**Florida SouthWestern State College  
School of Business and Technology  
SoBT Department Meeting  
(August 19, 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 |  |  |  |
| Michael Kohl | X |  |  |
| Nicole Bailey | X |  |  |
| Diana Cintron | X |  |  |
| JR Sherman | X |  |  |
| Janet Harvey | X |  |  |
| Jason Ciaschini | X |  |  |
| Catrin Hechl-Novak | X |  |  |
| Aris Anastasas | X |  |  |
| Peter Bergeron | X |  |  |
| Jim Short | X |  |  |
| Nancy De La Vega | X |  |  |

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Faculty Cont. |  |  |  |
| Keith Quackenbush | X |  |  |
| Kyle Ward | X |  |  |
| Kerry Cramer | X |  |  |
| Keith Holten | X |  |  |
| Abigail Castellanos | X |  |  |
| Adriana Ferragut | X |  |  |
| Barbara Perrine | X |  |  |
| Carmen Allen | X |  |  |
| Dawn Platt | X |  |  |
| Deborah McCabe | X |  |  |
| Eric Scott | X |  |  |
| Gena Knight | X |  |  |
| Michael Beda | X |  |  |
| Michael Osheroff | X |  |  |
| Pakorn Sutitarnnontr | X |  |  |
| Sandi Towers Romero | X |  |  |
| Quay Longs | X |  |  |
| Shon Wells | X |  |  |
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**Call to Order.** The meeting was called to order at 5:30 PM.

**New Business.**

**Welcome & Introductions**

* SoBT Staff, Department Chairs, and Faculty
* Dean Myers welcomes and introduces new adjunct faculty

**SoBT Highlights**

* The Daveler Innovation Lab is coming along.
* SoBT is the first in Florida to offer SimSpace Cyber Range for student use.
* Enrollment is seeing a positive increase.

**Resources**

* Dean Myers walks through key parts of the new Faculty and Adjunct Resources Canvas Course:
  + FERPA
  + FSW Care Services
  + IT Resources: laptops and Wi-Fi cards
  + Noodle Tools Citation Tool – available to students on the library website
  + Student Textbook Instructions: “How to Access Course Materials: Student”
  + Attendance Verification & exceptions
* Dean Myers briefly reviews each module’s purpose.

**Canvas Strategies**

* Message students who… (in gradebook)
* Regular announcements & video capability
  + Weekly contact is crucial to student success
* Zero fill for unsubmitted assignments – keeping students informed of their grade
* Timely Grading

**SoBT Clubs**

* Cyber
* Drone
* Software Engineering
* Legal Studies
* Personal Finance

**Teaching With AI**

* *Teaching Effectively with ChatGPT* by Dan Levy is a great resource.
* Boodle Box for faculty use is coming soon.

**Adjournment.** The meeting was adjourned at 7:00 PM.   
  
Mary Fullenkamp, Coordinator