

**From:** [Elizabeth Schott](#)  
**To:** [Elizabeth Schott](#)  
**Cc:** [Angus I. Cameron](#); [Andrew J. Buck](#)  
**Subject:** Dean's Updates - May 2026  
**Date:** Monday, May 4, 2026 4:23:32 PM

---

Hi, All –

Welcome to Summer - Today is the last official duty day of the year and I hope you all are looking forward to some great summer plans! *Thanks for a great Spring semester!*

**TL;DR Version:**

We have a year break on the new ADA rules – but look for an email for some ADA master shell updating opportunities this summer. FALL section level syllabus are now available – and Fall syllabus must meet the new FL DOE rules. We are actively managing the summer schedule and will be cancelling any low enrollment classes tomorrow, as well as opening some high demand classes for the Fall. Thanks, and congrats, (and sympathy??) to all our department chairs who will be returning next year! And a shout out to Katrin Koel-Abt for wining RSO Advisor of the year

**Below upcoming are key dates for summer:**

- Monday, May 4 - Last Duty Day – Happy Summer!
- **Monday, May 11** - **First Day of Classes - Full and A**
- Monday, May 25 - College Closed for Memorial Day
- Wednesday, June 17 - Last Day of Classes - A
- Friday, June 19 - Final grades Due – A
- **Wednesday, June 24** - **First Day of Classes – B**
- July 3 – 4 - College Closed for 4<sup>th</sup> of July
- Saturday, August 1 - Last Day of Classes – Full and B
- Tuesday, August 4 - Final Grades Due – Full and B

**Below upcoming are key dates for FALL:**

- Duty Days - August 17 – 21, 2026
- **Convocation** - **August 17, 2026**
- First day of classes - August 24, 2026
- Attendance Verification Due - September 15, 2026
- Replace an “I” grade - September 21, 2026
- College closed - September 7, 2026
- Classes Begin - Express Term - September 9, 2026
- Classes Begin - Compact B Term - October 14, 2026
- College closed - November 11, 2026
- College closed - November 25-29, 2026

- |                     |                            |
|---------------------|----------------------------|
| Last day of classes | - December 5, 2026         |
| • Final Exams       | - December 7-12, 2026      |
| • Final Grades due  | - December 15, 2026 - Noon |
| • Last Duty Day     | - December 18              |

### **Summer & Fall Schedules:**

The summer and fall enrollment is strong – we are cancelling low-enrolled courses tomorrow – and starting to add sections for high demand courses for the fall. Please reach out to me if you have any summer scheduling questions!

### **ADA Rule – Severe and Major in YuJa are required! But not until NEXT APRIL**

Please keep working on these but at a much more deliberate pace. We are looking to possibly stipend some work on the master shells over the summer – if interested, and you have not already, please let me know!

When reviewing your canvas course (or any documents) in YuJa, be sure to comply with the guidance below – no matter what percentage is showing on the screen:

- Items flagged as Severe and Major are HAVE TO DOs – these are changes that are required in the new law
- Items flagged as Minor are BEST PRACTICES – these are recommended, but should only be addressed after the Severe and Major items are updated.

If you need extra help, enroll in the YuJa toolkit or reach out!

### **Individual Grade Change Work Flow Requirement!**

Remember that any grade not successfully submitted or that needs updated will require **SEPERATE** grade change form submissions through the FSW portal: [https://fdaccdso-workflow2.elluciancloud.com/webentry/change\\_of\\_grade](https://fdaccdso-workflow2.elluciancloud.com/webentry/change_of_grade) Once you open the link, click on the SAML link at the bottom to log in with your credentials.

