

## Business/Accounting Department Meeting Minutes

**ATTENDANCE:** Alisa Callahan, Miguel Rivera, Dolores Batiato, Alicia Law, Keith Quackenbush, Bill Van Glabek, Tim Lucas, Dorothy Thompson, Peter Ocsody, Adam Davis  
Absent: Adam Locantora

**MEETING MINUTES:** Friday, November 14, 2025

1. As part of FSW's strategic planning process, participants noted that FSW is seeking input from across the community to shape a more supportive environment for students, faculty, and staff. The question shared was: "What's one thing FSW could do to support your success?" The anonymous survey form (email addresses are not collected) was shared and can be completed in 1 minute or less: <https://tinyurl.com/fsw-support>.
2. It was reported that the new SMAN Program Outcomes have been submitted to Curriculum and are scheduled to be heard at the January meeting for adoption.
3. Adam Davis discussed the Entrepreneurship Program Curriculum updates, including changes to program outcomes and the creation of new electives in the BAS degree program.
4. Bill Van Glabek introduced the new library resource: the Mergent Intellect database.
5. Updates were provided on the Textbook Affordability Rule changes and the latest guidance from Tallahassee on syllabus requirements. The rule will require that all syllabi be prominently posted on public websites 45 days before the course begins. Required syllabus content includes: curriculum, objectives, expectations, textbooks/materials, and assignments (title, description, and readings). Each assignment category (e.g., quizzes, essays) should be described, not every instance of these. Adjustments will be allowed during the semester. The primary goal is to improve student awareness pre-enrollment. Implications and initial steps for implementation were discussed.
6. Career Exploration Day (Jan. 20, 2026, at the Charlotte Harbor Event Center, 9:30–1:00 pm) was announced. Volunteers were requested to attend and provide hands-on activities for 8th-grade students (expected attendance: 1,100 students). Members were referred to Dean Myers' email dated Oct. 17 for details. Sign-up is required by Jan. 9, 2026.
7. An update was given on the conclusion of the GEN ED COMPETENCY REVIEW PROJECT. Only four courses remain outstanding; once completed, the information will be forwarded to Dr. Rebecca Harris so master syllabi can be updated where the appropriate GenEd core competency was reconfirmed and the CLO(s) aligning to that GenEd core competency were determined.
8. AI Topics & Resources were reviewed. AI tools like ChatGPT and Claude are becoming part of everyday learning, presenting new opportunities and challenges for teaching and assessment. The following resources were shared:
  - 13 Tips to Protect Academic Integrity
  - How to Prevent AI Tools in Higher Ed

- How Honorlock Can Stop ChatGPT
- How to Prevent Contract Cheating
- What Is Cluely & How to Block It
- Best practices discussion on how participants are using AI to improve teaching and productivity
- FSW PD opportunities to consider:
  - FSW's AI Toolkit and Community of Practice Canvas course
  - FSW's AI Playground
  - FSW's AI Upskilling
- A deliberate focus this year on continuous improvement of courses for authentic assessments and proctored exams was emphasized due to the proliferation of student use of AI.
- Honorlock is planned for adoption in Summer 2026 in place of Proctorio, with on-campus training on 8/19 and 8/20.
- ProctorU contract expires 1/5/2026.
- Proctorio contract expires 5/1/2026.