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Subject: Dean's Update - Nov (ish) 2025
Date: Monday, October 27, 2025 7:02:44 AM
Attachments: [Judges Letter 2025.docx.pdf](#)
[Veterans Day 11.13.25.pdf](#)
[stem speaker.png](#)
[Kristallnacht.jpg](#)
[Concert Series F25 Digital.png](#)
[CC Lecture Series.png](#)

Hi, All –

Below is my Dean's update for November(ish). We have a lot of reminders so sending out a little early – as with having a 5th Friday in October, our SPAS Meeting seems so long ago!

Happy Halloween!

TL;DR Version:

Key dates for the next six weeks! Please note the NCH days below – as a significant number of our students are interested in the health fields, I would encourage anyone with a class at the same time to bring there students to the event. Attached are fliers for upcoming events as well.

- Monday, Oct 27 - Collier coffee with SPAS @10 N-148
- Tuesday, Oct 28 - PreView FSW/Boo-ccaneer Bash Collier & HG
 - Lee coffee with SPAS @10 U 107
 - STEM speaker @6 PM (flyer attached)
- Wednesday, Oct 29 - Charlotte coffee with SPAS @10 J 123
- Thursday, Oct 30 - HG coffee with SPAS @10 A 105
- Oct 31 - Nov 2 - Florida Herpetology Conference - Hosted at the Naples Botanical Gardens
- Nov 4 & 5 - NCH Days
- Tuesday, Nov 11 - College Closed – Veterans Day
- Thursday, Nov 13 - Veterans Day Celebration – Lee U-102, 11 AM
- Friday, Nov 14 - School Meeting Friday! SPAS at 1130 – Zoom link below:

[https://fsw.zoom.us/j/85654514772?](https://fsw.zoom.us/j/85654514772?pwd=cStWVW5CQ050UWN2U21TU0U1T2U5Zz09)

[pwd=cStWVW5CQ050UWN2U21TU0U1T2U5Zz09](https://fsw.zoom.us/j/85654514772?pwd=cStWVW5CQ050UWN2U21TU0U1T2U5Zz09)

- Nov 26 – 30 - College Closed – Happy Thanksgiving!

Learning AI [This link allows you to request access.](#)

As AI continues to grow and be more prevalent, I encourage you to engage with AI and learn

what it is and isn't, and how it can be used. FSW has created many opportunities for faculty to learn, and when one the best ways is to use the tools yourself in BoodleBox. BoodleBox is available at no cost to faculty and give you access to AI (ChatGPT, Claude and others). I have been using it myself for about a year now – I am no means an expert, but can help anyone who wants to get started. Any faculty or staff member can earn the AI-Ready Professional Certificate by [enrolling here](#) and taking the quiz at the end of the Module "Earn your AI Ready Professional Badge." Additional AI PD are on the lists of PD Opportunities below.

Spring Syllabi

Section syllabi for instructor editing are open. When in doubt, keep it public!! With the number of duty days we have after grades are due this year, we should all be able to get our syllabi ready to go before we leave for break, giving our department chairs plenty of time to review them all!

Gen Ed Committee Survey: [CLICK HERE TO TAKE SURVEY](#)

The General Education Advisory Council is exploring the creation of two new **Faculty Learning Communities (FLC)** to support collaboration and professional growth. A faculty learning community is a space where faculty members share knowledge, experiences, and best practices related to a common topic or goal. At this time, we have two FLCs for you to consider:

1. **FLC #1: Interdisciplinary Collaboration** – identifying opportunities to connect courses across disciplines to create meaningful learning experiences for students.
2. **FLC #2: Best Practices in Writing Instruction** – creating a dedicated space for faculty to share writing-specific strategies, resources, tips, and challenges, and to seek feedback on teaching writing in all disciplines.

Sick Leave Pool

One of the benefits you have the opportunity to enroll in now through October 31, 2025, is FSW's Sick Leave Pool. In order to qualify to participate in FSW's Sick Leave Pool, you must have been employed in a full-time position since at least January 1, 2025. You must also have a minimum of 10 days of unused, accumulated sick leave as of January 1, 2026. Should you elect to participate in the Sick Leave Pool, you will donate two days of your unused, accrued sick leave in January 2026. This donation is not an annual donation, however, just a one-time donation of two sick days. For additional information and to enroll in FSW's Sick Leave Pool benefit, please [click here](#).

Proctoring Updates

As this semester rolls around, I want to share the most recent round of incidents faculty have found when reviewing online exams. I encourage you to all submit the academic misconduct form for these violations as well as just assigning a 0. . . We can only implement most consequences if we can show a pattern of behavior.

- Smart glasses – they look like Ray-Bans and are hard to tell they have smart tech.

If you turn up the volume, you can often hear the glasses talking. Students wearing glasses should be asked to show them to the camera.

- Other people in the room. Students are getting very good at positioning someone in the camera's blind spot – especially when they do a 270 degree room scan instead of a 360.
- Prerecorded tape of themselves taking an exam on a tablet placed in front of the camera. A recent student was caught doing this after the instructor detected a shift in image resolution.
- Using AI on phones by keeping their hands out of camera view and repeatedly looking away.

I know this is the hardest and probably least fun part of teaching, so I truly do thank you all for your diligence in the matter. It will take some time, but I do believe we can all find a new norm for online proctoring that does not include these devices.

Honorlock (repeat)

If you have questions, please enroll in the [Honorlock Toolkit](#) to stay current with updates and access our hub of resources! **ALL FACULTY WILL NEED TO USE HONORLOCK FOR ONLINE PROCTORING STARTING SPRING 2026 SEMESTER.**

Service Opportunities!

Below are some service opportunities to help out – some are short, some will be all year around! Please reach out if you are interested and haven't done so already.

- Dunbar High School students need community support on Thursday, December 4, from 730am to 1030am. The experience students get at this level support their success at the regional level and beyond. If you can support us once again as a **STEM fair judge** (Science or Inventors Fair), please register on the Google Form or by completing the attached document: [GOOGLE FORM REGISTRATION](#)
- Creating a STEM@FSW Website – looking for ideas on content and a person to review the content that marketing is creating for us. It will look similar to the [ARTS@FSW webpage](#)
- Creating a Canvas “course” for our AS degree students (we have about 300 of them!)
- Mapping the AS degree PLOs created last AY (with our move to HLC) to the CLOs of our courses in the program. This will allow that the Course Assessment process full circle.

Students can sign up for a Summer 2026 International Trip! (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 a 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 Nov 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:

- On Behalf of the Holocaust Memorial Committee: Attached is the Holocaust Memorial event flyer for the Kristallnacht memorial. There is also a YouTube Live chat with a Holocaust survivor, and the link is on our website: <https://www.fsw.edu/holocaust> . Please feel free to share with your students. We hope you will take time to attend this event on **Monday, November 10th on Lee campus, U-102** at the time posted on the attachment.
- Music: Fall 2025 Concert Series, Barbara B. Mann Performing Arts Hall (13350 FSW Pkwy, Fort Myers, Florida 33919). * All FSW music concerts are free and open to the public. Doors open 30 minutes prior to showtime.
 - Sunday, Nov. 2 at 3 p.m. – FSW Concert Band and Symphony Orchestra
 - Wednesday, Nov. 5 at 7 p.m. – FSW Jazz Ensemble
 - Tuesday, Nov. 18 at 7 p.m. – FSW Choral Concert
- Theatre: Rush Auditorium (J-103) on the FSW Lee Campus. Tickets at <https://www.fsw.edu/artsfsw>
 - November 13-15 & 20-22 at 7 p.m.- Riding Bikes and other Plays by Florida Playwright Samara Siskind.

Career Connection Lecture Series – Bring your class!

- NCH Days At FSW
 - Tuesday, Nov 4, U-102 Lee
 - Panel – 10am
 - Tabling – 11:20am – 12:00pm
 - Panel – 12pm
 - Wednesday, Nov 5, J-103-104 Collier
 - Panels – 3pm & 4:30pm

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 individual 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 Users Group First Friday Meetups: Friday, November 7, 2025, 9:00am / Friday, December 5, 2025, 9:00am (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, 10:00am (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.

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 2025.
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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Some Halloween Jokes

- Why was the jack-o-lantern afraid to cross the road? It had no guts.
- What happens when you stay up all night on Halloween? Wait for it—it will dawn on you.