### **Simple Syllabus (repeat)**

- The fall section level syllabi are now available in Simple Syllabus. Gus and I updated all the textbook adoptions in the Course Master Syllabi so they should all be accurate – but to get them to load into your syllabus, be sure to RESET that section after you roll any previous semester syllabi. For Fall, we have also added an Important Date section between the two schedule sections.
- To reset a section, go to the upper left-hand menu of your syllabus in Canvas, and click on the clock-like image. You will then be promoted to select which sections you want to reset. I strongly recommend resetting both the HONORLOCK section and the REQUIRED COURSE MATERIALS section EVERY SEMESTER to ensure you have the latest information.
- I have attached Dr. Harris's information with some different examples – she has some great descriptions/definitions of different type assessments as a starting point.

- Key Syllabus Best Practices (this is not a complete list!):
  - Roll any syllabus you would like from previous semesters first
  - Reset the Required Course Materials
  - If you teach online, Reset the Honorlock Guidance Section
  - If you teach a BLENDED section, list in the course description what blended looks like for your course (in person and zoom? In person and online? One day a week?)
  - Update the Course Schedule section to include the new required assessment information (SPAS recommends a generic Table either by week or module with material covered and assessments due.) No need to add specific due dates, or every MyLab homework, but be sure to include enough information so students understand how they will be assessed (weekly homework, chapter quiz, module exam, etc).
  - Canvas Schedule – make sure this is enabled and private. Simple Syllabus will pull in the exact assignments with due dates from your Canvas course
  - Update your requirements to students with your specific course policies – be sure to include specifics on attendance, late work, and make-up exams. It is best practices to note that students with documented extreme or extenuating circumstances (military deployments, hospitalizations, pregnancies etc.) should reach out directly to the instructors in the case of late or missing work.
  - Update the grading policies section and you must include your late assignment policy (even if it that you do not accept late work). This is a good place to add a little more detail about any types of assessments you do in your class. You can also elaborate on the types of assessments in your course in the course assessment section if you would like - the course masters currently have a very generic list without definitions as a start.

### **Academic Calendar (repeat)**

The FALL (and beyond) Academic Calendar is published: <https://www.fsw.edu/calendars> .

Note the inclusion of President’s Day as a holiday in the Spring. I am asking for the final exam calendar as well – They are working on making is accessible before posting.

### **Upcoming Events – Professional Development Opportunities for those interested:**

- **May 15<sup>th</sup> : Observatory open on the FSW Charlotte Campus. Viewing begins 30-45 minutes after sunset. Feel free to bring anything to make the event more enjoyable (blankets, refreshments, cameras)! Last one of the season!!**

### **CTLE 4<sup>th</sup> Annual Conference**

You’re invited to join us online for the FSW 4th Annual Conference, taking place on June 3 and

June 4—two days of connection, learning, and inspiration from wherever you are! This year’s virtual conference features 10 engaging sessions designed to share innovative ideas, practical strategies, and meaningful takeaways you can use right away. Attend one session or several—build the experience that works best for you.

## **June 3 Sessions**

- **Revising Assignments for Improved Engagement (10:00 AM – 11:00 AM)**

*Facilitator: Anna Haney-Withrow*

Explore research-based strategies to refresh assignments, boost engagement, and discourage misuse of AI. Bring an assignment and get ready for hands-on, active learning.

Register for Revising Assignments for Improved Engagement:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/revising-assignment-for-improved-engagement>

- **Beyond Practice Interviews: Using AI-Simulated Role Play (11:15 AM – 12:00 PM)**

*Facilitator: Ariella VanHara, LCSW-QS*

Learn how AI-powered interview simulations can help students build confidence, strengthen communication skills, and prepare for real-world employment.

Register for Beyond Practice Interviews

session: <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/beyond-practice-interviews-using-ai-simulated-role-play-to-build-student-confidence-professional-identity-and-employment-readiness>

- **Beyond the Answer: Cultivating Student Motivation in an AI-Driven World (1:00 PM – 1:45 PM)**

*Facilitator: Dr. Robert Cappetta*

Discover how to use AI to enhance motivation while encouraging productive struggle and deeper learning.

