**Florida SouthWestern State College  
School of Business and Technology  
SoBT Department Meeting  
(August 18, 2025)  
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| ATTENDANCE | Present | Absent | Excused |
| Administration |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker | X |  |  |
| Mary Fullenkamp | X |  |  |
| Kimberly Egolf | X |  |  |
| Department Chairs |  |  |  |
| Alisa Callahan | X |  |  |
| Matthew Hoffman | X |  |  |
| Dr. George Kodsey | X |  |  |
| Dr. Brian O’Reilly | X |  |  |
| Faculty |  |  |  |
| Dolores Batiato | X |  |  |
| Kenneth Belcher |  |  | X |
| Frederick Bruno | X |  |  |
| Krissy Cabral | X |  |  |
| Mary Conwell | X |  |  |
| Adam Davis | X |  |  |
| Alex Djahankhah | X |  |  |
| Rushell Hopkins | X |  |  |
| Alicia Law | X |  |  |
| Andrew Locantora | X |  |  |
| Timothy Lucas | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Faculty Cont. |  |  |  |
| Miguel Rivera | X |  |  |
| Mark Snyder | X |  |  |
| Dorothy Thompson | X |  |  |
| William Van Glabek | X |  |  |
| Roger Webster | X |  |  |
| Richard Worch | X |  |  |
| Munir Al Suleh (adjunct) | X |  |  |
| Sandi Towers Romero (adjunct) | X |  |  |
| Michael Kohl (adjunct) | X |  |  |
| David Hoffman (adjunct) | X |  |  |
|  |  |  |  |
| Staff |  |  |  |
| Jane Charles | X |  |  |
| Judy Dantes | X |  |  |
| Christopher Renda |  |  | X |
| Albert Nault |  |  | X |
| Ella Pipes |  |  | X |
| Caroline Siefert |  |  | X |
| Michele Pelletier | X |  |  |
| Crystal Wernicke | X |  |  |
| Peter Ocsody | X |  |  |

**Call to Order.** The meeting was called to order at 1:30 PM.

**New Business.**

**Welcome & Good News**

* Dean Myers welcomes faculty and staff.
  + Congratulation and thank you to staff for enrollment increase.
  + Thank you to faculty for dedication to their students.
  + Administration is here to support you with any course/student issues.
  + An FSW student won the TU Berlin Crash Course this summer and was asked to present his project to the entire TU Business faculty.
* New Faculty Introductions
  + Dr. Dorothy Thompson
  + Professor Andrew Locantora
  + Professor Keith Quackenbush
  + Dr. Alex Djahankhah
  + Professor Frederick Bruno
* Dr. Jennifer Patterson resigned on 8/12/2025 for a new opportunity.

**Library Resources**

* SoBT Library Liaison Jane Charles reminds faculty:
  + how to submit a textbook for the FSW eReserves.
  + Noodle Tools citation tool is available to students via the FSW Library website. Professor Charles will be providing documentation.

**HLC Accreditation**

* FSW is on track to be fully HLC accredited around November 2025.

**Pre/Post Survey**

* Chair Hoffman has made his pre/post course surveys available to use via Canvas Commons.
* He reports a positive response to these surveys and encourages faculty to incorporate them pre-requisites for beginning the course as well as taking the final exam.

**Textbooks & Faculty Resources**

* Kimberly Egolf reminds faculty that she is here to support faculty with textbook needs.
  + Spring adoption information will be sent to program chairs this month.
  + Textbooks are adopted for three semesters (Fall, Spring, Summer). The ideal adoption time is three years. However, with the advent of eBooks, it is not as critical as it once was. The three year adoption time was more relevant when the majority courses used physical textbooks.
* Kimberly Egolf walks through the new Faculty Resources Canvas and reminds faculty to accept the invitation sent to their FSW email.

**Scheduling**

* Associate Dean Baker states that Spring 2026 scheduling will begin in the coming weeks.
  + We will be keeping a schedule similar to last Spring and grow as needed.
  + Students want on campus classes.
  + The 900 sections have not been popular.
* Associate Dean Baker reminds faculty that, due to this year’s budgetary needs, we will be adding seats to some Fall classes.
  + Base load will be given to all faculty and then overloads will be distributed.
* Faculty can reach out to Associate Dean Baker at any time with questions or concerns.

**AI Literacy and Academic Integrity**

* Chair Hoffman has put together an AI policy and made it available via One Drive.
* Boodlebox will become available to faculty soon. Contact Professor Jester to be placed on the list. Please don’t sign up for an account if you are not planning on actively using it.

**Final Notes**

* Monthly Retention Initiative Meetings have transitioned to Learning Outcome Initiatives for 2025-26.
* Brainstorm: Do we need to implement an RSI standard practice?
* SoBT Clubs: Finance, Cyber, Drone, Software Engineering, and Legal Studies
* 2024-25 graduation surveys included a lot of positive feedback. Reflect on the challenges and see if any adjustments can be made in your classes to address them.

**Adjournment.** The meeting was adjourned at 2:30 PM.   
  
Mary Fullenkamp, Coordinator

**ADDENDUM**

**Due to time constraints, we were unable to address** [**curriculum actions that were identified**](https://fsw.sharepoint.com/:w:/s/SchoolofBusinessTechnology/ESZTwOglAz9AnAeLJSHd3NoBstxBVXEwH9mu2MiOd0zinQ?e=bCjfEM) **during the summer. Please review at your next department meeting and initiate any changes needed.**

Please note: the 5-year deletion lists are intended as a notification. The courses listed were already removed from relevant programs and the list will go to the Board of Trustees for final approval. Due to the increase in General Education requirements, a course cannot be added back to the curriculum without being a program Because of this, it is difficult to add any elective courses to a program.

ALL PROGRAMS

* Update [State Framework Crosswalks](https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2025-26-frameworks/) to reflect 2025-2026.
* Align Program Level Outcomes
* Submit Curriculum Updates

CRIMINAL JUSTIC/CRIME SCENE

* **Certificate in Homeland Security Specialist**
* Program requires a “C” or better in all classes    
  **Suggested change**

In order to stay in alignment with the AS in Criminal Justice, the requirement of “C” or better should be removed.

* **Certificate in Crime Scene Technician**
* Program sequence is off. Program takes more than two terms to complete    
  **Suggested change**

Update course sequencing to complete certificate in two terms.  May need to adjust course frequency.  This adjustment may impact the AS in Crime Scene Technology. Align course offerings and sequencing with both the AS and CCC degree

COMPUTER PROGRAMMING

* **Certificate in Information Technology Support Specialist**
* CGS 1100 is not in AS Cybersecurity

**Suggested changes**

Remove CGS 1100. Possibly add CTS 2344 Microsoft Windows Server to align both with Network and Cyber degree.

* **Certificate in Network Security**
* CGS 2135 Introduction to Computer Forensics is no longer taught at our school

**Suggested changes**

In order to stay in alignment with the AS in Network Security, this class should be replaced with another in the Networking core.  Select from one of the following:

[CGS 1100 - Computer Applications for Business](https://catalog.fsw.edu/preview_program.php?catoid=22&poid=2854&returnto=4261) **3 credits**   
[CTS 2321 - Linux Internet Servers](https://catalog.fsw.edu/preview_program.php?catoid=22&poid=2854&returnto=4261) **3 credits**   
[CTS 2655 - Internetworking with Cisco Routers](https://catalog.fsw.edu/preview_program.php?catoid=22&poid=2854&returnto=4261) **3 credits**   
[CTS 2142 - Introduction to Project Management](https://catalog.fsw.edu/preview_program.php?catoid=22&poid=2854&returnto=4261) **3 credits**   
**OR**    
[MAN 2582 - Project Management](https://catalog.fsw.edu/preview_program.php?catoid=22&poid=2854&returnto=4261#tt766) **3 credits**

* **CGS1100**
* Update course to use Office 365 and Copilot.  McGraw Hill has a text that will do this.
* Include module on Access

**Computer Programming & Analysis/Networking/Cybersecurity**

* Any class that is a pre-req to the BAS IST program within the AS needs to be reviewed for “C” or better requirement. Example: COP 2360 and COP 2362 require a “C” or better in the BAS IST program but do not require it for the AS program. This is forcing students to re-take the courses in the BAS IST.

BUSINESS

* **AS in Accounting Technology and AS Business Entrepreneurship**
* AS Business, AS Business Analytics, AS Supply Chain all require a “C” or better in all of the course classes. AS Accounting Technology does not have this requirement

**Suggested changes**

In order to stay consistent, align all degrees in business with this requirement or remove the requirement. This prevents students from jumping degrees because of a grade earned. Ie ACG 2021. Alternative would be to have certain courses require a “C:” or better.

* **AS in Business Administration and Management**
* Review frameworks of tracks

**Suggested changes**

Revise names to reflect Specialization and not tracks.

