

**From:** [Elizabeth Schott](#)  
**To:** [Elizabeth Schott](#)  
**Cc:** [Andrew J. Buck](#)  
**Subject:** Dean's Notes - Oct 1st Edition!  
**Date:** Tuesday, September 30, 2025 5:08:44 PM  
**Attachments:** [LibrarySoPAS Newsletter - Fall 2025.pdf](#)

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**Hi, All –**

Below is my Dean's update for October! Rather than visiting during finals this year, Andy, Gus, and I would like to visit you all during October – we will shoot for visiting each campus the last week in October with some snacks – details to follow

**TL;DR Version:**

Key dates for the next six weeks are below – the end of ~~Mini~~ Compact A term is right around the corner. Please enjoy the attached newsletter from our SPAS Librarian!

**Below are key dates for the next 6 weeks:**

- Friday, Oct 10
  - Compact A Grades Due at 12:00 p.m. (noon)
  - School Meeting Friday! SPAS at 1130 – zoom link below:  
  
[https://fsw.zoom.us/j/85654514772?  
pwd=cStWW5CQ050UWN2U21TU0U1T2U5Zz09](https://fsw.zoom.us/j/85654514772?pwd=cStWW5CQ050UWN2U21TU0U1T2U5Zz09)
- Wednesday, Oct 15
  - Very last day for Compact B syllabus
- Thursday, Oct 16
  - First day of classes – Compact B
- Thursday, Oct 23
  - PreView FSW/Boo-ccaneer Bash Lee (Suncoast Arena)
- Friday, Oct 24
  - PreView FSW/Boo-ccaneer Bash Charlotte
- Tuesday, Oct 28
  - PD Friday
- Oct 31 - Nov 2
  - PreView FSW/Boo-ccaneer Bash Collier & HG
- Botanical Gardens
  - Florida Herpetology Conference - Hosted at the Naples
- Tuesday, Nov 11
  - College Closed – Veteran's Day
- Friday, Nov 14
  - School Meeting Friday!
- Nov 26 – 30
  - College Closed – Happy Thanksgiving!

**Spring Teaching Assignments:**

The spring schedule draft is almost complete! We added rooms last week and are deconflicting the room assignments now. As soon as that is finished, I will send out another round of emails with your spring schedule to review – with room assignments included.

**Spring Syllabi**

Course master shells are being updated this week – if you have any recommended changes to

either the SPAS template or a course master shell, please let us know. Section syllabi for instructor editing will be opening October 7. Regarding the content of your syllabi, when in doubt, keep it public!!

### **SPAS Library Newsletter**

See the attached newsletter for library-related information and updates. Reach out to our SPAS Library rep with any questions ([Victoria.SanFilippo@fsw.edu](mailto:Victoria.SanFilippo@fsw.edu)).

### **Flags in the Classrooms**

United States flags are currently being installed in all classrooms across all locations. The college will work to ensure teaching equipment is not obscured. While we do not have a timeline on when this process will be completed, we wanted to share this information with you as the process is ongoing.

### **Honorlock (repeat)**

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

### **Students can sign up for Summer 2026 international trips! (Repeat)**

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

### **Need help with a Class? Have a question about teaching? (repeat)**

Join April Ring and Heather Olson for co-working, collaboration, and all things online Q&A. 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 (through November 20)

Where: [Zoom](#)

### **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.

### **Upcoming Events – Professional Development Opportunities**

#### **Faculty/Academic Events:**

#### **Career Connection Lecture Series – Bring your class!**

- 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, HGC

- Wednesday, October 22, 4:30 PM, U-102, Lee
- Thursday, October 23, Noon, O-124, Charlotte
- NCH Days At FSW
  - Tuesday, November 4, U-102 Lee
    - Panel – 10 AM
    - Tabling – 11:20 AM - 12 PM
    - Panel – 12 PM
  - Wednesday, November 5, J-103-104 Collier
    - Panels - 3 PM & 4:30 PM

### **October 31: Fall Symposium**

#### **From IIET:**

#### **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 Events: AI Professional Develop Opportunities:**

**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. Fulfils 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 if you have not already!**

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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And some Halloween Jokes to get October off to a good start!

Q: What happens when you stay up all night on Halloween?

A: Wait for it—it will dawn on you.

Q: Why do mathematicians sometimes confuse Halloween and Christmas?

A: Because  $\text{Oct}(31) = \text{Dec}(25)$ .

Q: Why was the jack-o-lantern afraid to cross the road?

A: It had no guts.