

From: [Elizabeth Schott](#)
To: [Elizabeth Schott](#)
Subject: Some notes in lieu of our SPAS March Meeting
Date: Friday, March 13, 2026 1:08:00 PM
Attachments: [Solving Rational equations .pdf](#)
[Rational functions and their graphs .pdf](#)
[Solving Rational equations .docx](#)
[Rational functions and their graphs .docx](#)
[MM 26 Holocaust Memorial Event Graphics.jpg](#)
[Heather_Skaza Acosta Poster April 1 2026 New \(1\).pdf](#)
[image001.png](#)

Hi, All –

Below are notes in lieu of the SOAS meeting today – my original plan was to also do slides, but I think I have everything noted below. Please do read through the update as there are some good resources listed!

Wishing you all a fabulous Spring Break and a well-deserved rest! I am consistently in awe of all you do for our students!

TL;DR Version:

Please note the resources shared by faculty for converting content to meet the upcoming ADA rule changes that include all material in our Canvas courses – hopefully these resources will continue to improve and be helpful. Summer and Fall schedules are now visible to students with registration opening after spring break. The evaluation cycle continues – Form 3s due at the end of the month.

Below upcoming are key dates:

- **March 16 -22** - **College Closed! Spring Break**
- March 18 - Banner should create FALL Canvas shells
- March 26 - 45 days out for Summer Syllabus
- Mar 23 – 26 - 30th Holocaust Memorial Week (see flyer)
- Wednesday, Mar 31 - Form 3's complete
 - FALL Master syllabi updates complete
- April 1 - Section Level syllabus editing opens for FALL classes
 - Preview FSW – Lee
 - Women in STEM Speaker @6 PM via zoom (see flyer)
- April 7 - Annual compliance training for just the new Digital Accessibility Basics due (all other due the end of the year)
- April 8 - Preview FSW - Charlotte
- April 15 - Preview FSW - Collier
- April 23 - Preview FSW – Hendry Glades

Summer & Fall Schedules:

The summer and fall schedules are now visible to students – and I believe I have updated any change requests from my last round of emails (apologize for not updating the header on the table in the FALL email – go by the subject in the email when in doubt!) Based on our enrollment trends, we are hopeful that will be able to open more sections – we will monitor closely over the next month to see which classes and modalities are popular to prioritize course openings.

Evaluations

I have completed all my annual and 5-year continuing contract sessions – all Form 2s are now complete – I enjoyed discussing teaching rather than admin for a while! I am now working on continuing contract now with Form 1 feedback via email. To round out the evaluation cycle, Form 3's are due at the end on the 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 Statue on Syllabus (Repeat)

As we discussed in our School meetings, the state APPROVED new rule that requires ALL syllabi to be published 45 days prior to class starts - so this requires 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. You will not be able to submit your syllabi until they pass the Simple Syllabus Accessibility checker to ensure compliance. **TIP:** When creating a table, it will not pass if you cut and paste from another document – so either build the table in the platform or import it from another syllabus

Academic Calendar

The FALL (26-27) 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.

New ADA Rules – TIPS

FROM SABINE – examples attached: [Mathkicker](#)

“I visited one of the ADA compliance drop-in sessions and Steven Kolberg suggested to give [Mathkicker](#) a try for converting handwritten notes into word documents. It is a free program “enabling blind students to effortlessly excel in Mathematics”. Once signed up you will receive an email that will open an opportunity to convert images/pdf to docx and HTML files. After uploading two of my handwritten notes (see attached pdfs) it converted them into docx in under 10 seconds. The handwritten work looks okay, but the tables and graphs did not work. If you look closer to compare the original to the docx, it does have a hard time when items are not written in a linear fashion e.g. it interpreted the multiplication of $2(x-3)$ as an exponent; thought some of the work I did in red belonged to the next line etc. So, it is not perfect, but a great way to convert the majority quickly and definitely faster than retyping all of it. However, this might a quick way to convert most handwritten notes quite efficiently. I

have not tested what scores these documents would receive, but will continue to explore and thought I would share as it might help other faculty as well. I was going to bring it up at the math meeting, but can send it out instead, if you think it is helpful at this time. “

FROM Luminita/Di

“I’m sharing a method for creating videos from PowerPoint slides. Di really liked it. I’ve created her Chapter 1 video. She mentioned she has already created six lecture videos using her PPTX.”

[Create a Video from PowerPoint using Clipchamp within Microsoft 365.mp4](#)

[Canvas & Chemistry Module 1 Corporate Showcase Video Script.mp4](#)

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!

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.**

- 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

I still will need a Gonfalon bearer to be on the stage with me at the morning ceremony – I will be reaching out the senior faculty first, but if anyone would like to volunteer please let me know! We are also taking volunteers for name readers!

Annual Compliance Training:

There was some confusion about the timing for the annual compliance training – the new course must be completed this spring, and then annually with the rest after that. I completed the training and it was very quick (about 10 mins for me, but I am familiar with the rule and Canvas).

- **All FSW employees must complete the new Digital Accessibility Basics module within**

the 2026 FSW Compliance Training by 4/14/2026.

- For the other 7 modules:
 - New FSW Employees - (Hired in 2026): Complete within 60 days of their date of hire.
 - Current FSW Employees - (Hired Before 2026): Complete by December 31, 2026.

OTOC Request:

The One Theme One College (OTOC) committee is seeking input from the FSW community for selection of the theme for the 2026-2027 academic year. Please take a brief moment of your time to submit your ideas at the following link by **Monday, March 23**.

https://fsw.qualtrics.com/jfe/form/SV_OikafK2LFLVbf9k

PC Committee Updates:

- [March 27th is the Next Faculty PD Travel Application Deadline](#)
- [Ancillary Fund Remains Open](#)
- [There is Still Time to Submit Proposals for the CTLE's 4th Annual FSW Conference!](#)
- [Join the FSW Online Symposium for a Day of Learning on Saturday, April 4th](#)
- [Celebrate the Final PD Friday with Two PD Committee-Sponsored "Advice from the Front" Sessions!](#)
- [Need Help with the Upcoming Accessibility Requirements? Come to FSW Online's Drop-in Hours](#)

Upcoming Events – Professional Development Opportunities for those interested:

- **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. [April 10th 2:00p-3:00p](#)
- **FSW Online Symposium: Flexible Learning Beyond the Screen.** This year's theme, Flexible Learning Beyond the Screen, continues the work in this course and provides an opportunity for FSW faculty, staff, and students to share best practices for teaching and learning online. Throughout the day, we'll reflect on how to sustain balance in

computer-facing work while still creating meaningful learning experiences. There will be a keynote address by the award-winning Dr. Sean Nufer, a faculty and student panel moderated by Dr. Mary Myers, a collaborative design thinking challenge, and breakout conversations that explore ways to stay grounded and support students beyond the screen. Saturday April 4th - Space is limited. Register here to reserve your spot:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/fsw-online/courses/2026-fsw-online-symposium>

- **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
- **IJET Open House + Learning Lab: Tiny Robots and Skills of the Future:** Friday, April 3, 2026 | Drop in between 10:00 AM - 12:00 PM | G207. Build and race small programmable robots, visit the XR lab, and experience firsthand the problem-solving and collaboration skills shaping our future. [Register Here](#)
- **IJET Open House + Learning Lab: End of Semester Emojis + AI Sticker Studio:** Friday, April 17, 2026 | Drop in between 10:00 AM - 12:00 PM | G207. Create custom AI-generated emoji stickers, experiment with emerging tools, tour the lab, and enjoy a playful close to the semester with colleagues.
[Register Here](#)

PD FRIDAY – March - Friday, March 27th

- [Designing AI Applications Lessons For Your Class:](#) 11:00AM-12:00PM | via Zoom
- [“Opening Pathways: Understanding Dual Enrollment and the FSW Collegiate High School,” a PD Committee–Sponsored PD Friday Session:](#) 11:00AM-11:45AM | via Zoom
- [The Parent Support Group's March Meeting:](#) 12:00PM – 12:45PM | via Zoom
- [“Chapters of Connection: Helping Students Thrive,” a PD Committee-Sponsored PD Friday Session:](#) 1:00PM-1:45PM | via Zoom
- [Writing Across the Curriculum: Faculty Forum - March:](#) 1:00PM – 2:00PM | via Zoom
- [FSW Online Community of Practice – March:](#) 2:00PM – 3:00PM | via Zoom
- [Curriculum @FSW: Level Up Curiosity:](#) 3:00PM – 4:00PM | via Zoom
- [FSW Accessibility Basics:](#) 3:00PM-4:00PM | via Zoom

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

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

Best Regards,

libby

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Bad Joke of the Day:

