

From: [Elizabeth Schott](#)
To: [Elizabeth Schott](#)
Cc: [Andrew J. Buck](#)
Subject: Dean's update
Date: Monday, December 1, 2025 4:57:36 PM
Attachments: [Nicole Paripurana Poster December 9 2025.pdf](#)

Hi, All –

I hope everyone had a great Thanksgiving break and is ready to finish the semester strong! Below is my Dean's update for December!

TL;DR Version:

Key dates for the next six weeks! Please note the end of semester key dates as well as Andy's tips, at the end of this email, for submitting finals grades. In lieu of a December meeting, I will send out copies of my slides with start-of-the-semester details.

Below are key dates for the next 6 weeks:

- Tuesday, Dec 2 - Last Day of Classes (Full, Express, B)
- Dec 3 - 9 - Final Exams
- Tuesday, Dec 9 - Women in Stem Presents Nicole Paripurana, 6 pm
- Thursday, Dec 11 - Grades Due at 12:00 p.m. (noon)
- Friday, Dec 12 - I'll send out slides in lieu of a department Zoom meeting
- Friday, Dec 19 - Last Duty Day!
- Dec 20 – Jan 4 - College Closed – Happy Holidays!

Below are key dates for Spring:

- Monday, Jan 5 - First Duty Day
- Wednesday, Jan 7 - First Day of Classes (Full/A)
- Monday, Jan 19 - College Closed! MLK Day
- Wednesday, Jan 21 - First Day of Classes (Express)
- Friday, Feb 20 - State of the College
- Wednesday, Feb 25 - Compact A Grades Due at 12:00 p.m. (noon)
- Monday, Mar 2 - First Day of Classes (B)
- March 16 -22 - College Closed! Spring Break
- April 22 - 28 - Final Exams
- Thursday, Apr 30 - Grades Due at 12:00 p.m. (noon)
- Friday, May 1 - Commencement!
- Monday, May 4 - Last Duty Day!

Spring Teaching Assignments:

Enrollment is strong for Spring! Gus is actively watching enrollment and meeting with the advisors for requests and recommended changes. He will reach out with class additions or

recommended course changes. Continue to check your course details in the system (day/time/room/class/modality) and let us know if you see anything that looks wrong.

Spring Syllabi (repeat)

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 have our syllabi ready to go before we leave for break, giving our department chairs plenty of time to review them all!

Research Reassign Time

If you have interest in applying for the Research Reassigned Time position for the 2026-2027 academic year and you are not already a Research Reassigned Time faculty, complete the packet by January 15, 2026 and submit to joseph.vangaalen@fsw.edu. If you have any questions on the application or the process, please feel free to call x16965 or email (joseph.vangaalen@fsw.edu). Additional details on eligibility criteria and requirements are shown below and are posted to the Office of Sponsored Programs webpage at <https://www.fsw.edu/facultystaff/ospr/researchtime>.

Future Ready: Career Exploration – looking for instructors

Last year the Office of Corporate and Community Education started a new teen summer program called Future Ready: Career Exploration, where local high school students were able to explore unique career pathways to gain career-ready skills while developing their resumes. For this spring, we will be offering new additional online live programming under the Future Ready: Career Pathways program. If you have ideas of who might be interested or recommendations for some great camp topics, please let me know. There are many wonderful programs on our FSW campuses that can be shared through this community education program.

Some areas FSW has offered or is exploring:

Entrepreneurship (business, finance, etc.), College & Career Readiness (Soft Skills), Psychology, Communication & Social Media, STEM Research, Health Care, Fine Arts (theater, art, music, etc.), SAT Prep, Cyber Security, Drone Certification, Criminology, Sports Management/Athletics

We are looking at building out three weeks of camp, but it will be dependent on instructor availability:

July 13-17 - Lee Campus

July 20-24 - Lee Campus & Charlotte Campus

July 27-31 - Lee Campus & Collier Campus

Proctoring Updates (repeat)

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

forms 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. Any 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, which they place in front of the camera. The instructor could tell by the shift in image resolution.
- Using AI on phones – 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 BE USING HONORLOCK STARTING SPRING SEMESTER.**

Service Opportunities!

Below are some service opportunities to help out – some are short, some will be all year around!

- The Dunbar High School students need community support on Thursday, December 4 from 7:30am to 10:30am. The experience that students get at this level can 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. We are 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!)

Upcoming Events – Professional Development Opportunities

Faculty/Academic Events:

Active Threat Preparedness and Response for FSW Faculty & Staff

This interactive training equips college staff with the knowledge and confidence to respond effectively during an active shooter situation. FSW Campus Police are excited to announce a valuable training opportunity presented by Sgt. Michael Humfleet on active shooter protocols.

- Wednesday, December 3, 9:00am-10:00am, [Register](#)

- Friday, December 5, 10:00am-11:00am, [Register](#)

From IJET:

Earn Your AI-Ready Professional Badge

- 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.

AI Events:

Friday, December 5, 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.

New online certification training – one course for all modalities!

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

And finally – Annual Training Reminder (repeat) – Now is a good time to complete all of these if you have not already. If you are missing some key training you will probably be receiving emails from IT 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.

End of Term Procedures

The last final exams are December 9, with final grades being due December 11 at noon – which is a very tight grading window for those with Monday and Tuesday classes and exams.

The portal will open on December 3 for any early grade entries.

- **Check your FSW email and contact phone number every day from the start of final exam week to the day of the deadline, even if you think you're finished. Please make sure you have a working number.**
- Any student receiving an F also requires a last date of attendance. For ground classes, that is the last day they attended class. For online students you can use the last day they submitted an assignment.
- If you've agreed to give a student an Incomplete, make sure that an "I" is their reported grade and that you give their last date of attendance.
- **Andy's Grade Submission Best Practices:**
 - You can set the page at the beginning so that it shows more than 25 students. If you don't, you need to remember to click onto the second page to get the rest of the names. And when you do that, you may actually need to save page 1 grades, leave the screen, then go back and click page 2.
 - If you're waiting for any students to turn in late assignments, don't wait to report everyone else's grade in that section. As long as you leave the grade field blank for the late individual(s), everyone else's will submit. Then you can go back into the system later and submit the remaining grades.
 - Once you officially submit grades, you can only revise them that same business day. At the end of the day, the grades will roll and can only be corrected by filling out a Change of Grade form, which you can find in the myFSW Portal.
 - Please don't wait until the morning of the deadline to submit all of your grades. You never know when you're going to have some last-minute tech issues. **And after the deadline, the only way to submit grades will be filling out Change of Grade forms on workflow for each missing student.**
 - Please double check your Portal rosters in case there's a student there who you didn't realize was on the list. This can occasionally happen when a student never attended but also neglected to drop the class. In those situations, the only thing you can do is submit an F, accompanied by their last date of attendance. (If they never attended at all, the "last date" will be the first day of the semester.) Don't worry about trying to track down these students. It's strictly their responsibility to deal with failing grades as they appear on their transcripts.
 - If you encounter IT issues, log out, then log back in. If they still persist, submit an IT support ticket.

Missing Grades Hit List!

We start getting the missing grade report early in the week, and then hourly starting Wednesday – that is when Andy will begin tracking the report in detail. Please check your email and phone messages multiple times Wednesday and Thursday, December 10-11 in case there are any issues with grade submissions.

Individual Grade Change Requirement!

Remember that any grades not successfully submitted by the above due date will require SEPARATE grade change form submissions through the FSW portal. The work flow process can be time consuming for the Registrar's office as they have to manually verify and submit these changes. This can potentially affect your student's grade submissions to other courses or agencies – so be good to your students and submit their grades on time!

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

Best Regards,

Libby

Dr. Elizabeth W. Schott

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Bad joke of the day:

Q: Why was the equal sign always calm?

A: Because it was balanced on both sides