

From: [Elizabeth Schott](#)
To: [Andrew J. Buck](#); [Elizabeth Schott](#)
Subject: Dean's Notes - Feb 2026!
Date: Monday, February 2, 2026 10:42:34 AM
Attachments: [Form 1-Self Evaluation \(Revised 2025-2028 CNA\).docx](#)
[New Rising Star Flyer \(1\).pdf](#)

Hi, All –

Winter has hit FL – I hope you are all staying warm this week as the cold spell continues!

TL;DR Version:

Key dates for the rest of the month – Form 1's are due Feb 13th for full time faculty – same day as our regularly scheduled meetings! Please pay particular attention to the possible changes to syllabus requirements – and be prepared to have ALL syllabus completed prior to 45 days before the start of the semester – so Apr for fall before summer break or Jul if you are working during the off the contract cycle. Also note the upcoming ADA rule changes that include all material in our Canvas courses – this will be challenging for those posting handwritten solutions and notes.

Below are key dates for Spring:

- Friday, Feb 13 - School Meeting Friday! SPAS at 1130 – zoom link below:
<https://fsw.zoom.us/j/85654514772?pwd=cStWVW5CQ050UWN2U21TU0U1T2U5Z09>
- Friday, Feb 13 - Form 1's Due
- Friday, Feb 20 - State of the College
- Monday, Feb 23 - Last day of Classes (A)
- Wednesday, Feb 25 - Compact A Grades Due at 12:00 (noon)
- Friday Feb, 27 - Syllabus Info Session via Zoom 9 am
<https://fsw.zoom.us/j/83826703329?pwd=KFEpd7OS8xHEPePobtkixE1vAuc2r7.1>
- Monday, March 2 - First Day of Classes (B)
- **March 16 -22 - College Closed! Spring Break**

State of the College Address:

Rescheduled to Friday, February 20, in the morning (believe it starts at 9:00 a.m.) Will include faculty and staff NISOD awards, service awards, and refreshments. The event will be held on Lee Campus in U102.

Form 1's Due

Reminder that Form 1's are due Feb 13th. The new form for this year is attached – the only change is the final column where the percentage was to be multiplied by the score for an overall score – since that score was never used, that column was removed. If you are one of

those who already submitted your form, we can just cross that column out, or you can copy and paste to the new form and resubmit.

!! New State Statue on Syllabus !!

As we discussed in our School meetings, the state is proposing a new rule that requires ALL syllabi to be published 45 days prior to class starts – the rule is being challenged, so it is unlikely when we will know the final results – but if passed, it is expected to be implemented immediately – which would require Fall syllabus to be due in July – so be prepared to submit your Fall syllabus either before you leave for the summer, or if you need to work off contract, it will be due in July while you are on break. There are specific detailed requirements as well, but I believe the vast majority of our syllabi already conform to those requirements. As discussed in our meetings, if we take the time to craft the schedule sections of our syllabi without specific dates and leave those to the Canvas Scheduled section, you can create syllabi that will roll more easily from semester to semester.

Dr. Harris and Dr. McClinton will be hosting a session on **Feb 27 from 9AM to 10AM** on zoom for all faculty to learn more about the rule and potential requirements. Link to attend is below:

<https://fsw.zoom.us/j/83826703329?pwd=KFEpd7OS8xHEPePobtkixE1vAuc2r7.1>

!! New ADA Rules !!

FSW is committed to making sure our digital services are usable by everyone who relies on them. [A new federal rule from the U.S. Department of Justice updates ADA Title II](#) requires that public colleges and universities provide accessible websites, web content, mobile apps, and other digital services. The rule also establishes a specific technical standard and a firm compliance timeline, so it is important that all areas of the College understand what is changing and how we will prepare ahead of the **April 24, 2026 deadline. These rules will affect ALL CANVAS SHELLS.**

More Information and Resources:

- [Official Summary and Guidance from the DOJ](#)
- [Fact Sheet from the DOJ](#)
- [Information About Accessibility at FSW](#)
- [FSW's Accessibility Checklist for Digital Content](#)
- [Web Content Accessibility Guidelines \(WCAG\) 2.1](#)

On Behalf of the Honors Department:

The Honors Scholar Program is gearing up for the Spring 2026 application season, and we could use your help. While we engage in several digital promotions to encourage students who meet the application criteria to apply, one of the most effective recruitment methods is when their faculty members reach out to them personally. With that in mind, we would appreciate your help in identifying promising students from your courses and encouraging

them to attend the Honors Scholar Program information session we are hosting virtually on **February 16th**. In this session, students will learn about the benefits the HSP offers to students, the requirements of the program, and the application process. Attached is what we call our "Rising Star" invitation. If you have students in your courses who are engaged in class discussions, perform well on their assignments, seem eager for project-based learning opportunities, and make positive contributions to the overall class environment, please give them one of these flyers. (see attachment)

Summer Schedule:

Gus and I will be sending out the draft summer schedule Wednesday – please reach out to Gus directly with any updates as soon as you can – The summer schedule should also be popping up in the system, but please remember this is still draft – so the best time to make changes is in the next two weeks before the schedule goes through optimizer in the middle of Feb and has rooms added. As always we will be adjusting as enrollment dictates.

Fall Schedule:

We are building the fall schedule now off line and will be sending out draft by Friday. The Fall schedule is currently being based primarily of previous schedules and what we are planning for enrollment. Once you get that draft, reach out to Gus directly with any change requests. It will go through Optimizer right after the summer schedule.

Commencement Schedule:

Commencement planning is well under way for May – this year we will be having three commencement ceremonies and spreading them out a little to let the parking lot traffic turn over. Details to follow!

FPD Travel Requests:

The next round of FDP fund requests is due Feb 27th.

- Faculty PD Travel Application Links
 - [Click here for the Faculty PD Travel Application](#) (the April-June application deadline is Feb. 27th)
 - [Click here for the video tutorial of the application process](#)
- Ancillary Fund
 - [Click here for the ancillary fund form](#)

Upcoming Events – Professional Development Opportunities

Faculty/Academic Events:

SLS Faculty: June 5th, 2026

Registration is now available for the Summer 2026 training to teach the new SLS curriculum:
<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc?sort=date&page=3>

Aware and Prepared: Strengthening Situational Awareness on Campus: This training focuses on the critical role situational awareness plays in maintaining a safe campus environment. community.

[February 6th 2:00p-3:00p](#)

[March 27th 2:00p-3:00p](#)

De-Escalation Dynamics: Tools for a Safer Community: De-escalation skills are essential for maintaining a safe, respectful, and supportive campus environment.

[February 13th 2:00p-3:00p](#)

[April 3rd 2:00p-3:00p](#)

Active Threat Preparedness and Response for FSW Faculty & Staff: In a crisis, every second counts. This interactive training equips college staff with the knowledge and confidence to respond effectively during an active shooter situation.

[March 6th 2:00p-3:00p](#)

[April 10th 2:00p-3:00p](#)

Mental Health First Aid Training – Join Our Community of Care! This interactive training is designed for faculty, staff, and students who want to build their skills in recognizing and responding to mental health challenges within our campus community. There will be a required 2-hour self-paced pre-work to be completed prior to the in-person training day.

[February 13th, RSVP by 2/4 \(Online via Zoom\)](#)

[February 19th, RSVP by 2/11](#)

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.

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: Who's in charge in a pencil case?

A: The ruler.