

Elizabeth Schott

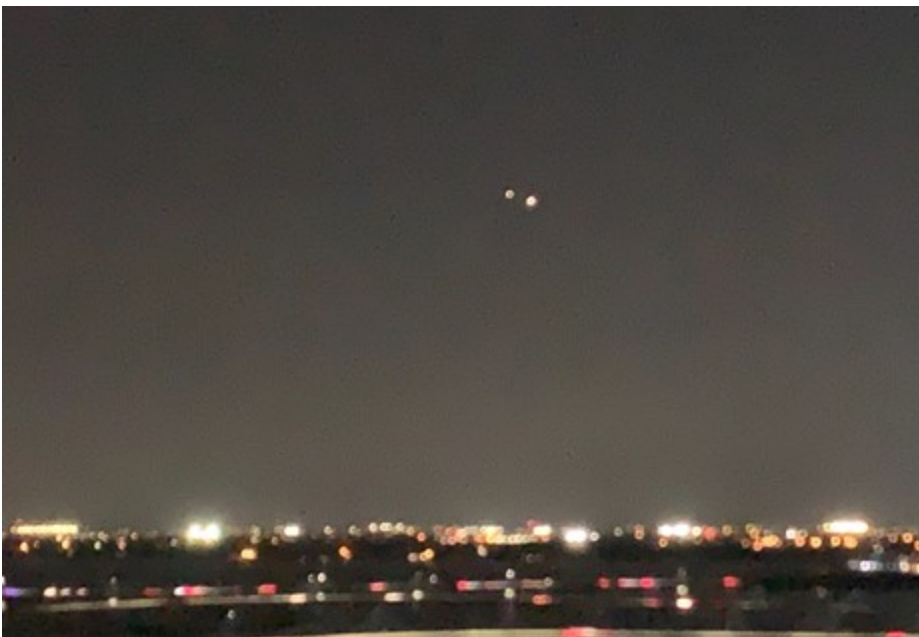
From: Elizabeth Schott
Sent: Thursday, March 2, 2023 12:25 PM
To: Andrew J. Buck; Elizabeth Schott
Subject: RE: Dean's Monthly Update for march 1st 2023!

If anyone is having issues with the Herff Jones site try this link: <https://facultydirect.herffjones.com/site/descriptors>

For Adjuncts, I will be reaching out next week with fall class requests as well.

And I had the end date wrong for spring break . . . unfortunately it ends on the 19th and we have classes on the 20th!

Finally - a great picture from Peggy !



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From: Elizabeth Schott <Elizabeth.Schott@fsw.edu>
Sent: Wednesday, March 1, 2023 3:04 PM
To: Elizabeth Schott <Elizabeth.Schott@fsw.edu>; Andrew J. Buck <Andrew.Buck@fsw.edu>
Subject: Dean's Monthly Update for march 1st 2023!

Hi All – below is my March 1st monthly update. . .

TL;DR Version:

With the second Friday of the month being the Friday before Spring Break, The Department Chairs and I have decided not to host the normal monthly School meetings – so below is all the key information for the next few weeks. There is a new leave procedure and lots of invitations to community events. **Be sure to READ EVERYTHING in detail**, and reach out to any of us if you have any questions!

Key Dates

Below are key dates for the next six weeks:

- Wednesday, March 1 First day of classes Spring Mini B term
- March 1 – March 3 FSW Open Houses
- **Friday, March 10** **ALL SoPAS Meeting Cancelled**
- **March 13th - 19th** **College Closed! ENJOY SPING BREAK**
- March 17 Last day to order any needed regalia for Commencement through the bookstore
- Monday, March 20 Last day to withdraw - Spring Full term
- Wednesday, March 29 Last day to withdraw - Spring Mini B
- End of March Evaluations Due (CC Portfolio Reviews, Form 2s and Form 3s)
- Friday, April 14 SoPaAS School/Department meetings
- Friday, April 14 Initial Granting email of intent due to Dean

Summer and Fall Adoptions

The deadline to submit adoption changes has passed. We'll begin entering the information for summer 2023 shortly. So if you haven't reached out to Andy yet, he is assuming there are no textbook changes for your course for that term, and that any OER exceptions in the spring will carry over into the summer. If there are any changes for fall 2023, he needs to hear from each course supervisor by next Monday, March 6, including a confirmation of any OER exceptions for that term.

Summer and Fall Schedules – will email another round of schedules around March 6th

I have built out most of the summer and fall schedules, and scheduler is now adding the rooms. Once that process is complete (estimated march 6th), I will send out another round of confirmation emails. There were a lot of moving pieces getting this schedule together and multiple people inputting the information into Banner, **so please help me do a good quality control check on days/times and modalities before the schedule is visible to students March 10th.**

Evaluation Forms – All are due the end of the Month!

Now that the schedule is almost complete, I am working my way through evaluation forms and portfolios – I will continue to reach out to you all over the next two weeks to finalize everything.

New Leave Request Process – PLEASE READ IN DETAIL. . .

There is a new leave request and reporting process that affects all exempt employees – which means almost all of us! All full-time faculty are exempt employees and will need to use the new system starting 1 March. Overall, this is an improved system and I encourage you to watch the how-to video, attend the training, or ask me about the new process. It will be completed in two steps.

- REQUESTING LEAVE:
 - Planned leave (such as vacation time) can be submitted up to 90 days in advance, and will be routed to me for approval. This process is for when you will be absent one of the required duty days of the year. This is just an approval process and does not trigger any of the pay processes that go with leave.
 - Sick leave not planned (which is often the case!) does not need to go through the approval process. If you have planned procedures, you can request sick leave in advance.
 - When you log in to request leave, you will be able to submit up to 90 days out and will see three months of pay periods at a time.

- **REPORTING LEAVE**
 - Any time you actually take leave (planned or unplanned), you will need to submit a leave report. This is done in the pay period you are taking the leave, and the report will be required to be submitted in any month you take leave.
 - This reporting process will allow you to submit unplanned leave days such as sick days, as well as finalize any planned leave that was requested. If you did not take all of the leave requested, or were able to sneak in an extra day, you can make those adjustments as part of the reporting process.
 - The reporting process will confirm the days of leave taken, and trigger the pay processes involved with taking leave.
 - Leave reporting will be done by the month and when you log in you should see the current month's pay periods.
- As an exempt employee, all leave must be taken by the day (hence the 8-hour requirement previously) and leave only needs to be taken if you are missing required events (for example if you teach in the morning but need go to the doctors in the afternoon there is no need to take leave as an exempt employee for those hours missed). To reflect this policy the new system will now show leave in days rather than hours.
- The email went out two weeks ago about this change and included links to training sessions. If you are interested in attending training look for that email as there are many upcoming sessions.
- The system is active today and will transition over the next 30 days – if you have approved leave and have questions about which system to use, please let me know.
- I encourage all of you to watch the training video below. The video is also on the IT site for future reference, and should cover the vast majority of questions.

https://fsw.mediaspace.kaltura.com/media/t/1_ahej4vlp

Classroom incidents

It seems to be that there are higher than normal student incidents this semester – so I thought I would keep the note about the new FSW resources on this email one more month. It seems student anxiety is high in general and showing up in the classrooms as a result. Please don't hesitate to reach out to the Care Service folks, Andy, or me if you ever think a student needs help.

With **Mindfulness@FSW**, all students have access to the following services:

- A **24/7/365** mental health support line for in-the-moment support from counselors and connections to next steps, regardless of time of day or student location. **Call 833-707-3188 to reach the 24/7 Support Line.**
- The Wellness Hub which includes articles and videos on mental health and wellness topics including: Mental and Emotional Health, Fitness and Nutrition, Academic Performance, Stress Management, Healthy Relationships and more. [Access the Wellness Hub here](#) or download the CampusWell app at campuswell.com/get-the-app.
- Care Services Reporting Site: www.fsw.edu/careservices/report

Faculty Retirement

We will honor our faculty retiring this year April 20th in U-102. Invitations will be heading to your inboxes shortly.

Commencement

If you need regalia for commencement and plan to order it through the bookstore, see the attached flier. The deadline is March 17.

Invitation to a Webinar

Professor Michael Sullivan is giving a webinar on March 14 and using simulations with statcrunch - All FSW faculty are also invited to attend:

[Incorporating Simulation-Based Inference into your Introductory Statistics course](#)

Pearson Author and Statistics Instructor Michael Sullivan III will present Simulation and Randomization techniques so you can incorporate Simulation-Based Inference into Introductory Statistics courses.

Holocaust Memorial Events – March 6 - 9th

The Holocaust Memorial Committee will be hosting events the week of March 6th – 9th. Please see the attached flier check out the latest on their website – <https://www.fsw.edu/holocaust>

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

Admissions is doing more Career Day outreaches and Instant Decision Day Events and always welcomes faculty participation!

Faculty Events:

- Wednesday, March 1 – Collier Campus – 3:30-6:30pm
- Thursday, March 2 – Charlotte Campus – 3:30-6:30pm
- Thursday, March 2 -- Hendry/Glades Curtis Center – 3:30-6:30pm
- Friday, March 3 – Thomas Edison (Lee) Campus 1:00-4:00pm
- March 6th – 9th – Holocaust Memorial Week
- Wednesday, March 7th QPR training – Register [here](#)
- March 9 - IDA Baker Career Day, Instant Decision Day for FSW applicants
- March 9th – OER Luncheon
- March – Local Chemistry Olympiad Exams
- March 20th On the Table SWFL
- FSW Parent Support Group is open to all and meets on the second Wednesday of every month @11:30. Email TLC@FSW.edu to join.

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

- Friday, March 17 - Charlotte Observatory Open - 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 finally for some fun - Check out the night sky tonight! It is Venus - Jupiter 'spectacular' conjunction (the planets will look like they are really close to each other!)

Luminita Coman brought together some information about the event – see attachment. In the attachment, the location in stellarium is set to Fort-Myers, FL. Therefore, the images from stellarium show exactly what you see when you look up at the night sky. The other below picture was taken last week on the FSW campus by Dr. McClinton.



As always - comments, questions, or concerns, please let me know. Thanks for all you do!

Best Regards,

Libby

Dr. Elizabeth W. Schott

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Where math counts and science matters!

Bad joke of the day: Why did Mickey Mouse go to outer space? To find Pluto