Office hours (full time faculty) due to the Dean
Publish your Canvas Shells! |
| • Monday, January 9 | First Day of Classes / Campus Open Houses |
| • Friday, January 13 | No School Meeting, Department Meetings as required |
| • Monday, January 16 | COLLEGE CLOSED – Enjoy President's Day!! |
| • Tuesday, January 17 | Add/drop ends |
| • Wednesday, January 18, 4:30 PM | Attendance Verification due |
| • Monday, February 6 | Last day to replace Incomplete grades from Fall |
| • Friday, February 10 | School and Department Meetings |

Start of Semester Meetings: VPAA Welcome 09:00 AM – Thursday, January 5th

The VPAA welcome back session will be held via Zoom Thursday, January 5th at 0900 (as always, adjuncts are welcome but not required to attend!)

Due to the very short welcome back week, the remainder of the time is reserved for course preparations. Since we covered most of this in the December meeting, there will not be a SPAS meeting this week/month (but don't be surprised if you get another long email somewhere along the way). Departments will meet next week as required.

ZOOM LINK for 9AM VPAA Meeting:

<https://fsw.zoom.us/j/89296764660?pwd=SGN1WEJobkZpVGpFUGxHYnlFTy8wdz09!>

Spring Admin – Course Syllabus due this Friday

All course syllabus must be submitted to your Department Chairs NLT Friday January 6th. Draft syllabus should be posted in Canvas as soon as possible and updated with the official syllabus once approved.

Spring Admin – Office Hours due this Friday

Full-time faculty need to submit their office hours to me for approval by Friday January 6th. Once approved they should be posted on outside your office door. Ground and online office hours can be split in proportion to your ground and online class load. I have been trying to approve them as they come in, so if you submitted one you should have it back already.

Spring Admin – Attendance Verification – due Wednesday the 18th

Attendance verification is due Wednesday January 18th at 4:30. Below are guidelines on the submission process.

- Submit attendance Verification in the portal.
 - o Portal/Faculty Academics/Attendance (on Faculty Dashboard)
- Be sure you are on the Attendance Verification tab at the top, and then select the course you want to submit for – I have noticed it tends to open up onto the final grades page.
- **Check your FSW email and contact phone number multiple times the day of the deadline, even if you think you're finished. Please make sure you have a working number.**
- We start getting the missing attendance verification report the day before they are due, and then hourly after that. This is when we start emailing you for missing submissions – so again, please check your email multiple times that day in case there are any issues we need to contact you about.
- **Andy's Attendance Verification Best Practices:**
 - o Please don't wait until the last minute, and if there are some stragglers on your list, don't wait to report everyone else's AV. As long as you leave the fields for the late students blank, you can submit everyone else's, then go in later to finish the last few.
 - o Students have officially had enough time to fulfill their verification assignments by now. If they haven't completed them, you should feel very free to move ahead with the 0 verification. You can always update someone's verification after the deadline by sending an email to registrar@fsw.edu listing the student's name and BUC ID, plus the CRN.
 - o Double-check your Portal rosters. There may be students on there who have just joined the class over the last day or so. Even if they're late adds, they still need to have something reported for their verification. Please don't leave anyone with an "NR" for not reported.
 - o 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 onto the second page to get the rest of the names. And when you do that, you may actually need to save page 1 submissions, leave the screen, then go back and click page 2. A frequent reason that student names get overlooked at Verification time is that the reporting pages default to 25 names per page. So if you have 26 or 27 students, don't forget to move to Page 2.
 - o Keep in mind that a student who gets an "NR" can potentially have their Financial Aid disrupted, which can create a lot of problems if, as a result, they get dropped from your class after the Add/Drop deadline.
 - o **After the deadline, the only way to submit attendance verification is by emailing the registrar's office – changing the roster will no longer update the rest of the portal.**

Wrapping up Fall – Grade Change Requests

If there are any grade change/H22 requests from last semester, please work with Andy to process them. For

students requesting to receive an H22 - dual enrollments students will need a fillable grade change form, and non-Dual enrollments students will need to submit a late drop to the registrar's office. All other grade changes requests can be submitted as normal through the portal using the change of grade workflow form.

Start of Term Procedures

Attached is a generic start of term procedures file to help with the general timeline of starting each semester to be used as a general reference (edit recommendations welcome). In a few weeks I will begin planning both the summer and fall semester schedules, so please keep an eye out for emails from me with requests for input as I work through the scheduling process.

Zoom phones

Over break many of the desk phones disappeared – and most of the remaining ones are not working. Please log into the Zoom app on your computer and make sure are able to receive and make calls – even if you still have your old phone working. . . a few of us have slipped through the cracks during the transition. If you are having issues, please let IT know.

SPAS Website update!

And finally, a big shout out to Amanda Zirzow for beginning the process of updating the SPAS webpage! I think we have a good handle now on how to submit updates, and will continue to improve the page this spring. Recommendations for content are always appreciated - check it out at: <https://www.fsw.edu/sopa>.

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

Best Regards,

Libby

Dr. Elizabeth W. Schott

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Where math counts and science matters!

Bad joke of the day: There is a fine line between a numerator and a denominator...But only a fraction would understand.