Register for Cultivating Student Motivation session:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/beyond-the-answer-cultivating-student-motivation-in-an-ai-driven-world>

- **AI Enhanced Course Design (2:00 PM – 2:45 PM)**

*Facilitator: Dr. Gerald Anzalone*

Learn how to use NotebookLM and Microsoft Copilot to create study guides, multimedia content, and modular course materials efficiently.

Register for AI Enhanced Course Design session:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/ai-enhanced-course-design-using-notebook-lm-and-microsoft-copilot-to-build-high-impact-study-guides-audiovideo-overviews-and-modular-content>

- **On Drafts and Dialogues: Integrating AI into the Writing Process (3:00 PM – 3:45 PM)**

*Facilitator: Dr. Scott Ortolano*

Explore practical ways to integrate AI into writing instruction while supporting student voice, critical thinking, and ethical use.

Register for Writing Process with AI session:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/on-drafts-and-dialogues-integrating-ai-into-the-writing-process>

## **June 4 Sessions**

- **Level Up with AI: Helping Students Navigate Online Learning (10:00 AM – 11:00 AM)**

Facilitator: Dr. Heather Olson & Brenda Shave

Learn how the Level Up course supports student success through ethical AI use, time management, and improved engagement in online learning.

Register for Level Up with AI session:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/level-up-with-ai-helping-students-navigate-online-learning-with-confidence-and-integrity>

- **Your “Friend” Told Me: Mobile Devices and IoT Security (11:15 AM – 12:00 PM)**

Facilitator: Frederick Bruno

Take a closer look at mobile devices and IoT security—and what your digital “friends” might know about you.

Register for Mobile Devices and IoT Security session:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/your-friend-told-me-a-look-at-what-mobile-devices-and-iot-security>

- **Design Principles for AI-Driven Trig Homework (1:00 PM – 1:45 PM)**

Facilitators: Dr. Douglas Magomo & FSW Student Leah Plavumka

Explore a conceptual framework for AI-driven trigonometry assignments that emphasize inquiry, feedback, and student autonomy.

Register for AI-Driven Trig Homework session:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/design-principles-for-ai-driven-trig-homework-a-conceptual-framework-informed-by-pope-boaler-and-ruszczuk>

- **Closing the Clinical Judgment Gap in Nursing Education Using AI (2:00 PM – 2:45 PM)**

Facilitators: Donna Johnson Byrd, DNP, RN, CNE & Cynthia Marshall, DNP, APRN, FNP-C

Learn how AI tools like NotebookLM can support clinical reasoning, NGN preparation, and student success in nursing education.

Register for Clinical Judgment

session: <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/closing-the-clinical-judgment-gap-in-nursing-education-using-ai-notebooklm-and-ai-to-build-clinical-judgment>

- **AI Best Practices Virtual Roundtable (3:00 PM – 3:45 PM)**

Facilitators: Dr. Alex Djahankhah & Frederick Bruno

Join an interactive discussion on real-world AI implementation, challenges, and best practices.

Register for AI Best Practices Roundtable:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/ai-best-practices-virtual-roundtable>

## Self-Paced

1. [Reimagine: Adapting Your Course for AI](#)
2. [Annual Adjunct Review Process](#)
3. [Assessment 101](#)
4. [Open Education Resources \(OER\), Copyright and Fair Use](#)
5. [DEV 101](#)
6. [FSW Caregivers Support Group](#)
7. [FSW AI Upskilling](#)

***Congrats to Kat! Well done!!***



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

Best Regards,

*Libby*

Dr. Elizabeth W. Schott

Dean, School of Pure and Applied Sciences

[Florida SouthWestern State College](https://www.floridasouthwestern.edu/)

8099 College Parkway, Fort Myers, FL 33919

Office: H-130A, Lee Campus, (239) 477-3514 or ext 14014, [eschott@fsw.edu](mailto:eschott@fsw.edu)

Bad Joke of the Day

Q: What did the zero say to the eight?

A: Nice belt!