

From: [Elizabeth Schott](#)
To: [Elizabeth Schott](#)
Subject: RE: Dean's Notes - March Edition
Date: Thursday, February 26, 2026 4:29:03 PM
Attachments: [OTOC Romantic Music.pdf](#)

Hi All – one alibi!

Forgot to share the upcoming OTOC flier – Event is this upcoming Tuesday!

Hope you all have a great weekend!

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From: Elizabeth Schott
Sent: Thursday, February 26, 2026 3:54 PM
To: Elizabeth Schott <Elizabeth.Schott@fsw.edu>
Subject: Dean's Notes - March Edition

Hi, All –

I am sending this out a little early so you all have the links to the PD sessions tomorrow!
Enjoy!

TL;DR Version:

Key dates for the rest of the month. Please note that the syllabus requirements are now official – so be prepared to have your syllabi in 45 days before the start of the semester – helpful session noted below. Also note the upcoming ADA rule changes that include all material in our Canvas courses – this will be challenging for those posting handwritten course notes and solutions – PD sessions (link below) and more information following on that one. Attached are the slides from our SPAS for your reference.

Below are key dates for Spring:

- Friday, Feb, 27 - PD FRIDAY! Syllabus Info Session via Zoom 9 am
<https://fsw.zoom.us/j/83826703329?pwd=KFEpd70S8xHEPePobtkixE1vAuc2r7.1>
- Monday, Mar 2 - First Day of Classes (B)
- March 11 -12 - Ren Faire on Lee!
- **March 16 -22 - College Closed! Spring Break**
- March 26 - 45 days out for Summer Syllabus (fyi – rule not official until Fall – good to get started now)
- Wednesday, Mar 31 - Form 2's and Form 3's complete

Evaluations

I have all my annual and 5-year continuing contract sessions scheduled – thanks, all – I am enjoying meeting with you! Once those are complete, I will follow up with continuing contracts with some Form 1 feedback via email. To round out the evaluation cycle, Form 3's are due at the end of March. If you have not already, you can email those as well and I will review sign and email back by the end of the month.

!! New State Statute on Syllabus !!

As we discussed in our School meetings, the state APPROVED a new rule that requires ALL syllabi to be published 45 days prior to class starts - so this requires Fall syllabi 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:
- [AI Academic Community of Practice - February](#): 9:00AM – 10:00AM | via Zoom
- Syllabus also need to be accessible, so use the build-in accessibility feature in Simple Syllabus to confirm your status!

In addition to the Zoom session, we will be holding drop-in hours on every campus during the following week. Please stop by with your questions or for additional help and support.

- Collier Campus: March 2, 11:00 AM-1:00 PM (M-201)
- Lee Campus: March 3, 11:00 AM-1:00 PM (Q-223)
- Charlotte Campus: March 4, 10:00 AM-12:00 PM (D-202)
- Hendry/Glades Curtis Center: March 4, 2:00-3:30 PM (B-112)

!! 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](#) to require 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.** Please note that publisher content tends to be very ADA compliant, with very good caption for graphs, etc. – so as you work to update personal teaching materials, posting publisher-compliant content is a great starting strategy.

Please note as you work through updating your shells that you DO NOT need to have the entire course posted at the start of every semester – So you can remove files that are not compliant, and replace them deliberately as the course progresses. We are also working to investigate what tools or software is available to help with the transition – if you find a solution that helps, please share! PD session tomorrow – link below:

- [YuJa Panorama for Course Accessibility](#): 3:00PM-4:00PM | via Zoom

Summer Schedule:

The summer schedule is out of Optimizer and I am adding all the current requested changes that Gus had from the last few weeks – as soon as I have them all inputted I will send out another round of confirmation emails (early next week at the latest). The schedule does not become visible to our students until March 10th – so that is the date we would like to have the schedule as good as we can until enrollment starts driving changes.

Fall Schedule:

Fall is also out of Optimizer – I will be updating a few more requests as well and will be sending out another round of confirmations. I was fairly pleased with the system as fewer classes than predicted needed moved – currently all have a classroom, but I have not reviewed where!

