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To: [Elizabeth Schott](#)
Cc: [Angus I. Cameron](#); [Andrew J. Buck](#)
Subject: Dean's Update - Sep 2025 Edition!
Date: Wednesday, September 3, 2025 9:47:04 AM
Attachments: [Proctoring Settings and Expected Behavior.pdf](#)
[FSW Accelerated Pathways -DemistifyingDualEnrollment2025.pptx](#)
[Summer-Fall 2025 Make-Up Accommodations Testing.pdf](#)
[FSW Road Show Honorlock.pdf](#)

Hi, All –

Below is my Dean's update for September – Andy, Gus, and I all hope you had a fabulous Labor Day Weekend!

TL;DR Version:

Key dates and lots of start of the semester updates are below – Our first Express term starts this Thursday! If you have not done so, please update your profile with HR or make sure Andy has your latest contact information in case of a tropic storm, etc.

Below are key dates for the next 6 weeks:

- Thursday, Sep 4 - First Day of Classes (Express), last day to REINSTATE for Full/A
- Monday, Sep 8 - Last Day to Drop (Express term ONLY), Syllabus editing closed for Full/A
- Tuesday, Sep 9 - Attendance Verification Due (Full/A/E)
- Friday, Sep 12 - Meeting Day! SPAS at 1130 – zoom link below
<https://fsw.zoom.us/j/85654514772?pwd=cStWVW5CQ050UWN2U21TU0U1T2U5Zz09>

- Monday, Sep 15 - Spring Textbook Adoptions Due to Andy
- Thursday, Sep 18 - Syllabus editing closed for E term
- Monday, Sep 22 - Last Day to replace "I" from summer terms
- Friday, Oct 10 - Compact A Grades Due at 12:00 p.m. (noon)
- Wednesday, Oct 15 - Very last day for Compact B syllabus
- Thursday Oct 16 - First day of classes – Compact B
- Oct 31 - Nov 2 - Herpeton Conference - Hosted at the Naples Botanical Gardens

Fall Syllabi

This week is the final week to make any edits on your Fall syllabi before they are officially archived. **Please DO NOT make any sections private except those with Zoom links in them.** Private sections do not get posted to the website, so neither Andy nor your students down the road will be able to access that information – and students often need a copy of their syllabi

when they transfer to get credit for your courses! Keep it public!!

Spring Teaching Assignments:

We are starting to build the Spring schedule this week and plan to send out draft assignments at the beginning of next week for fulltime faculty, and the week after that for adjuncts. Look for automated messages from me!

Honorlock

If you have questions, please enroll in the [Honorlock Toolkit](#) to stay current with updates and access our hub of resources! Attached are resources from eLearning.

Makeup Exams:

FSW Testing Services is pleased to introduce our procedures for administering make-up exams and testing with disability-related accommodations. The attached memo outlines the services available to assist students who are unable to take their exams at the scheduled time and those who have approved accommodations.

Student can sign up for the Summer 26 International Trip!

The Center for International Education is pleased to share with you that applications are open for the [2026 FSW study abroad programs](#).

Dual Enrollment Questions?

Attached is a great slide deck from Dr. Tammy Caraker reviewing the different programs FSW offers to our local high school students.

Need help with a class? Have a question about teaching?

Join April Ring and Heather Olson for a Q&A about co-working, collaboration, and all things online. Drop in to ask a question, chat about online pedagogy and best practices, check out FSW teaching tech tools, or share a Zoom cup of coffee and some afternoon cheer!

What: Drop-in hours with FSW Online

When: Tuesday and Thursday, 12pm-3pm (Aug 26 - Nov 20)

Where: [Zoom](#)

Herpeton Conference – turtle traps on Lee Campus

Jordon and the research students were planning on setting Turtle traps on the Lee Campus ponds with support from FWC's Fish and Wildlife Research Institute. If any folks want to have their classes come out and observed as well, just let Jordon know. The tentative Schedule is as follows:

- Weds 9/10- 2:30pm- Traps Set, hand capture surveys in creek alongside baseball field
- Thursday 9/11 - 7:30am-12:00pm Trap check and sample collection, LUNCH, 1-4pm Sample Collection
- Friday 9/12 - 7:30am-12:00pm. Trap Check and sample collection pending the number of turtles on Thursday.

Hurricane Planning

With hurricane season officially on its way, the VPs office has sent out initial guidance on planning as needed. **Key for SPAS is to keep Banner updated with your best emergency contact information, be sure to load my contact information into your phones or address books** (I answer my work phone on my cell too!), secure your office items as best you can (items away from windows, off floors, and in desks where possible), and unplug all devices and electronics. I print out a phone roster for just Andy, Gus, and myself so I can check on you all if there is an emergency. We never share this information with anyone else.

- All employees should review and update their personal information in the employee portal, including emergency contacts: Portal>Employee Services>Banner Web (Online Services)>Update Emergency Contacts.
- Replace lost employee ID badges through Auxiliary Services by emailing BUCCARDOPS@fsw.edu

New online certification training – one course for all modalities! (repeat)

There is now just one training course for all modalities beside traditional, face to face modalities -- Access this [enrollment link](#) to join the course.

Registrar Updates (repeat) (we are seeing this in the A&P classes so far)

The Registrar's office is updating their repeated courses policy that will restrict students from re-taking a course they have successfully completed (C or better). This will most likely only affect those students who want to repeat a course such as A&P for a better chance at acceptance into a limited access program. In accordance with Florida State Statute (Rule 6A-14.030), beginning in the Fall 2025 semester, the Office of the Registrar will handle repeated courses in the following manner:

1. **Grade Forgiveness** – In instances where a student previously earned a grade of D or F (at FSW or via transfer work), the most recent grade will count in the GPA.
2. **Other Repeated Courses** –
In instances where a student previously earned a grade of A, B, C, or S (at FSW or via transfer work) and is allowed to repeat the course, the most recent grade will count in the GPA. Students will only be allowed to repeat such courses with an approved Official Academic petition.

BrainFuse (repeat)

College Tutoring (the Math, Writing, and Peer Tutoring Centers) has now integrated with BrainFuse to more efficiently serve our students. The tutoring centers no longer use QLess or TutorTrac for session management; they use the BrainFuse platform instead.

How can my students access tutoring? In their Canvas courses, students will find a link to BrainFuse.

Upcoming Events – Professional Development Opportunities

Faculty/Academic Events:

Career Connection Lecture Series – Bring your class!

- Tuesday, September 9, 6 PM, U-102, Lee: Exploring Careers in Legal Advocacy, Public Service, and Prosecution with the Office of the State Attorney, 12th Judicial Circuit
- Thursday, September 25, 1 PM, Building A, HG: STEM Careers in Environmental Research and Conservation featuring Big Cypress Preserve and UF IFAS
- Tuesday, October 14, 12 PM, U-102, Lee: Inspired Insights from FSW President Dr. Jeffery Allbritten
- Public Service Close to Home: Opportunities in Local Government
 - Monday, October 20, 6 PM, J-103, Collier
 - Tuesday, October 21, 11:30 AM, HG
 - Wednesday, October 22, 4:30 PM, U-102, Lee
 - Thursday, October 23, Noon, O-124, Charlotte
- NCH Days At FSW
 - Tuesday, Nov 4, U-102 Lee: Panel – 10 AM, Tabling – 11:20 AM – 12 PM, Panel – 12 PM
 - Wednesday, Nov 5, J-103-104, Collier: Panels – 3 PM & 4:30 PM

College Fairs – Invite your students!

- Tuesday, Sep 16, Collier
- Wednesday, Sep 17, Lee

PD Opportunities:

- **Friday, September 12th, 2025: CoBP Math: PD Session 1:00PM – 2:00PM** | Via Zoom, Facilitated By: Professor Kelsea Cid, Professor Meghan Carlson, Professor James Chan, Registration Link: [CoBP Math](#)
- Friday, September 19th, 2025, FSW Caregiver Support Group, PD Session 10:00AM – 11:00AM | Via Zoom, Facilitated By: Dr. Amy Trogan, Registration Link: [FSW Caregiver Support Group](#)
- Friday, September 19th, 2025, AI Academic Community of Practice, PD Session 10:30AM-11:30AM | Via Zoom, Facilitated By: Anna Haney-Withrow, Registration Link: [AI Academic Community of Practice](#)

PD Friday, September 26th, 2025

- Be CREATIVE: Shelter From the Storm, PD Session 10:00AM – 11:00AM | Via Zoom, Facilitated By: Dr. Matthew Vivyan & Dr. Rebecca Harris, Registration Link: [Be CREATIVE: Shelter From the Storm](#)
- AI Fluency: An Institutional Compass for AI, PD Session 11:00AM-2:00PM | Lee Campus H-120, Facilitated By Guest: Rick Dakan, Registration Link: [AI Fluency: An Institutional Compass for AI](#)
- Mentoring 101, PD Session 2:00PM-3:00PM | via Zoom, Facilitated By: Dr. Martin Tawil, Required Training for Adjunct Faculty Mentors 2025, Registration Link: [Mentoring 101](#)

- Curriculum @FSW: Level Up Learning Outcomes, PD Session: 3:00PM-4:00PM | Via Zoom, Facilitated By: Dr. Rebecca Harris, Registration Link: [Curriculum @FSW: Level Up Learning Outcomes](#)

October 31: Fall Symposium

From IJET:

Earn Your AI-Ready Professional Badge

- We've taken our signature training to a new level and invite you to take the whole series or any session. The sessions will review what was covered last academic year with some updates and bonus materials. FSW employees who complete the entire series are eligible to earn the AI-Ready Professional Badge we've developed for the business community at no cost.
- To complete the series, sign up for each of the sessions in the [AI Upskilling Canvas](#) course under the Module Earn Your AI-Ready Professional Badge. You are welcome to attend live or watch the recording, which will be posted in Canvas. At the end of the sessions, complete a six-question quiz to earn your badge.
- While you're in the Canvas course, check out the glow up! We've added new presentations and bonus materials. You can also sign up for other AI-related offerings, including a monthly AI professional Users Meet Up and some collaborative problem-solving sprints.

AI Professional Develop Opportunities:

FSW Smart Mentorship: Using AI for Feedback, Coaching, and Self-Development: Thursday, September 4, 2025, 9:00 AM (60 minutes), **Zoom:** [Register](#). Explore AI strategies to take some stress out of supervising and make your mentoring magnificent. Nothing beats the impact of a meaningful dialogue, sharing ideas and experiences with the people you supervise. But sometimes those conversations don't materialize that way. It's easy to overlook or misunderstand how someone may be thinking or feeling about a situation. AI can help. At other times, we may just have something difficult to share and feel nervous about doing it in the most helpful and effective way. AI could be the perfect practice partner. If you're not currently managing others, no worries, we'll cover how to apply these same principles to your self-guided professional growth. Bonus: Take the stress out of documenting with simple custom-built prompts or tools.

AI Professional Users Group First Friday Meetups: Friday, September 5, 2025, 9:00 AM (60 minutes), **Zoom:** [Register](#). Gather with colleagues for this informal sharing of experiments, ideas, questions, and more. Whether you're a power user with ideas to share or just dropping in to get a fix on what's new with AI, this group is the place. We'll also chat on Teams so you can put questions and ideas in the queue ahead of our live session.

FSW Present Like a Pro: Enhancing Presentations with AI Tools: Wednesday, September 10, 2025, 9:00 AM (60 minutes), **Zoom:** [Register](#). Presentations are a powerful opportunity to amplify your impact and set yourself apart professionally. The availability of AI sets the bar

for presentations even higher. Take a deep dive into the steps to building and delivering a top-notch presentation, considering where along the way to collaborate with AI and where to let your unique human intelligence shine through. Bonus: Generate quality AI images that elevate your brand and make your presentations pop.

FSW Insightful Decisions: AI-Powered Research and Strategic Thinking: Thursday,

September 18, 2025, 9:00 AM (60 minutes), **Zoom:** [Register](#). Today's professional must work both from established practice and up-to-the-minute information. Your choices, in some ways, are only as good as your information ecosystem, but in our busy workdays, it can be hard to keep up. In this session, we'll explore strategies, including collaborating with AI tools to stay abreast of trends and find reliable information customized to your needs. Some of these strategies and tools can be absolute game-changers for your role and can be used to strengthen collaboration and strategic decision-making. Bonus: Stay on top of what's happening with AI by curating an information feed designed for what you need to know when you need to know it.

FSW AI-Driven Project Leadership: Plan, Track, and Report with Confidence: Thursday,

September 25, 2025, 9:00 AM (60 minutes), **Zoom:** [Register](#). Projects are where our impact comes to life, whether ongoing, one-time, large, or small. In this session, we'll work together to identify pain points in the project management process and explore ways to use technology, including AI, to help. Get ready to improve processes and simplify reporting so you can focus on what you do best and spend more time with the colleagues and stakeholders at the heart of your projects. Bonus: Use AI to ensure your projects align with the mission and strategic goals that guide your work.

FSW Data Demystified: Collaborating with AI to Analyze, Visualize, and Act: Thursday,

October 2, 2025, 9:00 AM (60 minutes), **Zoom:** [Register](#). Inspire new insights by deepening your connection to important data. Whether working with data is part of your current workflow or you want to use it to strengthen your impact, explore ways to simplify working with spreadsheets and even less structured sources. Whether you want to test a hunch, fix a formula, or prep your data for more serious analysis, discover how AI can assist your thinking and simplify your work. Bonus: Tell your story by using AI for infographics, narratives, and more.

AI Professional Users Group First Friday Meetups: Friday, October 3, 2025, 9:00 AM (60

minutes), **Zoom:** [Register](#). Gather with colleagues for this informal sharing of experiments, ideas, questions, and more. Whether you're a power user with ideas to share or just dropping in to get a fix on what's new with AI, this group is the place. We'll also chat on Teams so you can put questions and ideas in the queue ahead of our live session.

