

Elizabeth Schott

From: Elizabeth Schott
Sent: Thursday, January 12, 2023 6:45 PM
To: Andrew J. Buck; Elizabeth Schott
Subject: Dean's Notes. . . A few key dates later this month

A few quick calendar updates. . . and a few reminders in lieu of our regularly scheduled meeting!

TL; DR Version:

Key dates for the rest of the month - **Attendance Verification: due for January 18** - details at the end, and **State of the College: January 27 at 2:00 PM in U102 on Lee Campus – see you there** (calendar invite to follow this email)!

Key Dates

Below are key dates for the next six weeks:

- | | |
|--------------------------------------|--|
| • Friday, January 13 | No School Meeting, Department Meetings as scheduled; COBP |
| Math – Zoom Phones! | |
| • Monday, January 16 | COLLEGE CLOSED – Celebrate Martin Luther King Weekend!! |
| • Tuesday, January 17 | Add/drop ends |
| • Wednesday, January 18, 4:30 | Attendance Verification due |
| • Friday, January 27, 2:00 | State of the College, U102 Lee Campus |
| • Monday, February 6 | Last day to replace Incomplete grades from Fall |

State of the College

The State of the College meeting will be held on Friday, January 27 at 2 PM on Lee Campus in U-102. Please plan accordingly.

H22 and Textbook: Note from the Bookstore

If your students need textbooks for H22 re-scheduled classes, have them contact the bookstore -- If any of your students are having issues with H22 textbook replacement, please have them contact the personnel listed in the note below:

There may have been some miscommunication with the temp staff we currently have working in the bookstore. Please have the students contact Mike (manager) and Jen (ops manager) in person or at 0171mgr@follett.com and 0171asm@follett.com.

Zoom Phones / Classroom Phones

The physical (Cisco) phones in the classrooms are slowly being replaced with other physical phones. While that transition is ongoing, the old Cisco phones will only call the IT Help Desk, Campus Security, or 911. If you need to reach Andy, Bonnie, Emily (depending on your Campus!) or anyone else, those phones will not work (once we survive the Zoom phones we will see if we survive the Portal transition which is coming next!) For anyone with any questions on Zoom phones, I encourage you to attend the Math COBP, which will be dedicated to Zoom phones and answering all your questions: **Tomorrow, 1/13 at 12:30 – 1:30 PM:**

<http://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/cop-math>.

Course Approvals and FLAC

All courses should be ready for approval in FLAC. If you see any issues, please let me know immediately.

Study Abroad Applications Due for Summer 2024

The deadline to submit a proposal for 2024 Faculty-Led Study Abroad or FSW in Italy is January 27, 2023. Here is a link to information for faculty, including proposal forms, on the International Education website:

<https://www.fsw.edu/internationaleducation/faculty>. For IDS 2891: CREATIVE Capstone courses, you should send proposal forms to Dr. Matthew Vivyan.

OBOC Event – The Price of Free Speech

OBOC is hosting an event as part of the David and Goliath Speaker Series on Thursday, January 26 at 6 PM in J-103 or via Zoom: <https://fsw.zoom.us/j/84706843545>

Summer and Fall Schedules

I will begin building the Summer schedule soon – and as a first step will be sending out an email asking who would like to teach in the summer. Please respond as soon as you can (with a definite Yes or No) as it will help me with the course planning. As soon as I finish the draft summer list, I will be building fall – more details for Fall in the Feb SoPAS meeting.

H22 Re-enrollment Data for those who like data!

Below is some sample data we have been looking at on H22 and re-enrolment – thought I would share for anyone interested:

Overall

7824 H22 grades for 4248 unique students.

2875 enrolled at FSW Spring 2023 **(67.7% of H22 students re-enrolled in FSW)**

MAT 1033

425 H22 grades

257 enrolled FSW Spring 2023 **(60.5% of MAT 1033 H22 students re-enrolled in FSW)**

196 re-enrolled MAT 1033 **(46.1% of MAT 1033 H22 students re-enrolled in MAT 1033)**

- One additional student enrolled in other math course

MAC 1105

239 H22 grades

175 enrolled FSW Spring 2023 **(73.2% of MAC 1105 H22 students re-enrolled in FSW)**

116 re-enrolled MAC 1105 **(48.5% of MAC 1105 H22 students re-enrolled in MAC 1105)**

- Six additional students enrolled in other math courses

Spring Admin – Attendance Verification (repeat from last week)

Attendance Verification is due Wednesday January 18 at 4:30. Enter a 1 for anyone who has attended and a 0 for those who have not. Nothing else is required. Below are guidelines on the submission process.

- Submit attendance Verification in the portal.
 - o 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.**
- **Andy's Attendance Verification Best Practices:**

- 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.
 - 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.
 - 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.
 - 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 grades, 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.
 - 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.
 - **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.**
- 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.

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: You should never start a conversation with Pi. It'll just go on forever.