**MINUTES Academic Success Department Meeting**

September 12, 2025

2:00-4:00 pm

Zoom link: <https://fsw.zoom.us/j/8648151711>

Present: James Acton, Mary Schultz, Laura Shaw, Sharon Hill, April Ring, Natasha Ziegler, Staci Fisher, Kerri Keough Lampos, Susan Hester, Sonji Nicholas, Toni Walker, Joanna Liebelt, Duke DiPofi, Jennifer Henry, Holley Holland, Naira Bishop, Kristie Ward Cangelosi, Heather Olson, Carol

1. Good news-Dr. Shaw has finally hung décor in her office, Dr Ring-course re-design submitted for internal review, presented about course re-design process to administrators on Guided Pathways committee, some concern about advisor visits being optional.
2. Follow-up from SAHSS meeting-Spring schedule request reminder and office hours.
3. Spring schedules-submit your requests to Dr. Summary ASAP
4. Committee Assignments & Updates (as needed):
   1. Representation needed: Curriculum Committee – who isn’t serving on a committee?
      1. We need a rep especially with our course redesign coming up for review
   2. Kerri Lampos: Academic Standards Committee
      1. Met last week, discussing AI and the wording on syllabi, looking at faculty handbook and what needs to be updated. If something needs updated, let Kerri know.
      2. A little shared about AI and getting it interdisciplinary
      3. Have a united front for syllabi
      4. Suggestion: Professor reserves the right to verbally assess any written submission to verify authenticity of the submission
      5. Faculty handbook is being reviewed
      6. Let Kerri know if there are any suggestions for handbook updates
   3. Sonji Nicholas: Professional Development Committee
      1. Dr. Page and Dr. Biltsky-be mindful of wording when submitting applications for travel or conferences
      2. Individual may choose to attend if they self-fund.
      3. Review mission statements.
      4. Submit application to committee. 3rd quarter deadline is last Friday of November
      5. PD Fridays have other opportunities- Sept 26 Training on AI, other offerings coming up
      6. Scott Ortolano is out on sabbatical, Ivana is current/temp chair
      7. Let Sonji know if you would like any kind of PD to be brought to FSW
   4. Renee Hester: Learning Assessment Committee-looking into AI and assessment
   5. Sharon Hill: Center for Undergraduate Research and Creativity
      1. CURC met, Dr. Jett is new chair, wanted to review mission statement and considering tweaking it and adding a component about students being more involved / engaged in community.
      2. If anything amazing we are doing, let Sharon know and she will share w CURC
      3. Fall faculty symposium-consider putting it on hold for re-tweaking or integrating it with Cornerstone to Capstone week
         1. April suggests our course re-design might be worth mentioning to CURC since new course has more focus on research
         2. April indicated that Dr. Jett requested we present what we are doing with our course to fall symposium, but perhaps not relevant if no fall symposium
   6. Laura Shaw: OTOC
      1. First meeting is next week, Sept 19
   7. April Ring: Academic Technology Committee
      1. Would like faculty feedback, shared link to survey for online instructors
      2. RSI Graphic-Regular and Substantive Interaction-for async online
         1. Highlighted some points on graphic
         2. Dr. Shaw shared how she does experiential learning weeks
            1. In lieu of class sessions, to promote experiential learning, opened a walk-in workshop time (window) with times for them to come see her, even for async online classes and students showed up!
   8. Mary Ellen Schultz: Gen Ed Advisory
      1. First meeting is next week, Sept 19.
5. Advising updates-
   1. Natasha Ziegler-3 updates
      1. 10% increase in head count, 12% impact on FTE
      2. Advising had 5000 student meetings, doesn’t include phone calls and chats 17% increase from last August 2024.
      3. Let students know, if students say they can’t make appointment, tell them Fridays appointments open up, but Wed and Thurs there is drop-in advising
6. Student Engagement updates
   1. Peer Mentors-Joanna Liebelt-next week is last week for Peer Mentors to come in and present
   2. Buc Stop will begin next week-information tables out for students to stop by
      1. FSW Families Game Night on 9/24 Free for FSW folks and their families and friends, pre-game activities, etc.
7. Goals for 2025-26
   1. Monique Harrington shared some documents with April regarding planning goals for next year
      1. April shared AY 24-25 Goals, survey administered in fall 2024, need to discuss results and decide actionable steps
      2. Reading assessment will be shared with Dr. Hester
      3. Course success rates will increase by 2%
      4. Suggestion-can keep all of the above, follow up about spring survey results, should incorporate a goal related to pilot version
      5. Planning on having 2 surveys, one at end of CYC project, and another one at end of semester. Goal could be administering the survey and use data for ongoing revisions.
8. New Faculty/Mentor updates
   1. Let April know if haven’t heard from mentor, if you are mentor and haven’t heard from mentee, let April know.
   2. Dr. Walker-survey for students? April clarified Student Opinion Survey vs. survey for pilot courses
9. [Mandatory Emergency Readiness Training](https://fsw.catalog.instructure.com/browse/trainingcalendar/fsw-online/courses/emergency-remote-ready-training)
   1. New faculty must complete
      1. Full-time and adjunct faculty must complete
   2. Returning faculty - review and update plans as necessary and add to your Canvas courses (unpublished)
10. Current or upcoming offerings from FSW Online & Institute of Innovative and Emerging Technologies:
    1. [FSW Online Office Hours for Duty Days](https://docs.google.com/document/d/1cr86qZUjwPV2zl1NMnhuXTrF9KO5msNMHOi8THKXeRU/edit?usp=sharing)
    2. New Online Teaching Certification course
    3. FSW Online Community of Practice - new sessions coming on PD Fridays
    4. AI-Ready Professional Badge for faculty and staff
       1. Also additional training on Boodlebox
          1. Boodlebox will be part of new SLS course
          2. Sonji-signed up for training, how often will trainings be offered
          3. Sharon-is there opportunity for recorded sessions, or repeated sessions?
          4. April will find out
11. External PD/FPD applications – No DEI, safe to apply!-
    1. Already discussed
12. RSI for Online Classes
13. Canvas issues to be aware of
    1. Multiple upload assignments
       1. Finding the multiple uploads, click on “details” in SpeedGrader
    2. Copied announcements
       1. When copying announcement from one course to another, it may not copy to another course. Consider scheduling a date/time,even in 5 minutes.
       2. Laura Shaw says copy and paste won’t include video and images.
       3. Mary Ellen suggests copying HTML code.
    3. Mary Ellen-some assignments “hidden” when shouldn’t be hidden
    4. Heather Olson suggests putting in a ticket
14. Naira Bishop conference presentation
    1. Presentation on “Belonging and Barriers: First Gen College Transitions”
       1. Oct 3-National Council for FYE Student Transitions
       2. Elaborated on First Gen issues
          1. Culture, identity, survival
          2. Resources
15. EAP and REA topics/questions?
16. SLS topics:
    1. Course Redesign updates
       1. Sandbox
          1. New version of master updated to April’s sandbox
             1. Sandbox-April Ring
             2. Check it out, share suggestions, feedback
       2. Presentation to Guided Pathways Committee
          1. New SLS Course proposal to Curriculum Committee
             1. April will work with Laura to submit
       3. Carol asked about Peer Mentors for online courses
          1. Joanna shared about “Evergreen” links