Supervisors Track: Save Time and Build Up Your Team with FSW's AI Agile Reporting

Assistant: Monday, October 6, 2025, 10:00 AM (60 minutes), **Zoom:** [Register](#). Spend more time on mentoring that matters and use our new AI Agile Reporting Assistant to help with the process of documenting and keeping current on supporting the great employees in your department. This session will be hands-on, helping you get started with the tool right away.

Supervisors Track: Save Time and Build Up Your Team with FSW's AI Agile Reporting

Assistant (Repeat Session)1: Thursday, October 9, 2025, 4:00 PM (60 minutes),

Zoom: [Register](#). Spend more time on mentoring that matters and use our new AI Agile Reporting Assistant to help with the process of documenting and keeping current on supporting the great employees in your department. This session will be hands-on, helping you get started with the tool right away.

AI in Action: Solving Real Challenges Across Teams Session 1: Friday, October 17, 2025,

10:00 AM (120 minutes), **Zoom:** [Register](#). Explore new ways to solve tough problems in teams from across the College. In these working sessions, you'll tackle a real-world problem in higher ed with colleagues from different departments. Between your unique perspectives and some help from AI, you'll brainstorm and test solutions and ultimately share your ideas. Let your inner innovator out and work with new people in exciting ways. We'll host this twice during the semester, working on different challenges. You are welcome to come to one or both sessions.

AI Professional Users Group First Friday Meetups: Friday, November 7, 2025, 9:00 AM (60

minutes), **Zoom:** [Register](#). Gather with colleagues for this informal sharing of experiments, ideas, questions, and more. Whether you're a power user with ideas to share or just dropping in to get a fix on what's new with AI, this group is the place. We'll also chat on Teams so you can put questions and ideas in the queue ahead of our live session.

AI in Action: Solving Real Challenges Across Teams Session 2: Friday, November 14, 2025,

10:00 AM (120 minutes), **Zoom:** [Register](#). Explore new ways to solve tough problems in teams from across the College. In these working sessions, you'll tackle a real-world problem in higher ed with colleagues from different departments. Between your unique perspectives and some help from AI, you'll brainstorm and test solutions and ultimately share your ideas. Let your inner innovator out and work with new people in exciting ways. We'll host this twice during the semester, working on different challenges. You are welcome to come to one or both sessions.

AI Professional Users Group First Friday Meetups: Friday, December 5, 2025, 9:00 AM (60

minutes), **Zoom:** [Register](#). Gather with colleagues for this informal sharing of experiments, ideas, questions, and more. Whether you're a power user with ideas to share or just dropping in to get a fix on what's new with AI, this group is the place. We'll also chat on Teams so you can put questions and ideas in the queue ahead of our live session.

Self-Paced

1. [Assessment 101](#): Covers student and program assessment at FSW, including state and federal requirements, program-level, and course-level assessment.
2. [OER, Copyright, and Fair Use](#): Covers proper use of copyrighted materials, library eResources, Fair Use factors, and Creative Commons licensing. Fulfills DEV101 requirement.
3. [Adjunct Mentors - Refresher](#): Outlines new Adjunct Faculty Review Model and mentor responsibilities for 2024.
4. [Annual Adjunct Review Process](#): Details the new Adjunct Faculty Review Model process.
5. [COP in Instructional Technology](#):
6. [Reimagine: Adapting Your Course for AI](#): Asynchronous resource for adapting courses to

address AI challenges and opportunities.

7. [Tinker Time with FSW Online](#): Flexible professional development focusing on online teaching tools and strategies.

And finally – Annual Training Reminder (repeat) – Now is a good time to complete all of

these! We all should be working on these now! I completed all of mine in one afternoon, so with less than an hour per month you should have yours done by the due dates as well!

The compliance course covers essential information on FERPA, Fraud and Whistleblowing, Information Technology Security Awareness, Workplace Safety, Title IX, and the Protection of Vulnerable Persons with relevant regulations. The new course for 2025 is now available to all FSW employees.

- **How do I get to this training?** You can access the training course in Canvas. The course is called "FSW Compliance Training 2025," and you can also access the course directly from the myFSW portal using the "Employee Quick Links" card.
- **What is the due date for the annual training?** All FSW employees must complete the compliance training in Canvas annually, and new employees must complete it within 60 days of employment. If training is not completed within the allotted time frames, the user's accounts can be locked until training is completed. **Employees are encouraged to complete the training as early as possible.**
- **Do I need to enroll in the Canvas Course?** No, you were automatically enrolled in the FSW Compliance Training 2025 course on 2/4/2025. All new employees will be added to the course as they are hired.

As always - comments, questions, or concerns, please let me know.

Best Regards,

Libby

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Bad joke of the day:

Q: Why is 69 so scared of 70?

A: Because once they fought, and 71.