Commencement Schedule:

Commencement planning is well under way for May – you should be receiving more information directly from the VPAA's office. We ask that all faculty attend at least one ceremony, with most attending the one designated for their school unless they request a different session. **SPAS students will be primarily at the 12:30 ceremony. I will need a Gonfalon bearer to be on the stage with me at all three ceremonies** – I will be reaching out to the senior faculty first, but if anyone would like to volunteer please let me know! I have a taker for the 4 PM ceremony but will need one for both the 9:00 AM and 12:30. **We are also taking volunteers for name readers!**

- 9:00am
 - School of Arts, Humanities, and Social Sciences
 - School of Business and Technology
 - ½ non-DE AA students
- 12:30pm
 - School of Pure and Applied Sciences
 - School of Nursing
 - School of Allied Health
 - ½ non-DE AA students
- 4:00pm
 - School of Education

- DE students

FPD Travel Requests (due tomorrow):

The next round of FDP fund requests are 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](#)

The Campus Life Awards

The Campus Life Awards will be held on each campus the week of April 13th. As part of this annual tradition, each of our campuses will honor students, faculty, and staff who have made an impact on the FSW and SWFL Communities over the academic year. Nominations are due by March 6th. Please [CLICK HERE](#) to nominate a SPAS student!.

Florida Civic Literacy Test Resources

Please see attachments regarding the Florida Civic Literacy Test. Thanks to Dr. Gilfert and Hodges for compiling these resources for students.

The PD Committee/Advisor PD Session Note:

The PD Committee has partnered with Academic Advising for a session at 1 p.m. focused on creating dialogue between faculty and academic advisors—to share information, discuss any concerns or hopes for the future, etc. They would love to see our faculty there! Link highlighted below.

Upcoming Events – Professional Development Opportunities

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.

[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.

[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](#)

FSW Online Symposium: Flexible Learning Beyond the Screen

Saturday April 4th (Flier in PowerPoint Slides as well)

4th Annual FSW CTLE Conference: Closing the Achievement Gap in the Age of AI

To submit a proposal, click on the link below by March 27th:

https://fsw.qualtrics.com/jfe/form/SV_cM8p179ZeqWDxZA

PD FRIDAY – February 27th

Friday, February 27th

- [AI Academic Community of Practice - February: 9:00AM – 10:00AM | via Zoom](#)
- [State Board Rule 6A-14.092 Implementation Strategies Workshop: 9:00AM – 10:00AM | via Zoom](#)
- [Be CREATIVE: Communicate: 10:00AM-11:00AM | via Zoom](#)
- [Robert's Rules – Overview: 10:00AM-11:30AM | Charlotte Campus & Zoom](#)
- [Robert's Rules – Small Boards and Committee Meetings: 12:00PM-1:30PM | Charlotte Campus & Zoom](#)
- [Designing AI Ethics: Lessons for Your Class: 11:00AM-12:00PM | via Zoom](#)
- [The Parent Support Group's February Meeting: 12:00PM-12:45PM | via Zoom](#)
- ["Student Advisors in Action: What Faculty Should Know," a PD Committee-Sponsored PD Friday Session: 1:00PM-1:45PM | via Zoom](#)
- [Writing Across the Curriculum: Faculty Forum – February: 1:00PM-2:00PM | via Zoom](#)
- [Curriculum @FSW: Level Up Learning Outcomes: 2:00PM-3:00PM | via Zoom](#)
- [FSW Online Community of Practice – February: 2:00PM-3:00PM | via Zoom](#)
- [Workplace Safety, De-escalation & Active Threat Response: 2:00PM-4:00PM | via Zoom](#)
- [YuJa Panorama for Course Accessibility: 3:00PM-4:00PM | via Zoom](#)

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! We all should be working on these now! I completed all of mine in one afternoon, so with less than an hour a 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

Dr. Elizabeth W. Schott

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Bad joke of the day:

Q: Why won't Goldilocks drink a glass of water with 8 pieces of ice in it?

A: It's too cubed.

And an old one for those that remember Ziggy!