Revise name from Business Management track to Small Business Management Specialization. Remove GEB 2930 from and add 3 Business Elective Credits (SBM 2000 has a capstone project)

Revise name from Entrepreneurship to Business Development Specialization

Revise name from Risk Management track to Risk/Insurance Specialization

PARALEGAL STUDIES

* Faculty have a realignment plan.  Will need to present to curriculum for approval
* Work with eLearning to develop/update courses.

ARCHITECTURE AND CIVIL ENGINEERING

* **AS in Architecture Design and Construction Management**
* Revise Special Elective course offerings

**Suggested changes**

In Special Elective course offerings add prefixes ARC, SUR and ETC and remove course ARC 1211

* **AS in Civil Engineering**
* Declining enrollment trend

**Suggested changes**

Evaluate the need for the program in the future. Review last two years of program review data.  If needed create an Advisory Board Subcommittee to assess local industry need.

BAS Programs

* **BAS Supervision and Management and BAS Public Safety Administration**
* Add BUE to the elective area
* **BAS IST & AS Computer Programming** –
* CIS 2321 and ISM 3113 have the same title “System Analysis and Design. Confusing to students. Do AS Comp Program. students need this class? Same content? If so can these students take an alternative elective? How do we identify it in the programming sheet and catalog?
* **BAS Supervision and Management**
* ACG 2071 and ACG 3024 teach the exact content according to Dr. Thompson. Can these students take an alternative elective? How do we identify it in the programming sheet and catalog? (Myers note:  create a new course and then let students take that in place of ACG3024.  If you put a prerequisite of ACG2071 on the new class, you will channel the students who have not had ACG2021 and ACG2071 into ACG3024.  The programming sheet would be:  **ACG3024 OR ACGXXXX**).

* **BAS Public Safety Administration**
* Revise admission requirements to increase enrollment:

**Current:**

Applicants must have earned:

1. Associate in Science degree in Criminal Justice Technology, Emergency Medical Services, Fire Science Technology, Paralegal Studies, or Crime Scene Technology (or a related public safety field) from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,   
   
**OR** 

2. Associate degree or higher from a regionally accredited college or university, which includes the completion of Florida State General Education Core Requirements. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may apply for admission. Such applicants must complete 12 credit hours in one of the following content areas:

1. Criminal Justice
2. Crime Scene Technology
3. Paralegal Studies
4. Fire Science
5. Emergency Medical Services
6. A combination of the above content areas upon recommendation by the BAS Admissions Committee or approval by the appropriate academic Dean.

**OR** 

3. Associate degree or higher from a regionally accredited college or university, which includes the completion of Florida State of Florida General Education Core Requirements. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may apply for admission. Such applicants must have one of the following current certifications:

1. Active national or state firefighter certification
2. Active National Registry or Florida Emergency Medical Technician-Basic or Paramedic certification
3. Active national or state eligible certification in law enforcement or corrections
4. Previous certification which includes at least four years demonstrated work experience in one of the following:
5. National or state firefighter certification
6. National Registry or state firefighter certification
7. National or state certification in law enforcement or corrections.

4. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.

**PROPOSED**

Applicants must have earned:

1. An Associate in Science degree from a regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

**OR**

An Associate in Arts degree from a regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

**OR**

A minimum of 60 credit hours from a regionally accredited college or university, as defined by State Board of Education rule, with all State of Florida general education core requirements met.

1. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.

EXAMPLES FROM OTHER BAS PSAD PROGRAMS IN THE SYSTEM

**SPC**

**ADMISSION REQUIREMENTS**

Complete a minimum of 60 credits from a regionally accredited institution, including -

15 credits of general education courses;

ENC 1101 - Composition I or equivalent;

College-level math course: MAT 1033, MAT 1100, STA 2023/H, or any course with MAC, MGF, or MAS prefix

**FSCJ**

**Program Requirements**

All upper-division applicants to the bachelor program are required to declare B.A.S. Public Safety Management as their major.

To meet the minimum requirements for consideration for acceptance to the B.A.S. in Public Safety Management program, applicants must satisfy the [bachelor’s degree general admission requirements](https://catalog.fscj.edu/academics/degree-certificate-programs/bachelors-degrees). The B.A.S. in Public Safety Management degree program has rolling admissions throughout the term; a bachelor’s degree [admissions application](http://apply.fscj.edu/) may be submitted at any time throughout the term.

**Bachelor’s Degree Admissions Requirements**

To meet the minimum requirement for acceptance to bachelor’s degrees at Florida State College at Jacksonville, students must: