

**BACCALAUREATE PROPOSAL APPLICATION Form No. BA.A.C-02**

Section 1007.33(5)(d), Florida Statutes, and Rule 6A-14.095, F.A.C., outline the requirements for a Florida College System baccalaureate program proposal. The completed Proposal form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). In addition, a printed version shall be mailed to the Division of Florida Colleges at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399-0400.

The proposal requires completion of the following components:

- Program summary
- Program description
- Workforce demand and unmet need
- Planning process
- Enrollment projections and funding requirements
- Student costs: tuition and fees
- Program implementation timeline
- Facilities and equipment specific to program area
- Library and media specific to program area
- Academic content
- Program termination
- Appendix tables
- Supplemental materials

Florida College System Institution Name: Florida SouthWestern State College

Florida College System Institution President: Dr. Jeffrey S. Allbritten

<b>PROGRAM SUMMARY</b>	
1.1 Program Name:	<u>Information Systems Technology</u>
1.2 Degree Type:	<input type="checkbox"/> Bachelor of Science <input checked="" type="checkbox"/> Bachelor of Applied Science
1.3 How will the program be delivered (check all that apply):	<input checked="" type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online only
1.4 List the counties in the college's service district:	<u>Charlotte, Collier, Glades, Hendry, Lee</u>
1.5 Degree CIP code (4 or 6 digit):	<u>11.0103</u>
1.6 Anticipated program implementation date:	<u>August, 2021</u>
1.7 What is the primary associate degree pathway for admission to the program?	<u>Computer Programming &amp; Analysis, A.S. Network Systems Technology, A.S.</u>

1.8	Is the degree a STEM focus area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):	<i>Networking, Programming</i>	
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**PROGRAM DESCRIPTION PROGRAM DESCRIPTION**

2.1 Describe the program.

The Bachelor of Applied Science in Information Systems Technology program at Florida Southwestern State College (FSW) is designed to prepare graduates for higher level employment in information technology administration and/or management in areas such as systems programming, systems design and architecture, network security, and help desk support services. The program also provides the professional development necessary to help meet the growing regional demand for skilled information technology workers in southwest Florida. This degree is specifically designed to provide a career and educational pathway particularly for graduates from Florida Southwestern State College's Associate in Science in Computer Programming and Analysis and/or the Associate in Science in Network Systems Technology.

Graduates from this program will build on the information technology network administration and computer programming skillset gained in the respective AS degrees. Students will gain knowledge of business environments through courses in information resources, systems analysis and design, enterprise information systems, security policy information data management and project management and business ethics.

Students who select the programming track will gain advanced coding skills in object-oriented programming languages, application development for web based and mobile based e-commerce, data structures and advanced database development. Students who select the networking track will gain advanced skills in guiding principles of network security, LAN, WAN, and mobile information security, database administration, and security management. We will inform students of their options about switching tracks from the AS degree to the BAS degree. Students who complete the AS Associate in Science in Computer Programming and Analysis are able to complete the BAS-IST Networking track. And similarly, students who complete the AS in Network Systems Technology may complete the BAS-IST Programming track. Switching tracks would involve additional credit acquisition and that may have financial aid implications for those deciding to switch after acquiring the respective AS degree. The course sequence for those choosing to switch tracks is outlined in section 10.11. Graduates of the BAS in Information Systems Technology will be IT generalists whose skills align with organizational efficiency and success, as their curriculum also includes courses in Management Principles and Project Management. The program and courses will be

offered in face-to-face, online, and hybrid formats. A student completing the program may choose to take all of the classes face-to-face, all online, or may opt to complete some of the courses face-to-face and some online. Historically, our students in these programs appreciate the flexibility in scheduling and in line with our College Operating Procedures, we follow established curriculum development and online course development protocols to ensure comparable achievement of learning objectives across modalities.

## **WORKFORCE DEMAND AND UNMET NEED**

### 3.1 Describe the career path and potential employment opportunities for graduates of the program.

There is a rich and varied career path for students trained in this profession. Multiple computer-related jobs, such as IT Support Engineer, Technical Support Specialist, IT Maintenance Technician Supervisor, IT Support Technician, and many more are currently in high demand in FSW's service area.<sup>1</sup> Graduates from the proposed program will be able to build upon their skill sets achieved in the Associate in Science degrees in Computer Programming and Analysis and Network Systems Technology. Upper-level coursework in the BAS in Information Systems Technology will include management, computer operating systems, information system design and analysis, database administration, and other courses related to web design and computer networking. Graduates will have the skills needed to work in these occupations:

- Computer and Information Systems Managers
- Computer Systems Analysts
- Software Developers, Applications
- Software Developers, Systems Software
- Computer Network Architects

Regional employers surveyed as part of the Workforce Now white papers ([See B.1: Appendix A-1, p. 40 Workforce Now Research White Papers – 2014-2019](#)) stated that they valued educational attainment over industry certification when making hiring decisions. At an informal luncheon meeting held at FSW on September 21, 2018, Gartner vice president, Gregory Arlington, said that Gartner has difficulty finding enough baccalaureate-prepared talent locally to meet its hiring needs, and that they do a great deal of recruiting outside of the SWFL market area. This theme was echoed by Charlotte area employers in a meeting on October 30, 2019 (See B.1.: [Appendix D-3](#), pp. 84-85 see further external planning process details in timeline items “9/21/18” and “10/30/19” in section 4.2.)

Given the significant numbers of existing and anticipated IT vacancies, the employers' perspective appears to be validated. It is understood that employment in any sector is

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<sup>1</sup> Sources: CareerSource SWFL, Indeed.com, Gartner Group career page

not a zero-sum game and it is anticipated that the effects on regional employment of adding this degree would be additive, not neutral.

- 3.2 Describe the workforce demand, supply and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Appendix A.1.1 to A.1.3.

Area workforce demand for trained professionals in information systems technology are growing and are anticipated to increase well into the future. The Federal CIP code of 11.0103, included seven SOC codes. The SOC codes, according to 2019-27 employment projections data produced by the Florida Department of Economic Opportunity for FSW's Service District, will need approximately 280 employees per year in positions between 2019 and 2027 in its growing technology occupations. Currently, Florida Gulf Coast University and Hodges University graduate an average of 67 students annually, which leaves approximately 213 graduates per year needed to meet the unmet need for technology professionals. ([Appendix Table A.1.1, p. 30](#)).

FGCU, the only State university in FSW's service area, offers a BS in Computer Information Systems through the Lutgert College of Business. Its upper-level curriculum includes only two of the same courses as the proposed BAS in Information Systems Technology at FSW (ISM 3113 and ISM 4323).

Among all institutions offering this program, the total 2018 graduate supply in the FSW Service District of Charlotte, Collier, Glades, Hendry, and Lee counties is 23.9% of the DEO's total job openings identified in [Appendix Table A.1.3, p. 33](#). After reviewing the supply and demand, the unmet need is 213 (76%).

FSW's proposal excludes the SOC code 15-1111 and 15-1122 (Computer and Information Research Scientists and Information Security Analyst) as they are not occupations listed as workforce development according to 2019-27 employment projections data produced by the Florida Department of Economic Opportunity for FSW's Service District. However, there is a significant likelihood that program graduates will have opportunities to explore career fields in these areas as well.

- 3.3 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data information, such as local economic development initiatives, emerging industries in the area or evidence of rapid growth, not reflected in the data presented in appendix tables A.1.1 to A.1.3. For proposed programs without a listed SOC linkage, provide a rationale for the identified SOC code(s).

According to Workforce Now, a regional initiative to identify current and future talent requirements for the five counties of Southwest Florida (2014-19), information

technology positions are one of the top employment gaps. Workforce Now conducted an IT-specific study in 2014 that has not been replicated in its entirety since then, but their more recent annual reviews continue to indicate that large employers in the area need IT professionals, as well as finance, insurance, and banking industries to manage their social media, for data protection and cybersecurity, and for computer engineering.

Construction is one of the fastest-growth industries in the SWFL area every year in the Workforce Now reports, and this industry also incorporates new information technologies for computer-aided design, geographic information systems, purchasing, communication, scheduling, researching specifications, and project tracking and management. In tourism and hospitality, communication technology including website applications for social media is a growth area in these industries. ([See B.1: Appendix A-1](#), p. 39 Workforce Now Research Papers, 2014 -2019).

This in-depth study examined other trends that continue based on conversations with the Computer Science Advisory Board and others with whom the School has held focus groups in the last two years. Many regional employers experience difficulty in filling information technology positions (For example, see comments from Charlotte County focus group, Herc meeting, other external discussions, section 4.2, pp. 7-10). Some of the more-difficult job titles to fill have been computer programmers, wireless and mobility services, database administrators, systems analysis, and information security.

Many employers surveyed have indicated that it is important for their in-house information technology professionals to have a broad understanding of information technology concepts and principles - that is, to be IT generalists. In addition, many employers also expressed a desire for their IT employees to possess both a broad understanding of general business principles and a specific understanding of how the functions they perform will benefit their respective organizations.

The employers surveyed articulated that they felt strongly that this level of understanding would more likely be found among baccalaureate degree holders and that they anticipated compensating baccalaureate prepared employees at a higher level than those who hold PSV certificates or AS degrees.

Workforce Now research lists Professional and Technical Services as the fourth largest industry in Southwest Florida, representing wages of \$1.4 billion (8.7 percent of the region's total wage expenditures.) The projected average annual employment change for 2017 to 2025 for the Professional, Scientific, and Technical Services employment category is 567, far above the numbers of employees currently graduating from local college and university programs in the area.

National trends identified in recent articles in US News and IT Careers, computer-related careers corroborate indications that this career field is advancing more rapidly in comparison to many other fields and occupations. Job titles such as Technology Manager and IT Security Specialist boast much faster average growth expectations, according to [IT Security Specialist](#) reporting ([See Appendix B1: B](#), p. 41).

The Southwest Florida Economic Development Alliance highlights numerous high-technology organizations operating in the Lee, Collier and Charlotte counties region. A selection of these organizations includes the following firms:

<b>Company Name</b>	<b>City, County</b>	<b>Description</b>
Gartner, Inc.	Fort Myers, Lee County	World leading information technology research and advisory company that delivers technology-related insight for consumers.
Exclusive Consulting	Naples, Collier County	Full-service business that specializes in IT consulting and business technology solutions.
Allen Systems Group, Inc.	Naples, Collier County	Worldwide headquarters, applications, content, cloud, data protection, IT infrastructure and operations management.
Position Logic	Naples, Collier County	Providing business solutions that address the areas of enterprise asset management, in-house asset tracking solution, GPS asset tracking, advanced security control platform and professional consulting services.
Argo Trac	Naples, Collier County	GPS tracking, monitoring, and software
Value Centric	Naples, Collier County	VCIQ platform, which features pharmaceutical industry news, as well as insightful supply chain, search, and social media data.
Cigent Technology	Fort Meyers, Lee County	Advanced endpoint cybersecurity and network security solutions

Southwest Florida Economic Development Alliance, May, 2020

- 3.4 If the education level for the occupation identified by the Florida Department of Economic Opportunity presented in appendix table A.1.1 is below a bachelor’s degree, provide justification for the inclusion of that occupation in the analysis.

The proposed BAS in Information Systems Technology includes significant curricular elements including management, project management and information security. Advanced technology courses included in this BAS degree proposal provide local employers with professionals trained in critical thinking skills and more advanced technology applications for current and emerging technologies.

Baccalaureate prepared professionals will bring the practitioner skills gained in two-year and other educational experiences with more advanced knowledge in information systems technology field. Combined, the IST BAS career pathway is designed to meet current employment demands and provides the needed workplace competencies to support the rapidly evolving technology needs of Southwest Florida area employers.

Local business professionals confirmed this curricular direction during meetings with multiple high technology employers in September 21, 2018 (informal lunch meeting) and October 30, 2018 (formal meeting designed specifically to receive feedback on programming) meetings (Section 4.2). Employers attending these meetings stated that their preference is to hire graduates with a minimum of a Baccalaureate degree, and emphasized their concern at having to constantly recruit outside of the Southwest Florida marketplace due to a lack of degreed candidates.<sup>2</sup>

## PLANNING PROCESS

### 4.1 Summarize the internal planning process.

**NOTE:** The individuals mentioned below are all FSW Employees unless otherwise indicated.

**2015 (various dates):** FSW Computer Science faculty (Professor Andrew Blitz, Professor Vincent Butler, Professor William Barrel, Professor Scott VanSelow, Dr. Deborah Johnson) met to discuss and plan how to best address workforce training needs advanced by the program advisory committees, student inquiry, published reports, the Demand Occupations List, and other inputs. The faculty had already developed several IT related programs, starting at the CCC level, and wanted to continue building through the baccalaureate level.

Dr. Denis Wright (former Provost and Vice President of Academic Affairs), Dr. John Meyer (the former Dean of the School of Business and Technology), Ms. Michelle Fanslau (the former Associate Dean of Baccalaureate Programs), and Andrew Blitz (the former Program Coordinator) met to discuss potential baccalaureate programs and which would best suit the area workforce needs as well as student needs at FSW. The only other Florida institution in the area, FGCU, offered only the Bachelor of Science in Computer Information Systems and there was an identified need by the department members to offer a broader IT-related baccalaureate that would appeal to more of the students completing programs at FSW.

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<sup>2</sup> Friday, September 21, 2018, lunch meeting with Greg Arlington, Group Vice President, Gartner Group  
Tuesday, October 30, 2018, lunch meeting with Matt Opalach, Information Technology Director, Charlotte State Bank & Trust, Ray Desjardins, IT Manager, Charlotte County Government office.

**October 15, 2015:** FSW SOBT submitted to APPRISe FSW's intent to offer the B.A.S. degree in Information Systems Technology.

**November 17, 2015:** The FSW College Board of Trustees unanimously approved an action item which facilitated sending a Notice of Intent for a new degree program in Information Systems Technology to the Florida College System. Dr. Jeff Stewart (former Interim Provost and Vice President of Academic Affairs), reviewed and approved the summary of the internal planning process. ([See B.1: Appendix C](#), pp. 42-45)

**Spring, 2016:** Progress on moving BAS in IST forward was placed on hold during the search for a new Dean for FSW's School of Business and Technology. After a national search, Dr. Debbie Psihountas joined FSW on July 2, 2018. Shortly after Dr. Psihountas joined the College, the planning process for this initiative resumed.

**September, 2018:** Dr. Psihountas met with the faculty (Chair – Professor Andy Blitz, Dr. George Kodsey, Dr. Debbie Johnson, and Professor Vincent Butler) to discuss continuing developing the BAS in IST, and Professor Andrew Blitz and others indicated departmental support to move forward. Dr. Psihountas contacted Dr. Eileen DeLuca, (FSW interim provost) to set up a meeting to discuss the ability to move forward with this initiative.

**October, 2018:** Dr. Psihountas met with Dr. Eileen DeLuca, (FSW interim provost) to discuss the ability to move forward with this initiative. Dr. DeLuca was in support of the BAS IST proposal forward.

**May, 2019:** A transition in department faculty led to an appointment to an interim department chair. The hiring goal focused on bringing onboard a highly qualified academic from the discipline with the willingness and qualifications to serve as department chair.

**August, 2019:** Dr. Roger Webster, joined the School of Business and Technology as the new Computer Science department chair, Discussions occurred regarding continuing the development of the BAS IST proposal. Dr. Webster was aware (through discussions during interviews as well as once joining FSW) that State approval and program implementation was a priority for the School.

**Fall 2019:** Additional changes in the department including the death of one of the faculty slowed the development of the proposal. Department Chair Webster elected not to continue as Department Chair. In November, 2019 the School convened a search committee to for a new faculty member, who would serve as both faculty and department chair.

After a national search, Dr. Mary Myers was hired. Dr. Myers is well-qualified and had previously served as a department chair from 1998-2002. She also had strong interest in seeing the BAS brought to fruition to benefit FSW students. She assumed her position in January, 2020 and immediately went to work on incorporating suggestions from the September, 2019 Advisory Board meeting. The BAS IST degree was discussed at length with the new advisory board convened by Dean Psihontas ([See B.1: Appendix D-1](#), pp 46-63).

An initial draft submitted to the FLDOE was reviewed and feedback incorporated into the most recent program proposal.

This information was incorporated into the most recent draft by Dean Psihontas and college faculty including Dr. Mary Myers, Dr. George Kodsey, Dr. Roger Webster, Dr. Deborah Johnson, and Professor Melinda Lyles. Administration and faculty met several times in spring to discuss the IST curriculum, course sequencing, and reviewed comparable programs at other State Colleges. Additional research was conducted to help strengthen the degree proposal for the new BAS.

After obtaining approval from Dean Psihontas on 4/3/2020, the department ([See B.1: Appendix D-2](#), pp 64-82), led by Dr. Mary Myers, presented their changes to the original proposal, which had previously been approved by the Curriculum Committee at FSW. The updated degree concept and updated proposal was resubmitted to the FSW Curriculum Committee. The Curriculum Committee approved of the updated curriculum map.

#### 4.2 Summarize the external planning process.

**September, 2015:** FSW Provost Stewart met with Florida Gulf Coast University, Dr. Ronald Toll, to discuss this degree proposal and to gain support for the project.

**October, 2016:** The School of Business Advisory Steering Committee met to review existing and proposed curricula for programs in the school and supported the proposal for this degree. ([See B.1: Appendix D-1](#), pp. 46-63.)

**November, 2016:** Dr. Meyer met with the Dean of Business, Hudson Rogers at FGCU, to discuss this degree proposal and to gain support for the project.

**Spring 2016 – July 2018:** Faculty continued gathering material for eventual course design. Dr. Debbie Psihontas was hired as Dean of the School of Business and Technology in July, 2018, and began review of the proposal.

**August 15, 2018:** Dr. Psihountas, Dean of the School of Business and Technology, discussed the BAS in IST proposal with the faculty at their first School meeting of the year. Dr. Psihountas indicated her interest in the proposal and confirmed the support of the faculty in moving the proposal forward. These decisions were confirmed with the interim provost and school faculty in moving the BAS IST degree forward. Dr. Psihountas then proceeded to reconnect with external support for this initiative.

Actions included obtaining follow-up letters of support from FGCU. Dr. Psihountas continued the engagement with FGCU's Dr. Beatty of the Lutgert School of Business at FGCU to request an additional letter of support. She attempted several times to schedule a meeting with Dr. Beatty (dates available upon request). She was informed after several requests that he was on extended medical leave, and was offered an appointment with the Associate Dean, Dr. Vivek Bhargava, who was acting on behalf of Dr. Beatty during his leave. ([See B.1: Appendix E](#), pp. 84-86).

**September 21, 2018:** Dr. Psihountas, then-Provost Jeff Stewart, and President Allbritten held a lunch meeting at FSW with Gartner Vice President Gregory Arlington to discuss the overall workforce needs of the company and the specific needs the company has for well-trained professionals equipped with baccalaureate level education in information systems technology.

**October 2, 2018:** Dr. Psihountas met with Dr. Bhargava (acting FGCU Dean). He indicated support for the program, but also indicated he was not comfortable generating a letter for FSW on Dr. Beatty's behalf. He suggested Dr. Psihountas await Dr. Beatty's return to FGCU.

**October 30, 2018:** Dr. Psihountas, Keith Callaghan (FSW Public Relations for Charlotte County), and Adrian Kerr (FSW Corporate Training) held an IT Roundtable in Charlotte County. The purpose was to introduce the new dean, canvas Charlotte area employers to gauge interest in the BAS and other FSW School of Business programs, and to discuss other needs and interests they might have in partnering with FSW. Several companies indicated the challenges they face with hiring qualified IT workers. (See B.1.: [Appendix D-3](#), pp. 84-85)

**November 19, 2018:** Dr. Psihountas returned to FGCU to meet with Dr. Beatty. Dr. Bhargava, FGCU Associate Dean, and Jennifer Baker, the new Associate Dean for the School of Business and Technology at Florida Southwestern State College, were also in attendance. They discussed demand for computer professionals in the local workplace, numbers of graduates being produced, and overall comparisons between the baccalaureate program already being offered by FGCU and the proposed BAS IST to be offered by Florida Southwestern State College.

**November – December 2018:** Dr. Psihountas followed up several times with Dr. Beatty. Dr. Beatty contended that the FSW program might be in competition with the FGCU program, and indicated that FGCU's Provost wanted more information before providing a letter of support.

**January 24, 2019:** Dr. Psihountas, Dean at FSW, and Dr. Eileen DeLuca, Interim Provost at FSW, met with Dr. James Llorens, Interim Provost of FGCU and with Dr. Beatty. This meeting was held at FSW. Dr. Psihountas reviewed the curriculum for the BAS IST degree as well as the comparison of program content for Dr. Llorens. Dean Psihountas indicated that the proposed BAS in IST was sufficiently different from the BS in Computer Information Systems offered by FGCU, and that the SWFL market projections could fully support graduates from two distinct programs with complementarities for the area workforce.

**February 19, 2019:** Based upon this collegial discussion, Dr. Llorens indicated that he would support the proposal. ([See B.1: Appendix E](#), pp. 84-86).

**March 13, 2019:** Dr. Psihountas met with Tom Pagano and two other managers at Herc Rentals in Bonita Springs. Mr. Pagano had previously managed IT at Hertz, and was involved with the School Advisory Board in 2014 which had previously approved the BAS IST degree proposal. Mr. Pagano and his colleagues at Herc Rentals reiterated the need to have more baccalaureate equipped students in IT as well as in other fields. Mr. Pagano related the need for this degree program with the extreme difficulty in recruiting college graduates for their open positions in their firm.

**March 21, 2019:** Dr. Psihountas presented the BAS IST proposal and discussed progress in getting FGCU approval with the School of Business and Technology Advisory Board. The advisory board agreed that having a third BAS was a good step forward for the School, and also agreed that having a separate Computer Advisory board would help guide the new program implementation. The Board reiterated the need for more highly-trained computer professionals in the area ([See B.1: Appendix J](#), pp. 108-110).

**April 8, 2019:** Dr. DeLuca, Interim Provost, followed up again with Dr. Llorens via email as a letter of support had yet to be received from FGCU ([See B.1: Appendix E](#), 84-86).

**April 15, 2019:** Letter of support received from FGCU President, Dr. Mike Martin. ([See B.1: Appendix F](#), p. 87).

**Late spring and summer 2019:** Dr. Psihountas recruited IT and other computer and technology professionals from a variety of organizations to join her newly-formed Computer Technology Advisory Board. Members are listed in [B.1: Appendix G](#) p. 88.

**September 10, 2019:** Inaugural meeting of new Computer Technology Advisory Board. Dr. Roger Webster was introduced to the advisory board, and significant time was spent reviewing the initial BAS in IST proposal with the board. The board stressed the need for professionals in the local market. Several suggestions were made to Dr. Webster and to Dean Psihountas about other course electives and content that could enhance the degree further. One member from Charlotte County discussed how difficult it has been finding qualified IT professionals – they are now hiring individuals based on aptitude and attitude, and sending them to get their degrees since they can't find enough qualified degreed candidates to hire.

**February 27, 2020:** The Computer Technology Advisory Board had its second meeting. Dr. Myers was introduced as the new chair for Computer Science and Professor Melinda Lyles was also introduced to the board. Dr. Lyles was hired to replace Professor Butler, who had unfortunately passed away. The Advisory Board provided further input for the new chair to consider as the BAS degree maps were being modified to strengthen the program.

4.3 List of engagement activities; this list shall include APPRiSe, meetings, and other forms of communication among institutional leadership regarding evidence of need, demand, and economic impact.

	<b>Date(s)</b>	<b>Institution</b>	<b>Description of activity</b>
<b>APPRiSe</b>	10/15/2015	FSW	Initial posting to APPRiSe
<b>APPRiSe</b>	11/29/2015	FSW	APPRiSe comment period closed. No comments submitted.
<b>Public universities in college's service District</b>	9/9/2015	FGCU	VPAA/Provost meeting with FGCU Provost to discuss possibility of FSW offering a BAS in Information Systems Technology (IST)
	11/4/2015	FGCU	Dean, FSW SOBT met with FGCU Dean to discuss the possibility of FSW offering the BAS in IST.
	10/2/2018	FGCU	Dean FSW SOBT met with FGCU Acting Dean to discuss letter of support for the FSW BAS in IST. Earlier support had been given verbally, but a letter was never provided prior to the change in leadership at FSW.

	<b>Date(s)</b>	<b>Institution</b>	<b>Description of activity</b>
	11/19/2018	FGCU	Dean, FSW SOBT met with Dean, FGCU to discuss letter of support. Dean at FGCU indicated he would discuss with interim Provost at FGCU and get back with FSW.
	1/24/2019	FGCU	Dean, FST SOBT and Interim Provost, FSW, met with Dean, FGCU and Interim Provost, FGCU, to further discuss FGCU offering a letter of support to FSW.
	4/15/2019	FGCU	Letter of support received from FGCU.
<b>Regionally accredited institutions in the college's service District</b>	11/4/2015	Hodges University	Dean, FSW SOBT met with Dr. Albert Ball, Dean of the Fischer School of Technology and with Carol Morrison, Acting Provost at Hodges to discuss the possibility of FSW offering the BAS in IST, and how the program would be a feeder to their graduate programs.
<b>Computer Science Advisory Board</b>	03/13/2015	FSW and SOBT Computer Science Advisory Committee	Discussion of a gap in knowledge regarding management and soft skills. "The science behind being in management and managing people is lacking."
	10/10/2014	FSW and SOBT Computer Science Advisory Committee	The following response was given to the question, "What is the key to your business regarding IT needs?" Mr. Spanberger from Entech and Mr. Pagano from Hertz responded ( <a href="#">See B.1: Appendix D-1</a> , pp. 46-63)

## ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

5.1 Provide a brief explanation of the sources and amounts of revenue that will be used to start the program.

Currently, there is no significant new funding required to start this program. Existing physical, library, and technological resources are adequate to support launching this new degree program. There are currently five full-time information technology faculty members (Myers, Lyles, Webster, Kodsey, Johnson,) all of whom are doctorally qualified. One of the faculty (Johnson) holds a terminal degree out-of-field. The other four faculty members hold terminal degrees closely aligned with the proposed area of study. There is

an additional existing (funded) open faculty line that will be used to add one new information technology faculty member. All six of these positions are currently funded lines.

In addition, there are currently 10 active adjunct faculty teaching information technology courses, all of whom are credentialed in-field, one of whom holds a doctorate in the Cybersecurity field. Currently one of the five full-time faculty has an office and is based at the Charlotte campus, one has an office and is based at the Collier campus, and the remaining three faculty, including the chair, are at the main campus in Lee County. The new hire for the BAS will also be based at the Lee campus.

Professors, both full-time and adjunct, commute to classes at other campuses as needed. Class locations are based on student demand and the desire to provide convenient access to all students. Additionally, many of the current courses are also offered fully online. Once the BAS courses are developed and successfully piloted on campus, they will also be developed for online deployment.

Adjuncts are funded through a separate existing adjunct budget and there is no pay differential based on degree attainment. Typically, adjunct-led classes reach their break-even point at relatively low enrollments, so funding is seldom a concern. The College attempts to run classes with a minimum of 15 students, barring special circumstances.

For the anticipated ancillary needs such as for software, the School of Business and Technology currently has approximately \$40,000 of institutional advancement funds available and is also prepared to support the program (as it does all programs) from its operating budget. The School also anticipates minimal expenditures (between \$5000 year one declining to \$3000 within first 4 years of operation for materials and supplies,) and \$5000 (year one of operation) for professional services, which is anticipated to decline to \$1500 per year by the fourth year of operation.

5.2 Provide a narrative justifying the estimated and projected program enrollments, outcomes, revenues and expenditures as they appear in [Appendix Table A.2](#), pp 34-37.

The methodology for projecting enrollments for the first four years is highly conservative and is based on experience with both existing BAS degrees in the School of Business and Technology. Additionally, other factors considered include, given projected industry need, current AS degree feeder enrollments, and course availability online and in accelerated blended formats, including summer terms. The projections assume two calendar years for average student completion and increasing enrollment over time. Retention is estimated at 80%. This was determined by examining year-over-year retention in the School's other two BAS programs. Placement projections are also conservative and based on 80% of completers being employed in-field at an average of the regional starting salaries in software development, network administration, and IT security. Starting salary increases are forecast at 5% per year.

Assumptions:

- Regarding the salary data weighed average (by occupation), estimates were derived from the Demand Occupations List for Region 24.
- Regarding the application of existing rates of AS feeder graduates to BAS graduates by feeder degree, the School of Business and Technology BAS, Supervision and Management rate equals 34% of AS Accounting and AS Business Administration graduates. The BAS, Public Safety Administration equals 33% of AS Criminal Justice, AS.
- Regarding initial enrollment, 15 total admitted students are assumed in the first year, comprised of 11 students from the feeder programs and 4 from other programs (including AA) and/or returning students.
- Regarding enrollment forecast, the total forecast does not include any existing IT workers returning for additional education or skill improvement.
- Regarding enrollment forecast, a static enrollment forecast is made for the first 3 years of the program.
- Regarding enrollment forecast, resultant entries for Table A.2 are likely "worst case" (highly conservative) and are sustainable at that level. The College believes that enrollment likely will be stronger.

The projected budget adequately reflects the projected annual budget through 2023-2024 and the resources necessary to support the following: instruction, faculty & staff professional development, student services and support system, program-marketing material, and the necessary materials and supplies. ([Appendix Table A.2](#), pp. 34-37)

## STUDENT COSTS: TUITION AND FEES

6.1 Anticipated cost for a baccalaureate degree (tuition and fees for lower and upper division credit hours) at the proposing FCS institution (tuition and fees x credit hours).

	Cost per credit hour			Number of credit hours		Total cost
Tuition & Fees for lower division:	\$113.36	X	Credit hours	60	=	\$6,802
Tuition & Fees for upper division:	\$125.71	X	Credit hours	60	=	\$7,543
Tuition & Fees (Total):		X	Credit hours	120	=	\$14,345

FSW also offers a \$10,000 option for two of its baccalaureate programs. Details are provided on FSW Website ([Appendix Table K](#), pp. 111-112). Upon approval of the BAS IST degree, FSW will also utilize our established \$10,000 degree option model to students meeting the requirements below:

- Complete either an Associate in Arts (AA) degree or an Associate in Science (AS) degree at Florida SouthWestern State College
- Be accepted into, and maintain enrollment in, one of the qualifying bachelor's degrees
- Maintain Florida residency for tuition purposes for all semesters enrolled at FSW
- Have a minimum cumulative GPA of 2.5 or higher at point of graduation from the qualifying bachelor's degree
- Complete the Free Application for Federal Student Aid (FAFSA) each year you are enrolled in the qualifying associate and bachelor's degrees
- Complete the associate and bachelor's degrees within six years of declaring a qualifying associate degree major

6.2 Estimated cost for a baccalaureate degree (tuition and fees) at each state university in the college's service district.

Institution Name: Florida Gulf Coast University

Tuition & Fees:	\$203.94	x	Credit hours	120	=	\$24,473
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6.3 Estimated cost for a baccalaureate degree (tuition and fees) at each nonpublic institution in the college's service district (if available) \*

Institution Name: Hodges University

Tuition & Fees:	\$590.00	x	Credit hours	120	=	\$70,800
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Note. \*If the institution does not provide the tuition cost per credit hour, please provide the cost information provided on the institution's website.

## PROGRAM IMPLEMENTATION TIMELINE

7.1	APPRISe notice:	October 15, 2015
7.2	Board of Trustees approval:	November 17, 2015
7.3	Notice of Intent:	November 24, 2015
7.4	Completed proposal submission:	July, 2020
7.5	Targeted State Board of Education consideration:	January, 2021
7.6	SACSCOC accreditation at a more advanced level:	June, 2021
7.7	Targeted initial teacher preparation program approval (if applicable):	NA
7.8	Targeted date upper division courses are to begin:	August, 2021

## FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM

8.1 Describe the existing facilities and equipment that will be utilized for the program.

Florida SouthWestern State College is committed to providing the latest technology to match our commitment to teaching and learning excellence. The BAS IST program will have access to dedicated computer labs for teaching all aspects of the curriculum in the degree program. Each campus has dedicated classroom space, technology and on-site support services sufficient to support the BAS IST degree program. Each campus maintains the necessary tools and equipment, virtual environments, and other IT-specific resources needed for successful student instruction, one advisor office, and one administrator office.

Each of FSW's campuses maintains a complete inventory of the software and technology required for this degree program. Each FSW campus maintains independent and up to date equipment and software access required for all existing information technology courses (networking, digital security, digital forensics, web design, ISM, and programming). Additional software licenses will be obtained required for the new upper level courses. Campus specific capacity is indicated below:

The Thomas Edison campus, located in Lee County, dedicates three large computer classrooms, a fourth dedicated and independently networked computer classroom, and a fifth large computer classroom shared with the architectural design and civil engineering programs classroom. Computer equipped classrooms are dedicated to information technology instruction, which totals 5 labs in all. There is also a staffed tutoring lab with 12 computers loaded with all of the software that students use in information technology classes.

On the Charlotte campus, located in Charlotte County, two computer classrooms and a third dedicated to information technology students are available to support students enrolled in this program.

On the Collier campus, located in Collier County, two dedicated computer classrooms, one dedicated and networked computer classroom, and a multi-use, 45-station

computer lab staffed by a tutor are available for information technology student instruction.

Combined, Florida SouthWestern State College has the technology capacity and dedicated space aligned and supported by the College's information technology services infrastructure to successfully deploy the BAS IST degree program. Initially the face-to-face aspects of the program will be offered at the main campus in Lee County, with plans to expand to FSW's other campuses in the future to meet student demand. The online courses are available to students throughout our service region.

8.2 Describe the new facilities and equipment that will be needed for the program (if applicable).

Florida SouthWestern State College currently has adequate facilities and equipment to launch the BAS IST degree program and to successfully offer the program for the first three years. As enrollment builds, existing facilities will experience scheduling constraints. As a result, additional dedicated and networked computer classroom space will be required. Based on labor market assessments, it is anticipated that the majority of students will enroll in the program at the Thomas Edison (Lee) campus. As a result, it is anticipated that the Lee campus would be the first campus to require additional classroom space and equipment.

Anticipating the potential growth of this program additional existing classroom on the Lee campus has been identified. The additional classrooms are located in the same building as and proximate to the other existing computer classrooms. These classrooms can be retrofitted at a reasonable cost to meet the needs of the program. Currently projected as year four, FSW is committed to meeting the increased enrollment demands of this program. If the Collier or Charlotte campuses experience similar increases in enrollment, FSW will add to our technology equipped classrooms in those locations as well.

## **LIBRARY AND MEDIA SPECIFIC TO PROGRAM AREA**

9.1 Describe the existing library and media resources that will be utilized for the program.

9.2 Describe the new library and media resources that will be needed for the program (if applicable).

Florida SouthWestern State College maintains an up-to-date library of print and electronic books, streaming videos and films, various local and national newspapers, and access to a numerous variety of databases common to academic environments such as ProQuest Central, ABI/Inform, Academic Search Complete (EBSCO), and Arts and Science (JSTOR). Both the faculty and librarians have expressed that the existing resources are more than adequate to meet the increased need and educational level of the proposed BAS IST degree.

For example, a search of the subscription databases revealed full-text electronic books of the following subjects:

- 14 titles on information security
- 18 titles on cybersecurity
- 16 titles on network management
- 17 titles on mobile device security
- 19 titles on wireless networks
- 240 titles on computer networks
- 77 titles on web design
- 86 titles on information systems management
- 134 titles on general computer programming

Combined, FSW has the content knowledge, library resources including print and electronic media, as well as comprehensive access to national databases with journals, scholarly articles, and dissertations to ensure the relevancy of curriculum and program success. Resources available will build on considerable faculty expertise and student access to all appropriate information applicable to their program of study.

Lastly, there are reference and research librarians and library assistants on staff at each campus to help students locate the resources that they need. The faculty librarians also provide research instruction and assistance in the classroom, virtually, and by email chat.

9.2 Describe the new library and media resources that will be needed for the program (if applicable).

The library has steadily built the number and academic level of the information technology related resources for students since Florida SouthWestern State College has included four upper level ISM prefix (Information Systems Management) courses in the catalog for some time. In addition, the College has added lower level certificates such as digital forensics and cybersecurity which gave the opportunity to add more specific information technology resources to support those courses. Therefore, both the faculty and librarians believe that the existing resources are adequate to support students in meeting both course and program learning outcomes in the proposed BAS IST degree.

## **ACADEMIC CONTENT**

10.1 List the admission requirements for the program.

1. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. Applicants must have earned an:

- Associate in Science degree in Computer Programming or Networking from any regionally accredited college, with a minimum of 60 credit hours,

**OR**

- Associate in Science degree in a discipline other than Computer Programming from any regionally accredited college, with a minimum of 60 credit hours\*,

**OR**

- Associate in Arts degree, which includes the completion of the State of Florida General Education Core Requirements\*.

**OR**

- Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may also apply for admission\*.
4. Students may demonstrate proficiency in some or all of the required lower division coursework by presenting proof of current and appropriate industry certification according to FSW's most current Gold Standard list. Articulation credit may also be awarded for some or all of these industry certifications subject to individual evaluation.
  5. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.
  6. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Admissions.

### **Requirements to Enroll in Baccalaureate (3000 or 4000) Courses**

1. Upon admission to the BAS program, students must attend a required orientation session prior to enrollment in baccalaureate courses.
2. Students must complete ENC 1101 - Composition I, ENC 1102 - Composition II, and three credit hours of approved mathematics prior to enrollment in any baccalaureate courses (3000 or 4000 level) with a grade of C or higher. (Refer to the General Education Program Guide)
3. Students must complete MAN 2021 - Management Principles, during the **first term** of enrollment if not previously completed, as MAN 2021 is a requirement of FSW's AS feeder programs.
4. Students must complete CIS 4891, Senior Capstone Project, through Florida SouthWestern State College and the course is not eligible for cross-enrollment.

5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill baccalaureate program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using Florida Virtual Campus: [www.floridashines.org](http://www.floridashines.org).
  6. Students who have not fulfilled the State of Florida general education core requirements must complete them. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida College System Institution (FCS) or the Florida State University System (SUS) are considered to have met the General Education component of the degree. Students are permitted to complete remaining general education courses while enrolled in the BAS program. Students who have previously earned an Associate in Arts or a Baccalaureate degree from a regionally accredited college or university outside the FCS or SUS will be reviewed on a case-by-case basis to determine which courses will meet the 36-hour General Education Requirements. Students must have earned equivalent credit hours in each General Education category (i.e., 6 hours of Humanities, 9 hours of Social Sciences, etc.).
  7. Prior to enrollment in CIS 4891 - Senior Capstone Project, students must have completed a minimum of 39 credit hours at the upper (3000/4000) level.
- 10.2 What is the estimated percentage of upper division courses in the program that will be taught by faculty with a terminal degree?

Florida SouthWestern State College employs qualified faculty members to accomplish the mission and goals of the institution. When determining acceptable qualifications of the faculty, FSW gives primary consideration to the highest-earned degree in the discipline. Academic Deans are responsible for justifying and documenting the qualification of FSW faculty.

The Provost gives final approval before hiring faculty. FSW credentialing standards align with the SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) guidelines for the associate and baccalaureate faculty credentials, which is a master's degree with 18 graduate hours in the instructional discipline.

Florida Southwestern State College meets the SACSCOC requirement that at least 25% of upper division coursework is taught by faculty with a terminal degree. Given recent hires by the new dean, current estimates are that 50% of upper division coursework will be taught by faculty with a terminal degree. With Dr. Lyles' completion of her doctorate in Cyber Security in April, 2020, all full-time faculty in the department possess a terminal degree.

10.3 What is the anticipated average student/teacher ratio for each of the first three years based on enrollment projections?

Typically, student/teacher ratios at Florida Southwestern State College do not exceed 30:1 and the average ratio in the first three years is expected to be closer to 18:1.

10.4 What is the anticipated SACSCOC accreditation date, if applicable?

In June 2013, Florida SouthWestern State College was reaffirmed of accreditation by SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES. Florida Southwestern State College's next reaffirmation will take place in 2022.

10.5 What is the anticipated Florida Department of Education initial teacher preparation approval date, if applicable?

N/A

10.6 What specialized program accreditation will be sought, if applicable?

N/A

10.7 What is the anticipated specialized program accreditation date, if applicable?

N/A

10.8 Are there similar programs listed in the Common Prerequisites Manual for the CIP code (and track, if any) proposed for this program?

Yes     No

11.0103 Information Technology, Track 1/4, Track 3/4, Track 4/4 (Note: Track 2 is the focus of this proposal)

10.9 List the established common prerequisites for this CIP code (and track, if any) as listed in the Common Prerequisites Manual proposed for this program:

PSY XXXX, 3 credits

STA X023 or STA X122, 3 credits ECO X013

CGS XXXX (any database course)

COP XXXX (any computer programming course)

COP XXXX (any object-oriented computer programming course)

MAC XXXX (pre-calculus course or discrete math)

PHI XXXX (any general ethics course)

10.10 Describe any proposed revisions to the established common prerequisites for this CIP (and track, if any).

N/A

10.11 List all courses required once admitted to the baccalaureate program by term, in sequence. For degree programs with concentrations, list courses for each concentration area. Include credit hours per term, and total credits for the program:

The subsequent degree maps show how credit will articulate and how completion will occur on a term-by-term basis for two current AS pathways into the BAS IST concentration options.

1. AS degree NSYT to BAS in IST, Networking Concentration
2. AS degree CPAN to BAS in IST, Programming Concentration

Florida SouthWestern State College  
 FSW's AS - Network Systems Technology (AS-NSYT) to BAS – Information Systems  
 Technology  
**Networking Concentration**

<b>Year 1 – Term 1</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 3004	Information Resources Management for Business	3
MAN 4701	Business Ethics and Society	3
CIS 3360	Principles of Security	3
	General Education Mathematics course	3
<i>Total Credit Hours</i>		12

<b>Year 1 – Term 2</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 3113	Systems Analysis and Design	3
CIS 4523	Managing IT Projects	3
CET 4505	Computer Operating Systems	3
	Natural Science CORE General Education course ( <i>with Lab</i> )	3
<i>Total Credit Hours</i>		12

<b>Year 1 – Term 3</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 4153	Enterprise Information Systems	3
CTS 4408	Database Administration	3
CNT 4514	Wireless Networks and Portable Devices ( <i>prerequisite for CNT 4524</i> )	3
	Natural Science CORE General Education course ( <i>with Lab</i> )	3
<i>Total Credit Hours</i>		12

<b>Year 2 – Term 1</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 4323	Information Security Policy Administration	3
CNT 3504	Computer Networks and Distributed Processing	3
CNT 4524	Mobile Security	3

CIS 3361	Information Technology Security Management	3
<i>Total Credit Hours</i>		12

<b>Year 2 – Term 2</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
CIS 4891	Senior Capstone Project	3
	Social Science General Education course ( <i>Writing Intensive</i> )	3
	Social Science General Education course ( <i>Civics Literacy</i> )	3
	Humanities CORE ( <i>Writing Intensive</i> )	3
<i>Total Credit Hours</i>		12

**Total AS-NSYT to BAS-IST Networking Concentration Credit Hours      60**

Foreign Language Competency Requirement may be met by:

2 years of the same High School Foreign Language, or Documented foreign language proficiency through testing (for example, CLEP), or 2 semesters of the same College Level Foreign Language (level II proficiency).

Florida SouthWestern State College  
 FSW's AS - Computer Programming & Analysis (AS-CPAN) to BAS – Information Systems  
 Technology  
**Programming Concentration**

<b>Year 1 – Term 1</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 3004	Information Resources Management for Business	3
MAN 4701	Business Ethics and Society	3
COP 3035	Intermediate Computer Programming	3
	General Education Mathematics course	3
<i>Total Credit Hours</i>		12

<b>Year 1 – Term 2</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 3113	Systems Analysis and Design	3
CIS 4523	Managing IT Projects	3
COP 3804	Intermediate Java Programming	3
	Natural Science CORE General Education course ( <i>with Lab</i> )	3
<i>Total Credit Hours</i>		12

<b>Year 1 – Term 3</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 4153	Enterprise Information Systems	3
CTS 4408	Database Administration	3
CEN 4333	Advanced Database Development	3
	Natural Science CORE General Education course ( <i>with Lab</i> )	3
<i>Total Credit Hours</i>		12

<b>Year 2 – Term 1</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
ISM 4323	Information Security Policy Administration	3
COP 3655	Application Development for Mobile Devices	3
COP 4807	Web Application Programming	3
COP 3538	Data Structures for IT	3
<i>Total Credit Hours</i>		12

<b>Year 2 – Term 2</b>		
<i>Course</i>	<i>Course Title</i>	<i>Credit Hours</i>
CIS 4891	Senior Capstone Project	3
	Humanities CORE ( <i>Writing Intensive</i> )	3
	Social Science General Education course ( <i>Writing Intensive</i> )	3
	Social Science General Education course ( <i>Civics Literacy</i> )	3
<i>Total Credit Hours</i>		12

**Total AS-CPAN to BAS-IST Programming Concentration Credit Hours      60**

Foreign Language Competency Requirement may be met by:

2 years of the same High School Foreign Language, or Documented foreign language proficiency through testing (for example, CLEP), or 2 semesters of the same College Level Foreign Language (level II proficiency).

It is anticipated that students with the AS-NYST will progress to the Networking concentration within the BAS in IST, as outlined above. If a student with the AS-NYST chooses to switch to the Programming track within the BAS, they would need an additional seven courses:

- COP1000 - Introduction to Computer Programming
- A programming language sequence (6 credits)
- COP2800 - Java Programming
- COP2700 - Database Programming
- COP1822 - Internet Programming HTML I
- COP2830 - Internet Programming HTML II

Similarly, it is anticipated that the AS-CPAN students would progress to the Programming concentration within the BAS. However, if an AS-CPAN completer elected to change programs at that point, they would need these additional five courses:

- CNT1000 - Computer Networking Essentials
- CTS1512 - Wireless Network Administration
- CIS2321 - Systems Analysis and Design
- CTS2120 - Computer Network & Security
- CTS2142 - Principles of Project Management
- OR MAN2582 - Principles of Project Management

Because of financial aid implications, it is recommended that a student wishing to change concentrations consider adding the additional AS, so that these additional course requirements, as outlined above, can be eligible for financial aid. That also provides the student with an additional academic credential for the work they will complete.

10.12 Is the program being proposed as a limited access program? (If yes, identify admission requirements and indicate enrollment capacity):

Yes       No

## **PROGRAM TERMINATION**

11.1 Plan of action if program must be terminated, including teach-out alternatives for students.

Consistent with the guidelines provided by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), Florida SouthWestern State College would, in the event of program discontinuation, notify both students and SACSCOC in writing of the need to discontinue the program and of the teach out timelines and options available to students.

Students would be provided a reasonable timeframe in which to complete the degree requirements, not to exceed 5 years. Students would be assured of access to schedule courses in the published order for a prescribed period. Additional options for students to obtain necessary courses in a timely manner include alternative methods such as through Florida Shines or through independent study.

The discontinuation must be presented and approved by the college's curriculum committee. The School of Business and Technology would submit a discontinuation of program request. This form requires justification for the action and the courses that would be discontinued. (Form is included below.) A second form is the Teach Out Plan. This plan provides the number of students enrolled, the academic year of discontinuation, and reiterates the reasons for discontinuation.

Additionally, each student must be listed, with a course mapping that will enable them to complete the teach out. Students will be notified and provided guidance on completing at FSW or transferring to another program.

Once the actions are approved by the curriculum committee, the Provost and Office of Institutional Effectiveness review and approve. The Board of Trustees will have the final review and approval of all decisions related to program termination.

*FLORIDA SOUTHWESTERN STATE COLLEGE's Discontinuation plan.*

**Curriculum Committee**

**Discontinuation of Program, Certificate, or Course Proposal**

<b>School or Division</b>	Choose an item.
<b>Proposed by (faculty only)</b>	List faculty name(s)
<b>Presenter (faculty only)</b>	List faculty name(s)
Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be resubmitted for a later date.	
<b>Submission date</b>	Click here to enter a date.
<b>Course prefix, number, and title</b>	List course prefix, number, and title
<p>All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.</p> <p><input type="checkbox"/> Approve                      <input type="checkbox"/> Do Not Approve</p>	
<i>Curriculum Committee Chair Signature</i>	<i>Date</i>
<p><input type="checkbox"/> Approve                      <input type="checkbox"/> Do Not Approve</p>	

*Provost Signature*

*Date*

All Curriculum proposals require review by the Office of Accountability & Effectiveness.	
<input type="checkbox"/> Reviewed	
<i>Office of Accountability &amp; Effectiveness Signature</i>	<i>Date</i>

Revised: 6/18

**Section I, Important Dates and Endorsements Required**

**NOTE:** Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost' Office.

<b>Term in which approved action will take place</b>	Choose an item.
--	-----------------

<b>Provide an explanation below for the requested exception to the effective date.</b>
Type in the explanation for exception.

<b>Any exceptions to the term start date requires the signatures of the Academic Dean and Provost prior to submission to the Dropbox.</b>		
<b>Dean</b>	<b>Signature</b>	<b>Date</b>
Type name here		
<b>Provost</b>	<b>Signature</b>	<b>Date</b>
Dr. Eileen DeLuca		

<b>Required Endorsements</b>	<b>Type in Name</b>	<b>Select Date</b>
<b>Department Chair or Program Coordinator/Director</b>	Type name here	Click here to enter a date.
<b>Academic Dean or Provost</b>	Type name here	Click here to enter a date.

<b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b>
Type in all applicable faculty names here

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18; 10/18

**Appendix Table  
A.1.**

**INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION OF APPENDIX TABLE A.1.1 and A.1.1.2:** To complete the following table, use the CIP to Standard Occupational Classification (SOC) crosswalk of the U.S. Department of Education to identify the SOC codes for occupations associated with the proposed program's CIP code. Fill in Table A.1.1 using the employment projections data produced by the Florida Department of Economic Opportunity (DEO), pursuant to Section 445.07, F.S., for the workforce region aligned with the college's service district for each SOC code associated with the proposed program's CIP code. The employment projections data may be accessed at <http://www.floridajobs.org/labor-market-information/data-center/statistical-programs/employment-projections>. For proposed programs without a listed SOC linkage, identify the appropriate SOC codes for which the program prepares graduates. Insert additional rows as needed. The total job openings column value shall be divided by eight to reflect total annual job openings. The annualized salary shall be calculated by multiplying the average hourly wage times 40, and then multiplying that value times 52. Complete table A.1.1.2 in the same manner as A.1.1 for any additional sources of employment projections. Duplicate Table A.1.1.2 for additional sources as needed.

**DEMAND FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY {DEO} EMPLOYMENT PROJECTIONS**

A.1.1	Occupation		Number of Jobs				Salary		Education Level		
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings (divided by 8)	Avg. Hourly Wage	Annualized Salary	Minimum	Typical
				2019	2027	FL†				BLS†	
<b>Appendix A.1.1: CIP to SOC Crosswalk from DEO/LMI</b>											
	Computer and Information Systems Manager	11-3021	24	319	336	14.7	31	\$48.60	\$101,088	B	B
	Computer Systems Analyst	15-1121	24	507	602	18.7	47	\$39.16	\$81,453	A	B
	Software Developers, Application	15-1132	24	1161	1567	35.0	136	\$34.48	\$71,718	A	B
	Software Developers, Systems Software	15-1133	24	246	311	26.4	26	\$39.31	\$81,765	B	B
	Computer Network Architects	15-1143	24	483	545	12.8	40	\$29.55	\$61,464	PSV	B
<b>Total within CIP to SOC Crosswalk</b>							<b>280</b>	<b>\$38.22</b>	<b>\$79,497.60</b>		

**DEMAND OTHER ENTITY INDEPENDENT OF THE COLLEGE - Workforce Now Research Studies**

A.1.1.2 Occupation			Number of Jobs				Salary		Education Level
Name/Title	SOC Code	County/Region	Base Year 2019	Projected Year 2027	Level Change	Total Job Openings	Avg. Hourly Wage	Annualized Salary	
Computer Programmers	151131	24	392	414	22	28	\$33.71	\$70,117	PSVC
Web Developers	151134	24	310	368	58	31	\$22.54	\$46,883	PSVC
Database Administrators	151141	24	202	227	25	17	\$36.14	\$75,172	Associate
Computer Network Architects	151143	24	483	545	62	40	\$29.55	\$61,464	PSVC
Computer User Support Specialists	151151	24	1035	1246	211	108	\$21.03	\$43,742	PSVC
Computer Network Support Specialists	151152	24	252	285	33	24	\$26.33	\$54,766	PSVC
Computer Occupations, All Other	151199	24	145	169	24	13	\$29.62	\$61,610	PSVC
<b>Total</b>						261	\$28.42	\$59,108	

**INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION OF APPENDIX TABLE A.1.2:** To complete the following table, use the Integrated Postsecondary Education Data System of the National Center for Education Statistics to identify the number of degrees awarded by other regionally accredited postsecondary institutions in the college's service district under the same or related CIP code(s) as the proposed program. The data center is located at <http://nces.ed.gov/ipeds/datacenter/>. Include degrees awarded for the most recent year available and for the four prior years for each program. If the program has not had degrees awarded for five years or more, add the degrees awarded for the years available, and divide by that number of years, for the average.

**SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM**

A.1.2 Program: BAS Software Development			Number of Degrees Awarded					5-year average or average of years available if less than 5 years
			Prior Year 4	Prior Year 3	Prior Year 2	Prior Year 1	Most Recent Year	
Unit ID	Institution Name	CIP Code	2015	2016	2017	2018	2019	
			IPEDS	IPEDS	IPEDS	IPEDS	IPEDS	
433660	Florida Gulf Coast University	52.1201	34	39	38	36	57	40
367884	Hodges University	11.0901	2	3	5	14	10	6
<b>Total</b>							67	46

**INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION OF APPENDIX TABLE A.1.3:** To complete the following table, column A should be derived from Tables A.1.1 and A.1.1.2 and the totals in columns Band C should be derived from Table A.1.2. Input the figures in the "Total" row in Table A.1.1 and A.1.1.2 for total job openings and Table A.1.2 for most recent year and 5-year average (these figures should be same for all sources). The range of estimated unmet need should be derived from 1) subtracting the figure in column B from the figure in column A and 2) subtracting the figure in column C from the figure in column A. Add rows for additional sources as needed.

**ESTIMATES OF UNMET NEED**

A.1.3	DEMAND	SUPPLY		RANGE OF ESTIMATED UNMENT NEED		
		(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings (divided by 8)		5-year average or Most Recent Year	average of years available if less than 5 years	Difference	Difference
A.1.1	DEO	280	67	46	213	234

*Appendix Table  
A.2*

**INSTRUCTIONS FOR COMPLETING THE PROJECTED BACCALAUREATE PROGRAM ENROLLMENT SECTION OF APPENDIX TABLE A.2:**

To complete the following table, enter the projected enrollment information for the first four years of program implementation.

Unduplicated headcount enrollment refers to the actual number of students enrolled. Full-time equivalent (FTE) refers to the full-time equivalent of student enrollment.

**PROJECTED BACCALAUREATE PROGRAM ENROLLMENT**

		Year 1 21/22	Year 2 22/23	Year 3 23/24	Year 4 24/25
A.2.1	Unduplicated headcount enrollment:				
A.2.1.1	Admitted Student Enrollment (First-time)	15	15	30	30
A.2.1.2	Total Admitted Student Enrollment	15	28	56	83
A.2.2	FTE Enrollment:				
A.2.2.1	Program Student Credit Hours (Resident)	450	840	1,680	2,490
A.2.2.2	Program Student Credit Hours (Non-Resident)	0	0	0	0
A.2.2.3	Total Program Student Credit Hours	450	840	1,680	2,490
A.2.2.4	FTE (30 credits) – (Resident)	15	28	56	83
A.2.2.5	FTE (30 credits) – (Non-Resident)	0	0	0	0
A.2.2.6	Total Program FTE	15	28	56	83

INSTRUCTIONS FOR COMPLETING THE PROJECTED DEGREES AND WORKFORCE OUTCOMES SECTION OF APPENDIX TABLE A.2: To complete the following table, enter the projected number of degrees awarded, the projected number of graduates employed and the projected average starting salary for program graduates for the first four years of program implementation.

**PROJECTED DEGREES AND WORKFORCE OUTCOMES**

	Year 1	Year 2	Year 3	Year 4
A.2.3 Degrees	0	13	27	40
A.2.4 Number Employed	0	10	22	32
A.2.5 Average Starting Salary	\$0	\$50,027	\$52,528	\$55,154

INSTRUCTIONS FOR COMPLETING THE REVENUES AND EXPENDITURES SECTION OF APPENDIX TABLE A.2: To complete the following table, enter the projected program expenditures and revenue sources for the first four years of program implementation.

REVENUES AND EXPENDITURES				
I. PROJECTED PROGRAM EXPENDITURES				
1. Faculty Full-Time FTE	1.0	1.0	2.0	2.0
2. Faculty Part-Time FTE	2.0	2.5	3.0	3.0
1. Faculty Full-Time Salaries/Benefits	\$73,075	\$76,729	\$161,130	\$169,187
2. Faculty Part-Time Salaries/Benefits	\$53,720	\$70,508	\$88,839	\$93,281
3. Faculty Support: Lab Assistants	N/A	N/A	N/A	N/A
OPERATING EXPENSES				
1. Academic Administration	0	0	0	0
2. Materials/Supplies	\$5,000	\$3,000	\$3,000	\$3,000
3. Travel	0	0	0	0

4. Communication/Technology	0	0	0	0
5. Library Support	0	0	0	0
6. Student Services Support	0	0	0	0
7. Professional Services	\$5,000	\$2,500	\$1,500	\$1,500
8. Accreditation	0	0	0	0
9. Support Services	0	0	0	0

CAPITAL OUTLAY				
1. Library Resources	0	0	0	0
2. Information Technology Equipment	0	0	0	\$50,000
3. Other Equipment	0	0	0	0
4. Facilities/Renovation	0	0	0	\$50,000
TOTAL PROJECTED PROGRAM EXPENDITURES	\$136,795	\$152,737	\$254,469	\$366,968
11. NATURE OF EXPENDITURES				
1. Recurring	\$131,795	\$150,237	\$252,969	\$265,468
2. Nonrecurring	\$5,000	\$2,500	\$1,500	\$101,500
TOTAL	\$136,795	\$152,737	\$254,469	\$366,968
III. SOURCES OF FUNDS				
A. REVENUE				
1. Special State Nonrecurring	0	0	0	0
2. Upper Level - Resident Student Tuition Only	\$41,305	\$82,611	\$123,916	\$165,222
Upper Level - Nonresident Student Fees Only	0	0	0	0
Upper Level - Other Student Fees	\$15,264	\$30,528	\$45,792	\$61,056
3. Contributions or Matching Grants	0	0	0	0
4. Other Grants or Revenues (Donor Funds)	\$10,000	\$10,000	\$10,000	\$10,000
5. Florida College System Program Funds	\$44,925	\$89,850	\$134,775	\$179,700
6. Unrestricted Fund Balance	0	0	0	0
7. Interest Earnings	0	0	0	0
8. Auxiliary Services	0	0	0	0
9. Federal Funds - Other	0	0	0	0
B. CARRY FORWARD	0	0	0	0
TOTAL FUNDS AVAILABLE	\$111,494	\$212,989	\$314,483	\$415,978
TOTAL UNEXPENDED FUNDS (CARRY FORWARD)	\$(25,301)	\$60,252	\$60,014	\$(49,010) *
Please note that the negative number is forecast only if the \$100,000 projected retrofit cannot be funded via grant or other non-operating funding sources. If other funding can be secured, the year 4 projection is positive at \$50,990				

## SUPPLEMENTAL MATERIALS

B.1 Summarize any supporting documents included with the proposal, such as meeting minutes, survey results, letters of support, and other supporting artifacts.

<b>A</b>	<b>A-1</b> WorkforceNow Research White Papers 2014-2017 with more supporting documents located on p. 39 (Referenced on pp. 3 and 4) <b>A-2</b> Southwest Florida Employment by Occupation Chart located on p. 40
<b>B</b>	Local and National News Articles located on p. 41 (referenced on p. 5)
<b>C</b>	FSW Board of Trustees minutes approving BAS IST proposal located on pp. 42-45 (Referenced on p. 7)
<b>D</b>	<b>D-1</b> School of Business and Technology Advisory Board Meeting Minutes located on pp. 46-63 (Referenced on pp. 8, 9 and 13) <b>D-2</b> School of Business and Technology Department Meeting Minutes located on pp. 64-82 (Referenced on p. 9) <b>D-3</b> Technological Needs Meeting Minutes located on pp. 84-85 (Referenced on pp. 3 and 10)
<b>E</b>	Dr. DeLuca and Dr. Llorens Emails located on pp. 86-88 (Referenced on pp. 10 and 11)
<b>F</b>	Letter of support received from FGCU President, Dr. Mike Martin located on p. 89 (Referenced on p. 11)
<b>G</b>	2019 Computer Technology Advisory Board Member List located on p. 90 (Referenced on p. 11)
<b>H</b>	BAS in IST including AS to BAS Path Catalog Information located on pp. 91-96
<b>I</b>	Supporting PowerPoints located on pp. 97-109 (Referenced on p. 11)
<b>J</b>	SWFL Named New Talent Hub January 22, 2020 News Release located on pp 110-112
<b>K</b>	\$10,000 Degrees Option – FSW Information Webpage located on pp 113-114 (Referenced on p. 16)

Appendices A-K directly relate to the contents of the BAS IST proposal. The documents included provide evidential support for multiple areas of the proposal. Page numbers have been added to identify the sections of the proposal being referenced.

#### **APPENDIX A.1 WorkforceNow**

The Workforce Now Committee (comprised of FSW, FGCU and Hodges University) developed reports detailing workforce needs in the 5-county area. There continues to be a need for employees with computer training. The Workforce Now research and publication series is a regional research initiative for IT employment in Southwest Florida. The work is a collaboration of Florida SouthWestern State College, Florida Gulf Coast University, and Hodges University.

All three schools jointly present each fall (see sample link below) to a large grouping of area employers at the FutureMakers Coalition meeting. Dr. Psihountas has been a part of the presentation team in both fall of 2018 and 2019, since joining FSW in July 2018. (Note: in January 2020, FutureMakers and the SWFL coalition was named as a Lumina Foundation Talent Hub -a significant national distinction and honor – see [Appendix J](#)).

[Workforce Now 2014](#)

[Workforce Now 2015](#)

[Workforce Now 2016](#)

[Workforce Now 2017](#)

[WorkforceNow-2018](#)

[WorkforceNow-2019](#)

[WorkforceNow-2019 Presentation](#)

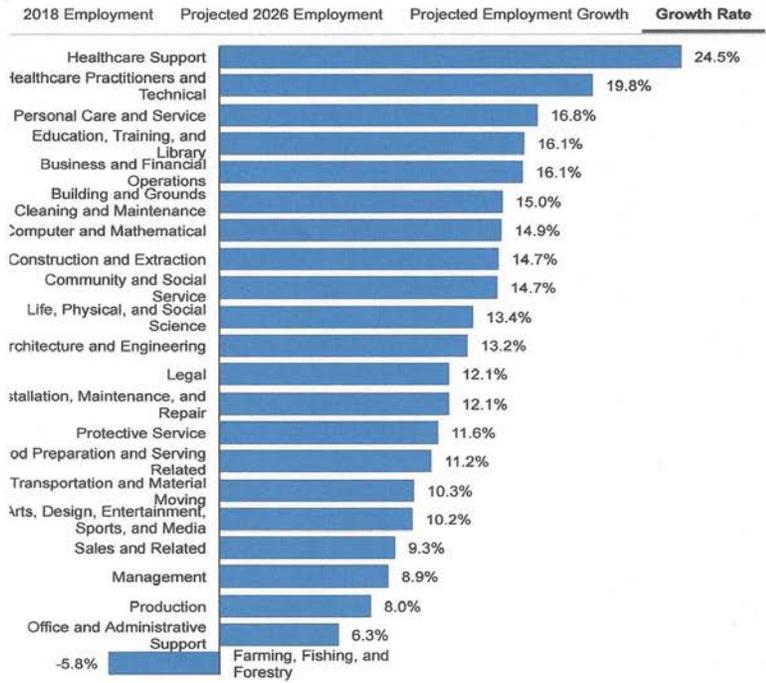
**APPENDIX A-2**

**Maps**



**CLICK  
HERE!**

**Southwest Florida Employment by Occupation**



*Note: Graphic above reflects most recent data available.*  
 Source: Florida Department of Economic Opportunity • Created with Datawrapper

**APPENDIX B OTHER SUPPORTING ARTICLES (Page 5)**

[Best Computer Jobs for the Future](#) (IT Career Finder)

[Software Developer](#) (U.S. News and World Report)

## APPENDIX C FSW BOARD OF TRUSTEES MEETING MINUTES APPROVING IST BAS

Agenda Item: 1

APPROVED

**FLORIDA**  
**SOUTHWESTERN**  
STATE COLLEGE

Minutes  
Florida SouthWestern State College  
District Board of Trustees  
Charlotte Campus – O-117  
November 17, 2015  
3:00 p.m.

### Call to Order

The District Board of Trustees of Florida SouthWestern State College met in regular session in Charlotte County, Florida, on November 17, 2015 at 3:00 p.m. with the meeting called to order by Tristan Chapman, Vice Chair.

Present: Tristan Chapman, Vice Chair  
Byron Donalds  
Eric Loche  
Julia Perry  
Marjorie Starnes-Bilotti  
Sankey E. "Eddie" Webb, III

Absent: Brian Chapman, Jr.  
Braxton Rhone  
Christopher Vernon

Others: Dr. Jeff Allbritten, President  
June Hollingshead, Recorder

### Pledge to Flag

Introduction of Guests and Public Comment – None

### *President's Report*

- Dr. Allbritten asked Board members to "save the date" of January 29 for a pre-game dinner in his box at the City of Palms Park. The first ballgame in 19 years will follow.
- Judy Pultro, Director, Auxiliary Services, distributed baskets filled with hats, balls, mugs, and other "BUC" logo items to Board members. Licensing and marketing of items are underway. Dr. Allbritten met with Randy Henderson, Fort Myers Mayor, to discuss a variety of ways the city will support FSW marketing strategies.
- The Moorings Park Foundation presented the FSW Foundation with \$30,000 for student scholarships for nursing students, EMS students, and future teachers.
- On November 4<sup>th</sup>, the LIFE Award was presented to Dr. Allen and Marla Weiss, long-time supporters of area education.
- On November 5, FSW and Suncoast Credit Union leaders made a lasting impression with their handprints in cement poured for the foundation of the arena.

- Raised through their annual signature event, *The Southwest Florida Wine & Food Fest*, SWFL Children's Charities pledged \$1M to benefit the School of Health Professions' purchase of equipment, technology, software and advanced training, and awarding of scholarships to qualifying students. The College's simulation center will now be called the Southwest Florida Children's Charities Simulation Center.
- The Bill and Melinda Gates Foundation awarded a \$10,000 grant to Dr. Larry Miller, Dean, School of Education, and The Center for Innovation in Education at the University of Kentucky. It will fund an ongoing research project developing new finance policies and resource allocation strategies to accelerate student-centered learning in secondary school and better integrate technology into core curriculum.
- Special parking signs, placed in parking lots centrally located to classes and activities on all campuses, were unveiled November 10 as part of FSW's Veteran's Day celebration. State Representatives Fitzenhagen and Hudson attended.
- The College and the Broadway Dinner Theater hosted an evening of March Madness to kick off the FSW Foundation's Business Campaign for the Arena. Results will be announced at the wrap-up of the community phase in March 2016.
- Dr. Allbritten continues to hold group meetings with faculty and staff, as well as Faculty Senate representatives. In October and November, he hosted "Cookies and Conversation" on all campuses. Overall, 200 faculty, staff, and students attended.
- Matt Holliday was honored with a Presidential Leadership Award for his work with AFC at the AFC Conference in Orlando on November 12, 2015.

Vote to Take Action On

Agenda Item 1. Approval of Minutes Regular Meeting and Charter School Governing Board Meeting September 22, 2015

MOTION by Byron Donalds, seconded by Eddie Webb, III, to approve the minutes of the regular meeting and Charter School Governing Board meeting September 22, 2015. Approved unanimously.

**Academic Affairs & Student Services Committee Report**

Vote to Take Action On

Agenda Item 2. Course Deletions

MOTION by Marjorie Starnes-Bilotti, seconded by Eddie Webb, III, to approve the deletion of courses from the Course Inventory, as presented. Approved unanimously.

Agenda Item 3. Notice of Intent to the Florida College System

MOTION by Byron Donalds, seconded by Julia Perry, to approve submission of the *Notice of Intent* to the Florida College System for a new baccalaureate degree, a Bachelor of Applied Science in Information Systems Technology, as presented. Approved unanimously.

**Business Affairs & Facilities Committee Report**

Vote to Take Action On

Agenda Item 4. Approval to Award Status of "Pre-Qualified" General Contractor for a One-Year Period

MOTION by Byron Donalds, seconded by Eddie Webb, III, to approve the list of pre-qualified contractors and to authorize the administration to provide certification of that status for a one-year period, as presented. Approved unanimously.

Agenda Item 5. Approval to Remove College Property from Inventory

MOTION by Eddie Webb, III, seconded by Eric Loche, to approve removal of College property from the College inventory system, as presented. Approved unanimously.

Consent Agenda

Agenda Item 6. Financial Services Consent – Budget Amendments

Agenda Item 7. Approval of Personnel Actions

MOTION by Eddie Webb, III, seconded by Marjorie Starnes-Bilotti, to approve Agenda Items 6 and 7, as presented. Approved unanimously.

Information Only – Agenda Items 8-10 were presented for information only.

Agenda Item 8. Florida SouthWestern State College Monthly Financial Report

Agenda Item 9. Florida SouthWestern State College Foundation, Inc. Second Quarter Financial Statements and Investment Report

Agenda Item 10. Florida SouthWestern State College Financing Corporation Second Quarter Financial Statements and Investment Report

**Institutional Advancement and Policy Committee Report**

Vote to Take Action On

**PUBLIC HEARING** – The Vice Chair declared a Public Hearing.

Agenda Item 11. Amend Board Policy 6Hx6:2.03 – Discrimination and Harassment

Agenda Item 12. Amend Board Policy 6Hx6:2.05 – Equal Access/Equal Opportunity

MOTION by Eddie Webb, III, seconded by Marjorie Starnes-Bilotti, to approve the proposed amendments to Board Policies 6Hx6:2.03 and 6Hx6:2.05, as presented. Approved unanimously.

Agenda Item 13. Amend Board Policy 6Hx6:2.09 – Information Technology Resources

MOTION by Byron Donalds, seconded by Eric Loche, to approve the proposed amendment to Board Policy 6Hx6:2.09, as presented. Approved unanimously.

Agenda Item 14. Amend Board Policy 6Hx6:3.05 – Award of Continuing Contract

MOTION by Eddie Webb, III, seconded by Julia Perry, to approve the proposed amendment to Board Policy 6Hx6:3.05, as presented. Approved unanimously.

Agenda Item 15. Approve New Board Policy 6Hx6:8:01 – Child Abuse Reporting

MOTION by Eddie Webb, III, seconded by Marjorie Starnes-Bilotti, to approve the adoption of new Board Policy 6Hx6:8.01, as presented. Approved unanimously.

**END PUBLIC HEARING** – The Vice Chair declared the Public Hearing ended.

Agenda Item 16. Granting of a New Utility Easement to FPL and Authorizing the President to Execute the Easement Document

MOTION by Byron Donalds, seconded by Marjorie Starnes-Bilotti, to approve the granting of the proposed utility easement to Florida Power and Light and authorizing the President to execute the easement document, as presented. Approved unanimously.

**Old Business** – Mr. Donalds inquired about the Legislature's removal of mandatory remediation. Dr. Allbritten said that FSW file a report with the Florida College System regarding how our strategies have worked, how they impacted different groups of students, and how we are addressing the impact. FCS will report to the State Legislature with input from the 28 colleges. Dr. Denis Wright will share FSW's report with the Board.

**New Business** – None

Professional Development – None

**President's Comments** – None; deferred to Charter School Meeting

**Board Members' Comments** – None

**Adjournment** – The Vice Chair adjourned the meeting at 3:45 p.m.

  
\_\_\_\_\_  
Dr. Jeffery S. Allbritten  
College President  
January 26, 2016

  
\_\_\_\_\_  
Tristan Chapman, Vice Chair  
District Board of Trustees  
January 26, 2016

## APPENDIX D-1 School of Business and Technology Advisory Board Minutes



### **SCHOOL OF BUSINESS AND TECHNOLOGY ADVISORY COMMITTEE MEETING Computer Programming and Analysis, Networking Services October 10, 2014 – U-107 8:10 AM**

Present:

S. Osterhout (Computer Solutions), J. Spanberger (Entech), A. Pignatano (Lee Memorial Health Systems), D. Scott, V. Butler, A. Blitz, C. Wolfe

Professor Blitz began the meeting by telling members that the program currently includes certificates that teach: MCSE, entire server including cloud technology, and Windows desktop. Presently, he and his colleagues are looking to add certificates that will address the following in more depth: Security, Unix, Programming, and CISCO. Professor Blitz informed members that the program had recently acquired BOSON Software, which simulates work on routers and the configuration of such. He then gave members a handout and asked that they check off the items/areas that they think will have the most benefit to employees in their business. The current programs have a smattering of courses. He asked if there should be more concentration on specific areas. Is it too heavily Microsoft? He also informed them that the State framework includes a component on computer forensics and cyber-attacks.

The following response was given to the question, "What is key to your business regarding IT needs". Mr. Spanberger from Entech responded that his company was an upper small to medium business. Entech's clients are businesses with between 200 and 500 employees. It is mostly help desk and general computer management. He sees potential employees coming to him who are missing soft skills, such as project management. Some are self-taught and need to fill in the gaps of what they haven't gotten with learning on their own. His business does not use Exchange; it has all been eliminated. Office 365 is what is being used by his clients. They have found that cloud technology is less expensive. Ms. Osterhout from Computer Solutions explained that her business is one step down from Entech, with residential and small business clients. Her clients

are not yet ready for cloud technology. They are still using Exchange. They have spent good money on their server and want to keep it. Professor Blitz asked if her clients were using Microsoft SharePoint. She responded that they were not. Mr. Pignatano from Lee Memorial Health Systems responded that they were holding on to Exchange. That they were keeping all computer management in-house for security reasons.

Professor Blitz asked the committee about their need for employees trained in security. Ms. Osterhout replied that her clients are not in a position to be able to afford that. Mr. Pignatano would like to see applicants trained in advance security at the CISSP level. Professor Blitz explained that it was difficult to get students to that level while completing the two-year associate degree.

Professor Blitz asked what platforms of Exchange were being used. Ms. Osterhout replied that her clients were using 2003 – 2008. He also asked what programming requirements were needed; C#, C# II, mobile devices? Ms. Osterhout responded that last year it was MySQL, but this year that was no longer the case. Mr. Spanberger said that he would recommend starting with Apple regarding mobile devices and then Android. SharePoint is used outside of Southwest Florida, but there is a lack of knowledge in this area. That lack of knowledge is seen as part of the problem as to why it hasn't taken hold here. Microsoft wants customers to move to MS 365.

Professor Blitz asked members to cross out on the handout what is not needed so that he and his colleagues would know where the focus for learning should be placed. Mr. Pignatano said that they are keeping things internal at Lee Memorial. They are moving away from HP and moving towards CISCO. Professor Blitz asked if there was anything else needed on the list related to CISCO. Mr. Pignatano responded that he had checked everything CISCO related on his list. Professor Blitz said that during the summer they had purchased Boson Software and updated the routers and switches. They now have the ability to do things remotely.

Professor Butler asked the committee if they had any additional needs with wireless. He informed the group that they were running the wireless courses for the second year. Mr. Pignatano responded that the wireless knowledge is needed. Professor Blitz told members that the program is trying to be more reactive to the needs of the community and local businesses. The program is small, but growing. Mr. Spanberger asked if there were plans to implement ITIL training, which would be useful for Human Resources management and setting up helpdesk teams. Professor Blitz indicated that there were no plans currently, but that he would look into it. Professor Blitz explained that the program did prepare students for the A+ certification, which covers helpdesk skills. A+ has two separate exam components. He is currently working on a proposal to split the current course into two courses so that students have more time to prepare for both exams. Committee members agreed with the splitting of the current course. He then asked the committee for their recommendation regarding the removal of the COP 1000 course,

Introduction to Computer Programming, from the networking degree; and the removal of the CNT 1000 course, Computer Networking Essentials, from the programming degree. The committee was unanimously in agreement that the networking course was not needed for the programming degree, and the programming course was not needed for the networking degree.

Mr. Daryl Scott, coordinator for the TAACCCT Grant spoke to the committee about the purpose of the grant. The College has received 1.4 million in funds to be used over a four-year period. The focus is on providing IT career opportunities to the local workforce. He further explained that he will be working with industry partners to place students in internship opportunities. He will be speaking with local companies to find out what training and skill sets are needed. The end result is to get trained workers placed into local jobs in this region. He asked for their willingness to give student tours of their businesses and for volunteers to do general presentations to student groups in an effort to promote local IT jobs.

Professor Blitz thanked the committee for their attendance, and for their recommendations and information regarding business community needs.

The meeting was adjourned at 8:45 AM.

**Report to Advisory Steering Committee Members**  
**School of Business and Technology Advisory Steering Committee Meeting**  
**October 27, 2016 at 5:30 PM on Thomas Edison Campus U 102**

**In Attendance:** Adrian Kerr, Michael Koszewnik, Joe Paterno, John Holloway, Dennis Fahey, Peg Elmore, Beth Prather, David Hoffman, Darlyn Estes, Mark Baker, Meg Scanlan, Bryan Jones, Andy Blitz, Bernardine Carter, Michelle Zamniak, Tom Pagano, Doug Goldman, Jesslyn Woosley, Victoria Myers, David McCormick, Mary Conwell, Tyler Patak, Jackie Beard, Dr. Richard Worch, Dr. Thomas Rath, Dr. John Meyer, and Jill De Valk.

**Welcome:** Dr. John Meyer, Dean of the School of Business and Technology welcomed attendees with introductions around.

**Approval of April 28, 2016 Minutes:**

Dr. Meyer called for a motion to approve the meeting minutes. The motion was seconded, all were in favor and none opposed.

**School of Business and Technology Updates:**

- Enrollment is up 10% in the FTE or full-time equivalent and head count is up 7.6%. More students are taking more credits and the population is younger. The baccalaureate programs are seeing growth with career changers in the mix.
  
- Brochure – The brochure has a different approach which aims to be equally informative and promotional, but adds a changed look to appeal to a younger audience. The brochure includes the educational missions and a glossary of terms have been added. The programs have definite pathways and each are explained in the program areas. The brochure has been modernized with icons and QR codes which link to the catalog page. As always, all workforce programs in SOBT remain academically rigorous.
  
- Three college credit certificates have been approved by the College’s accreditor, SACSCOC, including the following:

Financial Services – meets an industry requirement

Digital Forensics – meets an industry requirement

Engineering Technology Support Specialist – Introduction to manufacturing and advanced in support of a grant funded initiative and in response to input from two separate focus groups.

- Western Michigan University & FSW have a partnership agreement and will be sharing space at the FSW Charlotte Campus. WMU is the number 2 rated pilot training programs in the nation and will bring its program here. It owns a fleet of planes which will be located at the Punta Gorda

Airport. They will also offer graduate medical programs in response to the medical need of the aging population.

- We are still planning an aviation airframe and powerplant (aircraft maintenance and repair) PSAV program. The college is negotiating to lease hangar space at the airport and has attracted interest in two aircraft to be donated. The educational ladder includes an AS in Aircraft Maintenance Administration, Students would gain 30 credits toward the core classes for FAA A&P licensure (through Gold Standard Articulation) and that degree would fully matriculate to the BAS, SMAN where the plan is for a 12-credit concentration in an aviation management area.
- Faculty changes – one FT Computer faculty member has departed and a new faculty member will be hired for the January term. Jennifer Patterson was hired as a FT faculty member for the BAS of Supervision and Management.
- The Information Science Technology BAS degree has passed the internal hurdles. The application has been received by the state and then will apply to SACSCOC before the winter break in order to be on the current SACSCOC review cycle.
- Advising Overhaul: SOBT is now advising its own students. Previously it was more difficult because general advisors need to be completely versed in all of the primary and secondary programs and also the appropriate SOBT electives for AA students. FSW's new initiative, *Dedicate to Graduate*, has advisors embedded in the schools and with AA students remaining with assigned advisors in S Building.
- The TAACCCT Grant – XCEL-It Programs is entering the last year, ending September 30, 2017. The program has been partnering with CareerSource and has seen a 500% increase since last year due to bootcamps for business certifications. The terms of the grant are well-intentioned but the execution is challenging. The grant does not pay for tuition but pays for most everything else. The grant has launched two new programs: Intermodal Freight with Professor Tim Lucas and the Engineering Technology Support Specialist CCC with Professor Vincent Butler to complete the first cohort in December.
- FutureMakers Coalition – has reinvigorated the need for foundational skills programs, particularly for 2<sup>nd</sup> generation, soft skills or basic skills to learn work ethic are not taught at home. The population is not prepared and does not possess the foundational skills employers require.
- Per FLDOE, an SOBT AS degree holder out earns someone with an AA degree and SUS Bachelor degrees. At FSW, the BAS in Supervision and Management has the largest number of bachelor degree graduates.
- Rocket Lounge has an incubator and accelerator of ideas with a technical focus. Entrepreneurs meet with potential funders. SOBT is exploring ways to leverage a partnership for the benefit of our students to help marry technical proficiency with entrepreneurship. Presentations on this topic are schedule for spring faculty meetings.
- Gold Standard: The State mandates that FCS institutions award college credit for specified industry certifications. This list is a moving target and is updated annually.

- Corporate Training: Each year there is a total of \$12 million dollars available from CareerSourceFlorida to help companies that relocate or expand in Florida offset training costs for new hires. SOBT' s Corporate Training department, under the direction of Adrian Kerr, has secured 25% of the state pool of funds for each of the past couple of years and is on track to do the same this year. The college gets 5% of the grant amount to offset administrative expenses. Our corporate training brings grant funds to four of five counties in our economic area. IWT Florida Flex on the job training is underutilized, particularly among smaller companies who are most likely to benefit. Corporate Training is concentrating on this market, as well.

- Programs we are concerned about: Architectural Design & Construction Technology and Civil Engineering Technology. Industry does not seem to demand these programs and students are gaining employment in-field without degree completion. We are seeking input from the committee about the need for these programs and potential alternatives such as short, focused CCCs, and the potential for a BAS, SMAN concentration in Construction Management.

The attendees proceeded to their breakout groups.

## **Advisory Committee Meeting Thursday, April 6, 2017 – 5:30 PM Lee Campus – AA 177**

**In Attendance:** Leroy Bugger, Florida SouthWestern State College; Dr. Richard Worch, FSW; Tracey Whirls, Glades County Economic Development Council, Inc.; Jeff Kunberger, Suncoast Credit Union; Dr. Tom Rath, FSW; Brian Mangan, FMTC/CCTC; Vincent Brejtfus, Chico's FAS, Inc.; Kevin Williams, BSSW Architects; Lucienne Pears, Charlotte County Economic Development Office; Eric Berglund, Southwest Florida Economic Development Alliance; Dana Brunett, Cape Coral Economic Development Office; Doug Adams, Florida Stairworks; Rick Evanchyk, Goodwill Industries of Southwest Florida; Sue Lampitt, Intech Printing & Direct Mail; Randy Mitchelson, iPartnerMedia; Doug Goldman, FSW; Denise Vidal, Lee County Electric Cooperative; Mike Lohr, Johnson Engineering; Seth Alte, Enterprise Holdings; Tom Pagano, Hertz Corporation; Peg Elmore, CareerSource Southwest Florida; Michael Koszewnik, Arthrex; Brad Schiffer, TAXIS Architecture & Planning; Andrew Blitz, FSW; Tyler Patak, Parker, Mudgett, Smith Architects, Inc.; Sarah Owen, Southwest Florida Community Foundation, Futuremakers Coalition; and Jill De Valk, FSW.

**Welcome and Introductions:** Dr. Tom Rath welcomed all participants attending. He announced that Dr. John Meyer, Dean of the School of Business and Technology would be leaving FSW to accept the position of Executive Vice President of Academic Affairs at Hodges University. Dr. Rath mentioned that he would be serving as Interim Dean with a new Dean in place by July 1, 2017. In the meantime, Dr. Rath and Dr. Jones from the Collier Campus will be attending the meetings such as OESC and Horizon Council until a new Dean is named. FSW faculty attending introduced themselves to the committee members.

### **Approval of October 27, 2016 Minutes:**

Dr. Rath called for a motion to approve the minutes from the previous meeting. The motion was seconded, all were in favor, and none opposed.

### **School of Business and Technology Update:**

- Professor David Hoffman, Coordinator of the Business and Accounting Programs will be retiring at the end of the academic year. There is a faculty search in place with in-person interviews scheduled soon. The new professor will be located mainly at the Collier Campus to concentrate on growing the Business Management and Entrepreneurship Programs.
- George Kodsey is a newly hired Professor of Computers as of the Spring 2017 semester. He teaches mainly at the Charlotte Campus with a few courses at the Lee Campus.
- The Carl D. Perkins Career and Technical Education Act of 2006 provides funding to support workforce programs. FSW partners with the Charlotte Technical College which helps to demonstrate continuity between them. Last year, the application included a Program of Study (POS) section where participants collaborated with schools within their districts. The purpose is

for the district to select a POS and show the pathway from high school to technical college to associate's degree to baccalaureate degree and finally to master's degree at a university. The POS that has been recommended for the year is Computer Programming and possibly Networking as a second. Last year the POS selected was Business Administration.

- Dr. Rath also mentioned that the advisory committee is also an important partner with FSW. He inquired "Is computer programming valuable to your business?" The majority of the audience agreed that the POS of computer programming was important to their company.
- In pursuit of the Airframe and Powerplant program, we have leased a hangar at the Punta Gorda Airport. Many donations of airplane components are coming in. We hope to roll out the program in the fall of 2018. The program is included in the Florida State Frameworks with the Federal Aviation Regulation Part 147 approving the minimum requirements. We have hired a consultant to assist with the curriculum development and will soon hire another consultant to deal with other program needs. Due to the large number of airplane mechanics retiring, there is a huge need. The PSAV certificate proposed would also prepare students to repair elevators or amusement park attractions. The certificate would articulate into an associate degree which in turn could articulate into the BAS in Supervision and Management degree.
- SOBT is waiting for approval from the state for the BAS Computer Networking degree. With approval, the program will begin in the Fall 2017 semester.
- FSW recently revised the system of advising students. SOBT recently started advising students in SOBT programs. Dr. Rath advises approximately 120 students. The coordinators of student success are assigned specific programs in which they advise all of the students enrolled in that program. Who better to advise the students than the coordinators in SOBT?
- Douglas Goldman, Coordinator of the XCEL-It programs provided an update of the TAACCCT Grant from the Department of Labor. This grant had the intention of assisting people affected in the economic downturn which included those who were unemployed, underemployed, and returning veterans. The average student who participated was over 30 years old and had a family. Under these circumstances, it takes longer to complete a degree. In year three, in November 2015, we had 25 participants, September 2016 we had 100 participants, and with the six-month extension another 50 to 60 participants. We have 60 completers of College Credit Certificates and IT Industry Certifications. This semester, 7 participants earned the QuickBooks certification. The grant will end in September, 2017 but Doug is recruiting and advocating for SOBT programs. The grant produced two new programs: The Engineering Technology Support Specialist CCC and Intermodal Freight and Logistics CCC. The ETSS program was housed at the Hendry/Glades Center with the purpose of providing skills for students to be able to work in manufacturing jobs. U.S. Sugar offered that any student who completed the certificate would be guaranteed an interview. The cohort from fall 2017 participated in 5 courses, each course lasted 3 weeks. They completed the Computer Aided Drafting class in the spring semester. Two students completed the certificate.

The first group of five students of the Logistics program completed certificates in December, 2016. One of the completers is now using the CCC in Raleigh, North Carolina. The second group consists of 4 students this semester.

- The Financial Services Management CCC - Maybe a cohort consisting of employees
- The Paralegal Studies Program is currently going through the reapproval process and was recently evaluated by a site team from the American Bar Association. The visit went well and we will know if the program has been reapproved when the Standing Committee meets.
- Adrian Kerr, the Director of Corporate Training spoke about the \$12 million Florida budgets for training. The program used to be called Quick Response Training but is now Florida Flex. Of the \$12 million available, FSW receives about 25% of the funds. Recent awards: Cheney Brothers – 778 new hires - \$1.2 million; Arthrex is expanding – 400 new hires - \$900,000; and Herc equipment rental – 171 new hires - \$400,000. There is also a veteran program where companies receive money for hiring veterans. FSW was the first in the state to receive the grant funding from the veteran program.

Existing businesses in Florida may apply for Incumbent Worker Training (IWT) grants which provide for continuing education and training of current full-time employees. This grant provides reimbursement of 50% of the amount of the training costs. FSW could arrange the training. There is \$2 million available and this grant is underutilized.

- Enrollment in the Architecture Design and Construction Management and Civil Engineering Technology degrees is languishing. Dr. Rath requested in the breakout sessions, to please discuss what the education demands for employees in your areas are.

The meeting was adjourned to the breakout sessions.

### **Business Advisory Board -- Business Discussion Group**

Professor Bugger welcomed the business group to the breakout session. The following were discussed:

#### **Prospective changes to programs**

- 4 Risk Management course—the risk Management course offered at Florida SouthWestern State College was up for course review. In doing the review, Professor VanGlabek discovered that the Florida Department of Financial Services offers state certifications to success completers—C or higher grade--of Risk Management courses offered by some state colleges. Currently, Professor Van Glabek has been talking with the Florida Association of Insurance Agents and will be working with the Florida Department of Financial Services to develop courses and a program based on Risk Management.
  - 4.1 Consequently, FSW is in the process of revising the current Risk Management course and offering two additional Risk Management courses.
    - RMI 2110 resulting in 440 Certification—personal insurance planning
    - RMI 2212 resulting in 2044 Certification—property and casualty insurance
    - RMI 2662 resulting in 215 Certification—life, health, and annuity
    - Upon approval by the Florida Department of Financial Services, the state certificate test will be waived for successful completers of the course(s).
  - 4.2 By adding the following courses to our basic business core of courses, we expect to be able to offer an Associates in Insurance Management degree pending state

approval: Accounting 2021-Financial Accounting, Accounting 2071-Managerial Accounting, Accounting 2450-Accounting Software Applications, Marketing 2011—

Marketing, Management 2021—Management Principles, Business Math, Business Law, Excel Spreadsheets, and Business Communication.

3. Other state colleges currently offering the Associates in Insurance Management degree include: Broward State College, Palm Beach State College, Santa Fe State College, Seminole State College, St. Johns River State College and State College of Florida.
4. Professor Van Glabek also discovered that the Florida Association of Insurance Agents have developed Goodwork Fund Scholarships that give an estimated \$5000 in scholarship funds to colleges that are offering the Associates in Insurance Management degree.
5. Professor Van Glabek is also looking into adding internships with local insurance agencies as part of the course.
6. Should the Associate degree program succeed, there is also the possibility of expanding the degree to the Bachelor degree level.
7. Brief discussion of Risk Management and Insurance Operations curriculum frameworks.

## 6 Accounting

- 6.1 Trusts, Gifts and Estates Tax course is being merged into the Tax II course which will now include corporations, trusts, and estate taxation as well as gift taxation.
- 6.2 Business Finance FIN 2001 is being added to the Accounting program as a required course
- 6.3 Business Finance FIN 2001 and its prerequisite Business Math is being to the Accounting Certificate program. However, this was accomplished by consolidating the Gifts and Estates Tax course into the Tax II course and then removing the Governmental Accounting course from the Certificate program. (Note that the Governmental Accounting course is still part of the AS Accounting Degree program)

## 7 Financial Services Management Certificate

- 7.1 FSW has recently completed the development of the online version of BAN1004-- Principles of Banking/Credit Union Operations. We currently only offer this course in a ground format.
- 7.2 Additional development of online courses is planned

The Advisory Committee brought up four points for the School of Business to consider:

- Courses related to 'big data'. These courses would address the gathering, extraction, and analyzing 'big data'.
- Student communication skills. Many of the participants spoke on the inability of students to communicate--other than by instant mail—in direct conversations and within groups.
- Student's inability to relate concepts—which they should have learned in college—to 'real-world' situations. This concern was voiced by numerous participants.
- The offering of continuing professional education courses (CPE).

## **Computer Science, Architecture Design and Construction, and Civil Engineering Technology Breakout**

Coordinator Andy Blitz welcomed all and repeated from the main meeting that enrollment in the Architectural Design and Construction AS degree and the Civil Engineering Technology AS degree is dwindling. Few employers are looking for employees with Associate degrees. Do we need a new generation of programs or certifications?

Professor Blitz asked the group “What skills do you need in employees?” Replies included the following: a worker bee is needed who has completed a certification program, technological knowledge and skills are important but general education is not as important, and for small companies an employee who knows how to complete many duties. Employers are looking for specific skill sets and want to have employees with these skill sets and not necessarily the degree. Certificate programs may be more beneficial.

With the Computer Program, the goal was to add 4 or 5 CCCs to piggyback on the AS degree. **The Bachelor’s degree in Information Systems Technology is in the approval process.** The CCC option helps in retention and helps to identify skills. The goal is for graduates to have the skills that companies are looking for to hire.

Professor Blitz inquired if the committee thought that it mattered if classes were online or face to face? He explained that in the computer programs more classes are online than face to face. Students may complete the entire degree online. The Architecture Design degree is face to face now. The committee members reviewed the courses that complete the AS degree in Architecture Design. A discussion ensued whether a manual drafting course is necessary anymore.

Professor Blitz thanked all participants for their input.

*Meeting minutes interpreted and reported by Jill De Valk*

School of Business and Technology Advisory Board Meeting Thursday, November 1,  
2018

5:30 PM – 7:30 PM

Fort Myers Campus – A Bldg, Room 177

**In Attendance:** Michael Koszewnik, Arthrex Mfg. Inc.; Amy Bader, Chico's FAS, Inc.; Frank Nater, Futuremakers Coalition; Michael Proia, Avalon Engineering; Leroy Bugger, Florida SouthWestern State College (FSW); Brian Mangan, Fort Myers Technical Center; Kevin Williams, BSSW Architects, Inc.; Ken Buschle, GMA Architects; Dr. Richard Worch, FSW; Peg Elmore, CareerSource Southwest Florida; John Barkley, Naples Police Dept.; Denise Vidal, Lee County Electric Cooperative; Bryan Jones, LEESAR; William Shuluk, Library Services, FSW; Adrian Kerr, Corporate Training, FSW; Sue Lampitt, Intech Printing & Direct Mail; Bernardine Carter, Lee County Sheriff's Office; Dr. Psihountas, FSW; and Jill De Valk, FSW.

**Welcome and Introductions:** Dr. Psihountas welcomed all in attendance and expressed that she was looking forward to working with all. She proceeded with introductions around.

**Adoption of Minutes**

There was a motion to approve the minutes from the last meeting on April 5, 2018. The motion was seconded. All were in favor of accepting and none were opposed. Motion to accept the minutes was passed by voice vote.

The SOBT Advisory Board meetings will no longer have breakout sessions because the Public Safety and Paralegal Studies Programs are meeting separately. The focus in the meetings will be on specific programs.

**Discussion of SOBT Programs – What is New:**

- We are proposing a new course in cyberlaw, which is an area that Dr. Allbritten is very focused on. We have a unique structure here where a cyberlaw course could be an elective for our Criminal Justice, Paralegal Studies, and Computer Programs. It could serve a broad base of different programs. Professor Matt Hoffman will develop the course.
- Beginning the Spring 2019 semester, SOBT will begin to offer a Risk Management specialization to the AS in Business Administration Program. Due to aging demographics, with an estimate of 8000 open jobs, the Florida Association of Insurance Agents forged a partnership with state colleges in Florida to offer three risk management electives where the student would receive an insurance licensure from the State of Florida upon completion of the AS in Business Administration degree. We are the only college in southwest Florida to offer these courses. FSW has reformatted the program to include a Risk Management track. Upon completion of the AS in Business Administration – Risk Management, the student receives the AS degree, College Credit Certificate, Risk Management Specialization, and state licensure. The student will receive all for the price of one.
- New articulation agreement with Hodges University where the student completes undergrad through Bachelor's degree and will be able to enroll seamlessly into the Master of Management degree at Hodges.

- New articulation agreement with FGCU where they will offer Hospitality Management courses at FSW Charlotte Campus.
- Already in place, an articulation agreement with FSU where graduates of the BAS PSA degree can enroll in the Master's degree in Criminal Justice.

#### **Marketing Ideas:**

- Marketing – SOBT is designing a new brochure. We also hired a part-time Instructional Assistant for recruiting. With the assistance from our Registrar's office, we plan on creating a streamlined process of registration at the area police departments and other agencies. We are also setting up Facebook, Twitter, and Instagram for SOBT. Dr. Psihountas also created a monthly newsletter for students which includes job and internship opportunities.
- A survey was sent by email to former SOBT students who did not complete their programs and are not enrolled in courses presently. The survey was sent to approximately 2150 students with a response rate of 215 or 10% response rate. The responses were interesting.
- Dr. Psihountas hosted a "Pizza with the Dean" during lunch on two days at the Fort Myers Campus. The response by SOBT students was dismal, with the event not well attended.
- SOBT is experiencing a 10% decline in enrollment. One reason could be that the unemployment rate here is only 2.9%. Historically, enrollment increases as the unemployment rate rises. Fort Myers Technical Center is experiencing an increase in enrollment. Perhaps the programs that they offer is where the need is in this area. SOBT's advantage is that out tuition is competitive. A marketing campaign could focus on knocking out the first two years at FSW at a lower cost than a university.

#### **Marketing Suggestions:**

- Send the newsletter to area high school counselors describing what FSW has to offer.
- Make connections with high school academies to create articulation agreements.
- Have a high school cybersecurity program articulate to FSW.
- The more presence the better.
- Send letter to insurance companies informing them of the Risk Management Insurance specialization.
- Invite onsite courses if an agency has 15 people who want to enroll in a class and create ongoing cohorts.
- Make presentations at local organizations. Lee Health has a technology group which meets monthly with speakers every month.
- FSW student demographics reveal that the average age is 22. Older students tend to take online courses. We need to get the word out that FSW offers courses and programs which are totally online.
- No licensing is required in the computer field. There is no requirement to complete the program. There is a parallel between the lack of licensing and the low retention of students in the computer programs.
- Cybersecurity or workplace security is big right now. Companies want a person who can do it all. SOBT should boost retention and growth with tracks that will make it more marketable. Perhaps reach out to former graduates to complete new skill sets. The problem is that Financial Aid will not pay for the CCC.

- Use the Chamber of Commerce organization to discover business to poll to see who offers tuition reimbursement. The Economic Development Council may have statistics to assist also.

#### **Repositioning of Departments and Personnel:**

- Computer and Networking Technology Department – SOBT is still attempting to get state approval for a computer BAS but we need the blessing from FGCU.
- Business, Accounting, and Risk Management Department
- Criminal Justice and Public Safety Department
- Legal Studies, Architecture, Construction, and Engineering Department
- According to the State Department of Education, we cannot change Paralegal Studies to Legal Studies
- Recently hired one full-time and two part-time instructional assistants. One part-time instructional assistant tutors accounting students. The other part-time instructional assistant will assist with recruiting and maintaining social media accounts. The full-time instructional assistant will tutor computer students and assist Crime Scene Faculty in the lab.
- Recently hired two Coordinators of Retention and Student Success. Jessica Barnett is on loan from the Advising Office and Christopher Renda was the former Nursing Support Specialist from the School of Health Professions.
- We conducted interviews for the Associate Dean position and are hoping to make an offer soon.
- Dr. Thomas Rath who was formerly the Interim Dean is now the Director of Charlotte Campus.
- Full time faculty positions currently open in the computer and architecture programs. In February, another professor will be retiring.

#### **Mentorships and Internships**

- SOBT would like to offer students the opportunity of internship or to be partnered with a student mentor. In this situation, everyone wins and the student gains experience and networking opportunities. Dr. Psihountas stated

that if any of the committee members were interested in being a guest speaker, a student mentor, or want to offer an internship opportunity please let her know.

#### **Survey Results:**

- There were 215 respondents: 105 from Associates Degree programs, 86 from Bachelor's Degree programs, and 24 others.
- The survey asked questions regarding the following: advising, hours of classes, tutoring, office hours, demands on time, and how they were paying for classes.
- Many participants responded with contact information.
- Participants who responded preferred Hybrid courses, followed by live classes at night, and last, online classes.

#### **Focus Group:**

Dr. Psihountas would like to create focus groups with committee members for Paralegal, Criminal Justice, and Risk Management Insurance. Please let her know if you are interested in joining a focus group.

**Corporate Training Grants:**

Adrian Kerr mentioned that FSW is the recipient of the most money from the Quick Response grant from the state. The companies receiving these funds have been able to train a collective total of 7000 new hires. Peg Elmore mentioned that there is \$500 million available for IT training for low income earners. They can receive up to \$3000 to pursue an IT certificate. The applicants can earn no more than \$16,000 per year to qualify.

**FGCU Technology Match:**

On Tuesday evening, FGCU is hosting 20 companies where students are invited to network with professionals.

**Closing:**

Dr. Psihountas thanked all for attending and for their great comments and ideas. The meeting was adjourned at 7:30 PM.

*Meeting minutes reported and interpreted by Jill De Valk*

**Computer and Networking Programs Advisory Board Meeting September 10, 2019,  
Lee Campus**

In attendance: Joshua Hudson, Charlotte County; Marshall Howard; Ray Desjardins; Linda Lyding; Matt Opalach; Wendy King; Douglas Christian; Steve Schrock; Rachel Busch; Melinda Lyles; Debbie Psihountas; Jennifer Baker; Judy Dantes; Jason Dudley; Roger Webster

- Brief Welcome and Introduction of Board Members
- Discussion of our current programs and introduction of the faculty in attendance
- Workforce programs
- Other Programming Ideas
- IBM Badge Program
  - Submit proposal to IBM
  - Purchase the materials
  - IBM trains faculty
  - Make us stand out-focus on:
- Cybersecurity
- BlockChain
- Artificial Intelligence
- Data Science
- Design Thinking
- The SOBT job board was discussed and all members were encouraged to send us any job or internship postings they may have.
- The Board Agreement and Purpose was introduced. Dr. Psihountas was very appreciative of all members taking the time to serve on our board.
- Meetings will take place 2 times per year; once in fall semester and once in Spring.
- A question was asked regarding students needing to perform community service as part of their degree.
- Possibly Cornerstone (SLS1515) requires some service hours and the Honors Program requires a certain level of community service.
- The newly formed Computer Club was introduced, and suggestions were requested for activity ideas or guest speakers.
- A Hackathon was suggested or some kind of competition.
- The upcoming Job Fair was discussed.
- Thursday Nov 14, 4-6pm in the 2<sup>nd</sup> floor lobby of K building
- Jennifer is organizing, an email will go out and interested employers are asked to respond with their interest. No other signup necessary and no fee.
- The new bachelor's program, BAS IST was introduced. The initial draft of the program was rejected by the state.
- The course list was presented, and feedback was requested.
  - A course in Project Management should be included
  - MAN3504 should include blockchain
  - Need coursework in cloud/multicloud
  - Need coursework on IOT (Internet of Things)

- Programming courses shouldn't list a specific language
- Easier to change with current trends
- Need coursework on infrastructure architecture

## SOBT Computer Science Advisory Board Meeting

Feb 27, 2020, 3:00pm

Lee Campus

### In attendance:

Jordan Azis, Stickboy Creative

Rachel Busch, Cigent

Dante Cioffi, Fort Myers Technical College

Lee Dubey, Kitson Partners

Marshall Howard, CommLynx

Bryant Jackson, Stickboy Creative

Bryan Jones, LeeSar

Josh Zachnitz, Stickboy Creative

### From FSW:

Judy Dantes

Dr. Melinda Lyles

Dr. Mary Myers

Albert Nault

Dr. Debbie Psihountas

Dr. Psihountas welcomed the group and introductions were made.

**Department Updates:** Dr. Mary Myers is the new Chair of the department and Melinda Lyles was hired to fill the vacant full-time position.

**BAS Information Systems Technology:** Back into design phase. The state was concerned the AS degrees did not feed into the BAS program. Programming would feed into it but not the Networking degree.

Mary Myers is working with faculty to design a program that will work with both AS degrees. There will be a Programming concentration and a Networking concentration with a generic IT core that both degrees would flow into.

AS students will have core classes and will need to complete Gen ED classes that are a requirement of the state; AA students will have taken the Gen Ed classes but will need the core classes.

As this is a workforce degree, a smooth progression is desired.

For the lower level courses, we have a relationship with the tech school; articulation agreements in place to allow courses to transition into the degrees.

The upper level courses will be tied to industry certifications.

**Job Fair:** the fall job fair was very successful. It was held over 2 nights and some businesses attended both as they had a need in multiple disciplines. The Spring job fair will be held on one night to be all-inclusive. It will be Thursday April 2 from 5 to 7 pm.

**Other Updates:**

We have received no recent info for internships. If any are available with your company, please reach out.

Scholarships-the college has received a grant from a donor to be used for certificates. Students that are close to finishing a CCC (College Credit Certificate) will be identified and offered scholarship money to take the class that is needed to complete. This money can also be used to pay for vouchers for industry certifications.

IBM Badges program- looking to bring it into the college.

Cengage-continuing to use for textbooks. Flexible; can be easily changed semester to semester.

**APPENDIX D-2 School of Business and Technology Department Minutes**

**School of Business & Technology Department Meeting Friday, September 13, 2019 1:00 – 3:00 PM Thomas Edison Campus, Building U, Room 106**

	Present	Absent	Excused
<b><u>Administration</u></b>			
Dr. Debbie Psihountas, Dean	X		
Jennifer Baker, Associate Dean	X		
<b><u>Department Chairs</u></b>			
Dr. Mary Conwell	X		
Dr. Jennifer Patterson	X		
Dr. Roger Webster	X		
Dr. Richard Worch	X		
<b><u>Faculty</u></b>			
Leroy Bugger	X		
Krissy Cabral	X		
Alisa Callahan	X		
Matthew Hoffman	X		
Deborah Johnson	X		
George Kodsey	X		
Tim Lucas	X		
Melinda Lyles	X		
Michael Nisson	X		
Anita Rose	X		
William VanGlabek	X		

	Present	Absent	Excused
<b><u>Staff</u></b>			
Jessica Barnett	X		
Judy Dantes	X		
Jill De Valk	X		
Lisa Dick	X		
Al Nault			X
Christopher Renda			X
<b><u>Other Staff</u></b>			
Ashley Espinai	X		
<b><u>Adjunct Faculty</u></b>			
Christopher Class	X		
Maureen McFarland	X		
Barbara Peat	X		
Sandi Towers	X		

**Welcome:** Dr. Psihountas welcomed all in attendance.

**Introduction of New Coordinator:** Dr. Psihountas introduced the new coordinator of student retention and Success, Caroline Siefert. She will advise students in the Paralegal Studies, Criminal Justice, Crime Scene Technology, and BAS Public Safety Administration programs.

**Recognition:** Dr. Conwell just returned from Baton Rouge, Louisiana with great new ideas after participating as a site team member for an ABA Paralegal program re-approval.

**2019 – 20 Progress to Date:**

- Dean Speaker Series for students and community
- New advisory boards meeting in September and October – Computer, Risk Management Insurance, and Architectural boards
- **BAS IST**
- CJ Cohort initiative
- Marketing initiatives
- Web-based course delivery
- Career Planning and Placement Center
- Hiring more faculty and a placement specialist
- First meeting in October of the Dean’s Student Advisory Council
- “Ask SOBT” information tables in K Bldg
- The Dean and Associate Dean are in the process of visiting all classes this semester to meet the students
- Pizza with the Deans – September 23, 2019 – K 103 – 4:30 pm to 6:00 pm
- Donuts with the Deans – September 24, 2019 – K103 – 9:30 am to 11:00 am
- Goal of improving quality and student engagement within courses to improve DWF rate, response times, and students’ opinions that we care about them.

**Updates from the Dean:**

- New initiatives with students in our theme – “Maximizing Student Engagement”
- Class intros and Canvas shell announcements
- Ask SOBT tables manned by the student assistants to answer questions that students have regarding our programs
- Will continue the newsletters
- The new monitor with content has been added to the downstairs of K Building near the K 103 computer lab. The job/internship board has been moved across the hallway to accommodate the new monitor.
- Upcoming career fairs in November will be located in the open areas of K Bldg, on November 7<sup>th</sup> and November 14<sup>th</sup>. CJ, paralegal and architectural/engineering employers will participate on November 7<sup>th</sup> and

business, accounting, RMI, and computer employers will participate on November 14<sup>th</sup>.

- Completion of scheduling in October
- New minimums were established by the Provost. In order for classes to run, there must be 15 students enrolled instead of 12. Exceptions to the minimums include capstone courses, internship courses, independent study courses, or specialized equipment courses.
- Course selection and overloads – moving forward with scheduling of classes, faculty need to identify the courses they want to teach for load and then identify courses they want to teach for overload. Once registration begins, if an overload section is cancelled, the faculty will not be able to bump an adjunct out of another section just to receive an overload section. The only time this will occur is if load needs to be made.
- New SOBT requirement for the spring semester states that full-time faculty must teach at least one ground class
- Certification exams – students are not allowed to substitute certification exams in lieu of attending and completing the course. It is a violation of Federal Financial Aid regulations.
- New programs update –
- Miami Dade has a Cannabis Industry Science Specialist CCC which includes the courses of *Biology of Cannabis*, *Chemistry of Cannabis*, and *Florida Cannabis Policy and Regulation*. SOBT could create a track in AS Business Administration/Management and CCC – Legal, RMI, Finance, Entrepreneurship, Law Enforcement as electives
- FGCU has a five-day workshop under community education, noncredit continuing education. Program speakers include physicians, botanists, scientists, CEO/entrepreneurs, business leaders, industry management, accountants, investment bankers, attorneys, community activists, artists, and chefs
- Cybersecurity course – BUL 2561 – Cyberlaw – To be offered in the spring 2020 semester. Course to include material from the following: risk management, forensic accounting, digital forensics/computer related, legal aspects, and law enforcement aspects.
- Volunteers needed for search committees for Computer Science and Architecture/Construction Management

#### **Chair Updates:**

- Dr. Mary Conwell completed travel to Baton Rouge as a site team member for the ABA. She will be traveling to Detroit in November for the AAFPE conference. She mentioned that students have recently praised new professor Judge Mary Evans and Professor Towers. She stated that she is concerned about the general advisers in S Bldg. steering students away from the AS degrees of Paralegal Studies or the rest of the SOBT programs. She explained that the federal government will only hire paralegals who are graduates of an ABA approved

program. Also, some markets such as in Baton Rouge, will only hire graduates of an ABA approved program as well. She suggested that we need to educate the advisors.

- Dr. Jennifer Patterson did not have anything to report
- Dr. Richard Worch announced upcoming advisory board meeting.
- Dr. Roger Webster shared with the group that the Computer Advisory Board met earlier this week and they provided valuable feedback on the proposed BAS IST classes. They would like to see more mobile devices and cloud device instruction and C++ language should be reworked since it is dated.

**Associate Dean, Jennifer Baker Updates:** Thanked the advisors for stepping up and helping with the Criminal Justice and Paralegal caseload until we hired Caroline Siefert. Thanked the faculty for assisting with the early alert process for all the students not just the ones that are repeating courses. We ask that faculty let students know of upcoming SOBT events and club meetings. Alisa Callahan suggested using Canvas announcements more often especially for the important information.

Dr. Psihountas thanked all for participating and the meeting was adjourned to the program-specific breakout meetings.

*Meeting minutes interpreted and reported by Jill De Valk*

### **PARALEGAL STUDIES BREAKOUT MEETING 2:15 PM – 3:30 PM**

In Attendance:

Professor Matt Hoffman, Professor Mary Conwell

The following topics were discussed at the September 2019 breakout meeting. Professor Conwell discussed her ABA site visit to Louisiana State University in Baton Rouge, Louisiana. Professor Conwell went over information about the Real Estate Paralegal Certificate newly approved by the Florida Department of Education. It is a 12-credit hour certificate, and the first three courses would be Business Law, Real Estate, and Introduction to Paralegal Studies. Professor Hoffman and the other Paralegal Studies faculty will make suggestions about what the fourth class should be.

Professor Conwell emphasized that FSW Paralegal Studies faculty need to strongly encourage students to commit to FSW's ABA-approved A.S. in Paralegal Studies, rather than or in addition to the general A.A. Compelling reasons for students obtaining the ABA-approved A.S. in Paralegal Studies are the following:

1. The federal government will only hire paralegals who are graduates of ABA-approved programs.
2. Some legal markets will only hire paralegals who are graduates of ABA-approved paralegal programs.
3. FSW's mandatory paralegal internship can save students aspiring to attend law school hundreds of thousands of dollars in law school tuition if they discover,

upon completion of the paralegal internship, that working in a law firm and therefore law school are not really for them.

Also discussed was mass emailing recent FSW AA graduates about FSW's A.S. in Paralegal Studies, as well as mass emailing recent FGCU graduates. Professor Conwell stated that she will tell adjunct Paralegal Studies faculty to emphasize the ABA-approval status of FSW's Paralegal Studies Program to their students.

Department Meeting Computer Breakout Minutes September 13, 2019

In attendance: Roger Webster, Melinda Lyles, George Kodsey

1. Courses that haven't been taught in 5 years were discussed whether they should be eliminated from catalog
  - a. All courses were determined to be kept except:
  - b. CTS2339 which has been updated to CTS2334 Microsoft Windows Server
2. Dr. Webster initiated discussion regarding the D or better grade for prerequisite courses
  - a. The faculty in attendance agreed that the passing grade for prerequisite courses should be changed to a "C" instead of the current "D"
  - b. A student earning a "D" grade most likely did not sufficiently learn the material to be able to be successful in the next course
3. Cengage was discussed
  - a. Pearson was a previously used platform
  - b. Textbooks were very expensive
  - c. With Cengage students have unlimited access to the library of textbooks
  - d. COP1000 instructor can choose between 3 languages; C++, Java or Python
4. For the Spring courses, continue to use Cengage

**School of Business & Technology Department Meeting Friday,  
October 11, 2019 1:00 – 3:00 PM  
Thomas Edison Campus, Building U, Room 106**

	Present	Absent	Excused
<b>Administration</b>			
Dr. Debbie Psihountas,	X		
Jennifer Baker, Associate	X		
<b>Department Chairs</b>			
Dr. Mary Conwell	X		
Dr. Jennifer Patterson	X		
Dr. Roger Webster	X		
Dr. Richard Worch	X		
<b>Faculty</b>			
Leroy Bugger	X		
Krissy Cabral	X		
Alisa Callahan	X		
Matthew Hoffman	X		
Deborah Johnson	X		
George Kodsey	X		
Tim Lucas	X		
Melinda Lyles	X		
Michael Nisson	X		
Anita Rose	X		
William VanGlabek	X		

	Present	Absent	Excused
<b>Staff</b>			
Jessica Barnett	X		
Judy Dantes	X		
Jill De Valk	X		
Lisa Dick	X		
Al Nault	X		
Christopher Renda			X
Caroline Siefert	X		
<b>Other Staff</b>			
Ashley Espinal	X		
<b>Adjunct Faculty</b>			
Elizabeth Schott	X		
Barbara Peat	X		
<b>Guests</b>			

**Welcome:** Dr. Psihountas welcomed all in attendance.

**Announcements:**

- There are several upcoming job fairs, both within the SOBT as well as the college. We will have a table at the Oct 17 CareerLink job fair at Suncoast Arena and plan to circulate and recruit additional employers for our internal job fairs coming up in November.
- Nov 7<sup>th</sup> & 14<sup>th</sup> SOBT job fairs held in K building on the 2<sup>nd</sup> floor. Faculty are asked to promote and encourage students to attend. The 7<sup>th</sup> will be crime scene, criminal justice, public safety, architecture and paralegal. The 14<sup>th</sup> will be business, accounting, computers, networking and risk management.
- Spring schedules are under development with a deadline of Monday. Last minute turnarounds are working to get resolved.

**Updates from the Dean:**

- Recruitment is ongoing
- We are looking at expanding the Cengage book adoption.
  - We can expand into other disciplines beyond the computer/network department.
  - Cengage gives unlimited access to all textbooks in their library.
  - Cengage will work with the SOBT to match learning objectives to textbooks.
- Calculus sequence is currently using Cengage.

- Book cost is always a concern. Cengage offers a way to reduce cost to students; pay a single price and have access to all courses using the platform.
- Cannabis and Cyber projects
- Dr. Psihountas has been in conversation with Dean McClinton.
- FGCU program is focusing on the science of cannabis.
- We are exploring offering the program across disciplines.
- Jill De Valk has done extensive research on what others schools in the state are doing. Programs are either agriculture or science based. What angle should be taken?
- Cyber-computer angle
- Should we change the AS Network degree to AS Cyber Security & Networking

#### **Chair Updates:**

- Dr. Mary Conwell will be attending the upcoming National Paralegal Conference. Paralegal Advisory meeting coming up in November. If you wish to join taskforce on cannabis, please contact Jill for the research she has conducted.
- Dr. Jennifer Patterson reported they are finalizing tracks for specializations to submit to curriculum committee.
- Dr. Richard Worch offered a law enforcement perspective on identity theft. He suggested that everyone check their credit report monthly to be aware of any changes or issues that may have come up.
- Dr. Roger Webster shared that he had recently met with Carrie ?? the CEO of Griffin Systems. Florida is #1 in identity theft and suggested putting together a program regarding this topic. This is a growing industry.

#### **Associate Dean, Jennifer Baker Updates:**

- The SOBT webpage
- Jennifer recently met with marketing and learned the plan is for every school's homepage to look like the main page with videos.
- Marketing is looking for activities in class for a videographer to come in and film for the webpage, highlighting student interaction and programs.
- Cengage product
- A 12-question survey was sent to 590 students enrolled in courses using Cengage. The feedback was both positive and negative. We will be meeting with the team from Cengage to strengthen satisfaction with the product, hopefully before spring term starts.
- Ask SOBT tables on select Wednesdays and Thursdays. Students will be able to get info on our clubs and specific programs.
- Lunch & Learn event with AS and AA advisors
- Goal is to educate AA advisors on the AS programs and how to assist students in choosing electives for the BAS programs. This will include advisors from other campuses to strengthen the relationship.

- Updating the HS articulation agreements is in process. The frameworks for the HS programs have changed so we need to ensure their programs still align with our programs.
- The tutoring center had 117 visitors for the month of September.

#### **Other Updates:**

- We currently have 3 searches underway, with 2 positions open in computer science and 1 in architecture/construction.
- Perkins Grant is a new version this year. Jill is working on a survey that will go out. We have to demonstrate we are meeting the needs of the community so must conduct a local needs assessment. There is a 5-county committee so all are working at the same level.
- Advisory Board update-all but paralegal have met.
- Student advisory board will meet next week.
- Dr. Psihontas thanked all for participating and the meeting was adjourned to the program-specific breakout meetings.

*Minutes reported by Judy Dantes*

#### **BUSINESS AND ACCOUNTING BREAKOUT MEETING**

In attendance: Dr. Jennifer Dr. Patterson, Professor Leroy Professor Bugger, Professor William Van Glabek; Professor Alisa Callahan, Dr. Timothy Lucas, Dr. Anita Rose, Ashley Espinal, Guest, Lisa Dick, Staff

Dr. Patterson sent emails to adjuncts about the portfolio evaluations due at the end of the month. She also reminded them about mentor meetings.

Dr. Patterson asked that any track/specialization curriculum paperwork be sent to Professor Bugger by end of October for his review. Professor Bugger said there are many curriculum action forms. He said to use the Change of Program forms for the discussed changes. He noted that the forms need to be correct and all approvals signed off and ready to submit in December. Professor Bugger asked that anyone adding tracks email him the proposals ASAP.

Dr. Patterson reported that Peg Elmore, an SOBT advisory board member from CareerSource Southwest Florida, suggested a supply chain management track because of job availability in that area.

A discussion regarding changing general education requirements for AS Accounting and AS Business degrees was led by Professor Bugger. Professor Bugger gave a detailed presentation on both proposals. He referred to the nursing program curriculum proposals at 21 hours. The AS Accounting and AS Business degrees are currently at 21 hours. The State Frameworks requires 15. He researched other colleges and they are anywhere from 15 to 24 hours. He referred to his handouts regarding internal versus State politics. Professor Bugger also reviewed FTE for the accounting, business, and AA degrees. He said that the way the current general education credits are set up, they protect the institution; they do not help the students. Professor Callahan asked why do we want to change? Professor Bugger said we need

a well- rounded student to come out of FSW prepared for the workforce. He also reviewed catalog changes that would need to take place with the proposed program changes. He provided a handout for both AS Accounting and Business degree catalog page changes. Professor Bugger stated that he believed the nursing program would be our ally in these general education credit changes.

The group discussed the need to include ENC 1102 Composition II in the general education credit requirements. Dr. Patterson, Dr. Rose, and Professor Callahan all agreed it needs to be left in the requirements.

Professor Bugger announced that he was going to email all deans and chairs about these proposed changes in the general education requirement. In-depth discussion followed.

It was proposed that RMI 2001 Principles of Risk Management be taught out and replaced with RMI 2110 and SLS 1331. Professor Callahan agreed and added, or FIN 2100 with SLS 1331. The group discussed the possibility of offering a business analytics as degree and talked about which instructors would be qualified to teach it.

Meeting Minutes reported by Lisa Dick.

### **10-11-2019 - Criminal Justice, Crime Scene Technology, and Public Safety Administration Breakout Minutes**

**In Attendance:** Dr. Worch, Mike Nisson, Krissy Cabral, Barbara Peat, Jill De Valk, and Dr. Psihountas

**Cengage Platform:** Regarding Cengage textbook and platform, Mike Nisson's experience was not good at the college in Maryland where he taught.

Criminal Justice and Crime Scene Technology was rewritten in 2014 and 15. We need to look over the curriculum to see what we need to change. With Cengage, you send them your syllabi with the learning outcomes and program outcomes and they will find you a textbook. We need to come up with a game plan.

We need to see what deal the Federation comes up with and what FSW Online comes up with to see what we can update. We all need to look at the syllabi to see if the textbooks in assignments match and also what assessments to use to measure the learning outcomes and program outcomes. This is the most opportune time to compare what the state frameworks and which assignments to assess the frameworks.

Mike Nisson commented that he didn't see anything that was way off in the Criminal Justice program modules. It was mentioned also though, that in Intro to Criminology, there was one module that needed correction.

Professor Peat also mentioned that in Intro to Criminal Justice, she noticed that there was an essay question from the prior month in Chapter 5 or 6. Dr. Worch commented that this may have been a module or a chapter that was over 2 modules. If anybody sees anything that's not right till Mike Nisson or Dr. Worch. This is a small department but it's manageable to maintain the courses.

Decision on the revision or keeping courses the same, it's beneficial for full-time professors to keep in touch with the adjuncts.

Things always change, Dr. Worch explained that in years past Dr. Wright, who was the Provost at the time, had the full-time professors every year include a learning objective goal in their portfolio. So thinking of that, how do we want to assess what we are doing?

Dr. Worch explained that Professor Nisson and Professor Krissy Cabral need to come up with 3 goals that we are able to measure like class goals or assignment goals for compliance assist. For Criminal Justice, one of the goals could be to review the current text and make sure that the state frameworks are aligned to the assignments, learning outcomes, and program outcomes.

We need to find out if we get paid for redoing a course or part of the job. For example, this summer it took Dr. Worch 48 hours to update one of the courses and of course this was without being paid. In the past, people were paid to rewrite the courses, so the plan for 2020 - 2021 academic year is to look at the courses and make sure that they are updated for the next 5 years. This will be how you want your program to be. To bring down the cost for students, Barb Peat volunteered to be on a committee if needed, on ways to bring down the costs for students.

As a recap of things on our radar screen for academic year 2020-2021, we need to have a review of courses and meet with adjuncts. This helps to show that we've tried to receive more important input. Krissy in Crime Scene Technology and Mike in Criminal Justice need to think of 3 goals for their programs. In other words, what do you want for your program for the future and then list what you want to measure and how to measure and then give to Dr. Worch to put into compliance assist. Then next year, we can report on how the textbook worked out. A discussion ensued about the O'Hare book on death investigation. It was a Spitz book which Professor Nisson talked about as having this one book for all of the crime scene technology courses. It would be used for all of them because it was an all-inclusive book.

A discussion ensued about the problem with having no textbooks and keeping up with the links for videos. Oftentimes, the video links do not work, which is the case in Intro to Criminology course. During that one that assignment Barbara Pete has, it's OK to answer questions using the book since they are not able to see the video and answer the questions that way.

Professor Peat asked about the rubric bullseye that we had talked about in the past. She does not see anything of a bullseye on her rubric. Dr. Worch answered that this bullseye is not going to be fixed for the fall. FSW online's goal is to fix the rubrics for spring so that the learning outcomes and program outcomes are measured for reports for institutional research.

Krissy Cabral mentioned that in the past she has used AFIS which is similar to AFIX and that IT was looking to fix the IP on computer. Jill asked if they use the FX program and Krissy's going to ask Judy if it was loaded on to the computers at the beginning of the semester because Professor Antonini used to use FX every semester.

Dr. Psihountas joined the group and she's hoping to encourage the chairs and faculty to meet more often than once a month. She is also encouraging full-time professors to attend the advisory meetings which are twice a year. Once in the fall and then in the spring semester. A discussion ensued about the Cengage textbooks and programs and it was mentioned that if

there are problems, it's hard to fix when the term has already started, so we need to get the bugs cleaned up before the semester starts. We need to invite the sales representatives to tell what the needs are for the criminal justice programs. The Cengage products are a nice price point where students have access to unlimited textbooks for a specific price. The Criminal Justice, Crime Scene Technology, and Public Service Administration faculty will review and will conclude if this is a good fit for their programs.

Professor Peat asked if it was OK if she offered extra credit assignments as an alternative to students who have missed the due date for an assignment. Dr. Worch suggested maybe opening up the assignment again so that the student may submit the assignment and then if she wanted to, she can override and deduct points for it being late.

The meeting was adjourned at 3:10 PM.

*Meeting minutes were interpreted and reported by Jill De Valk.*

#### Computer Breakout Meeting

- Letter of resignation as chair
- Someone else will take over as of December
- Search committee
- Internal transfer
- Mission statement
- How should we make our decisions-what is best for students?
- Web page
- Content is a marketing tool
- Job potential
- AS Information Technology change from 2 current degrees
- Computer programming specialization
- Cyber security specialization
- **BAS Information Technology**
- Seamlessly integrate AS degrees into the bachelor's degree
- Have to understand framework of current programs before we try to change things
- Some things need to be modified to be more current
  - Better to modify current program than go to state to start over
- Dec 6 meet with curriculum committee
- Change requirement for D as passing grade to C
- Must be implemented
- Paperwork has already been done for computer programming classes; still need to do networking classes. Any changes for 20/21 catalog deadline Dec 6. Must be submitted to curriculum committee by Nov 1
- Which classes should be offered as online and which need to be in person
  - If student has been unsuccessful in online course, we should have mechanism to prevent them from registering for online class again
  - No prerequisite for students to pass college algebra
- Better course descriptions
- Hierarchy charts for all programs
- 3 courses picked for assessment

- Networking
  - Security+ CTS2120
  - Hardware CTS1131
  - Network Essentials CNT1000
- Programming
  - Hardware CTS1131
  - C# 1 COP2360
  - C# 2 COP 2360
- Website for computer club
- BAS IST
  - Program as it stands is outdated
  - Should we rework as fast as possible
  - As it currently stands, had no input from advisors
  - Program can be revised to meld from AS degrees into this program
  - Core unrealistic-
  - This program is offered at other institutions
    - We chose to do curriculum different from other schools
    - No need to trash proposal as it stands Meeting Minutes reported by Judy Dantes

#### PARALEGAL STUDIES BREAKOUT MEETING

In Attendance:

Professor Matt Hoffman, Professor Mary Conwell

The following topics were discussed at the October 2019 breakout meeting. Professor Conwell discussed the following three topics:

The increasing level of anxiety and mental health issues seen in current students. Professor Hoffman commented that external events, such as political polarization and economic worries, contribute to the heightened expression of worry and crippling anxiety in today's college students. Future discussions will explore how Paralegal Studies faculty can facilitate lessening the level of anxiety among students in SOBT programs.

Developing a post-bac paralegal studies certificate was covered, including the Real Estate Paralegal certificate recently approved by the Florida Department of Education.

Additional discussion centered around the multi-disciplinary law/business cannabis certificate. It was agreed that the cannabis certificate has great potential to enhance interest in all SOBT programs.

Towards the end of the breakout session, Jill De Valk joined the conversation to inform the two professors about changes to the Perkins Grant. Jill also will email all paralegal students about upcoming career fairs. Jill informed the two professors that Henderson Franklin will be at the upcoming career fair and is looking for a legal assistant.

Meeting minutes reported by Dr. Mary Conwell

**School of Business & Technology Department Meeting Friday,  
November 8, 2019 1:00 – 3:00 PM  
Thomas Edison Campus, Building U, Room 106**

	Present	Absent	Excused
<b>Administration</b>			
Dr. Debbie Psihountas, Dean	X		
Jennifer Baker, Associate Dean			X
<b>Department Chairs</b>			
Dr. Mary Conwell			X
Dr. Jennifer Patterson	X		
Dr. Roger Webster	X		
Dr. Richard Worch	X		
<b>Faculty</b>			
Leroy Bugger	X		
Krissy Cabral	X		
Alisa Callahan		X	
Matthew Hoffman		X	
Deborah Johnson	X		
George Kodsey	X		
Tim Lucas	X		
Melinda Lyles	X		
Michael Nisson	X		
Anita Rose	X		
William VanGlabek	X		

	Present	Absent	Excused
<b>Staff</b>			
Jessica Barnett	X		
Judy Dantes	X		
Jill De Valk	X		
Lisa Dick			X
Al Nault			X
Christopher Renda			X
Caroline Seifert	X		
<b>Other Staff</b>			
Ashley Espinal	X		
<b>Adjunct Faculty</b>			
Linda Hanwacker	X		
Janet Harvey	X		
Maureen McFarland	X		
Barbara Peat	X		
Sandi Towers	X		
<b>Guests</b>			

**Welcome:** Dr. Psihountas welcomed all in attendance and reminded everyone of our motto: “Maximizing Student Engagement.”

**Agenda:**

- **Study Abroad Summer 2020:** Anita Rose and Matt Hoffman will be teaching at Lorenzo de’ Medici in Florence Italy. Dr. Psihountas will be teaching in India. The price has been lowered and there are internal scholarships available. Reminder that there is an information session on Wednesday at 2:00 pm in U106.
- Maureen McFarland has donated \$100 towards students for business courses.
- There will be a meeting for new adjunct faculty on December 10, 2019 at 5:00 pm. Full-time faculty please be present.
- Professor Bugger will be retiring after the spring semester.
- Upcoming job fair for all disciplines including risk management insurance, finance, accounting, computer, architecture, civil engineering, construction, law, and public safety programs.
- Video models – FSW marketing is filming hands-on exercises and discussions from students to put on the website program pages.
- Please spread the word about the new BUL 2561 Cyber Law course.
- The Speaker Series schedule for the spring semester:
  - 1/28/2020 – Carolie Burroughs in U 102
  - 2/26/2020 – Carrie Kerskie in U 102
  - 3/24/2020 – Ross Tsakas in AA177 – a success story about a student who studied abroad and came up with a very successful business idea.

- **Career Fair:** The first SOBT career fair was held last night in the halls of K Building for Architecture, Public Safety programs, and Paralegal Studies. Overall it was a positive experience. There will be another fair next Thursday, 11/14/19 for the business and computer programs.
- **Department Chair Reports:**
  - **Dr. Jennifer Patterson:** Working on new programs and new tracks for business including Business Analytics. The McGraw Hill representative will be available on Wednesday, 11/13/19 at 5:00 pm. They are also reviewing Pearson My Labs.
  - **Club News:**
    - Computer Club: George Kodsey said that the club will be participating in a robotics competition. Melinda Lyles is also assisting with the club. Professor Lyles has been involved with FIRST engineering group.
    - The Legal Studies Club is reaching out to honors students.
  - Need new computer science chair: Dr. Webster is stepping down as chair of the Computer programs after the semester ends.
- **Selection of new professors:** For the computer programs, we have an internal candidate, Dr. Mary Myers, who formerly was a professor in our computer programs. She has had many leadership roles here at FSW, including heading online learning, Cornerstone professor, and Curriculum Committee Chair. We have phone interviews with seven computer science candidates. The Architecture, Construction, and Civil Engineering candidates include six phone interviews and three candidates will be interviewed face to face.
- A discussion ensued regarding the Grace Hopper Celebration of Women in Computing. The event will take place in Orlando in 2020. The event is motivational with over 400 companies interviewing for employees.
- **ARC Grant:** This grant is available twice a year and the deadline is approaching. The committee will be evaluating two proposals for spring.
- **E-Learning Coordinator:** Dr. Rose commented that information from the QM Conference, Dr. Jester will put together a report of how to utilize the many resources for FSW.
- **Group Activity:**
  - Strength
  - Weakness
  - Opportunity – (ex: FGCU Hospitality program is teaching out and should FSW pursue adding hospitality)
  - Threat – (ex: FGCU Architecture – has many articulation agreements and amazing facilities to compete with)

Results included:

**Strengths:** FSW SOBT has a student advisory board where every program is represented. One student who is 32, just started back and has joined the Student Advisory Council for SOBT. We have inexpensive tuition. We provide practical applications in our curriculum. Online courses. We appreciate diversity and unique cultures. We recognize achievements and utilize teamwork. FSW faculty is a strength. FSW has engaged students.

**Weaknesses include the following:** Lack of cohesiveness between departments. Need better technology for online courses. Recruitment of students and advising of students is geared toward AA students. Job market is weak for some programs.

**Opportunities include the following:** Increase new tracts. FSW is a feeder for other universities which we should use for recruiting. The career fairs could be an opportunity for recruiting students. Departments working together.

**Threats include the following:** Private colleges recruiting students away from FSW. Losing students to FGCU. New regulations and laws. AA advisors telling students they should be AA students and not advising them of the AS and BAS opportunities available to students here.

- **Textbook Discussion:** Please discuss textbooks throughout January about adopting Cengage and give comments to Jennifer Baker.
- The new registrar is on the agenda for January's department meeting.
- **New Adjunct Faculty Meeting:** We will have a meeting on December 10, 2019 at 5:00 pm in U 102. Fulltime faculty are encouraged to be involved but the meeting is not mandated. This is on the last duty day before winter break so flex your hours that day in order to make the meeting if possible. The previous orientation was in the fall with break out groups. Participants may call in using Zoom instead of coming in.

Dr. Psihountas thanked all for participating and the meeting was adjourned to the program-specific breakout meetings.

*Meeting minutes interpreted and reported by Jill De Valk*

## **11-8-2019 Criminal Justice, Crime Scene Technology, and BAS Public Safety Administration Breakout**

**Minutes In attendance:** Dr. Richard Worch, Mike Nisson, Krissy Cabral, Barbara Peat, and Jill De Valk

### **Agenda:**

SOBT Christmas potluck on December 4, 2019

- Discussion regarding suggesting reference books for criminal justice at the library, Mike Nisson said to contact Bill Shuluk.
- Krissy was able to purchase the following items for Crime Scene with funds from Dr. DeLuca:
  - Blood spatter heads which includes a sculpture head and fake bloods. Krissy incorporates PVC piping and drapes paper over to capture the blood spatter. Dr. Worch commented that we could demonstrate this in the Criminal Investigation course as a good practical assignment on steps to preserve evidence.
    - Superglue tank to produce fingerprints
    - Trajectory rods to figure out the direction a bullet came from including all angles. The goal is to have new technology. The newer rods have a laser and will be used in the crime scene photography class also.
    - Comparison microscope to review 2 fingerprints side by side. Also great for comparing ballistics.
  - The group viewed 2 videos from the CST Monday night class. These videos are available on FSW FaceBook page and YouTube.
  - Regarding the Computer Forensics class that was developed for Computer Science programs at FSW, Mike said at the Maryland College he taught, they had a course titled Forensic Accounting. Mike said he will share a copy of the syllabus with the

Dean. He also mentioned there was a course for community policing that bridges crime scene and criminal justice. Barbara Peat also suggested that maybe we could incorporate hands on exercises in criminal justice courses to illustrate reality. Maybe develop a cross-discipline course like forensics accounting that could be used for criminal justice and business. Also, in the GIS course through computer software, introduce computer mapping as a cross-discipline. Dr. Worch reminded that the state of Florida dictates what we teach in the programs. We can offer specialized courses as electives

- Suggestion was made to tell students what courses you will be teaching in the next semester, so students may register earlier.
- The meeting was adjourned at 3:15 PM

*Meeting minutes interpreted and reported by Jill De Valk*

## **BUSINESS AND ACCOUNTING BREAKOUT MEETING**

In attendance: Dr. Jennifer Dr. Patterson, Professor Leroy Bugger, Professor William Van Glabek, Dr. Timothy Lucas, Dr. Anita Rose, Dr. Matthew Hoffman, Professor Janet Harvey, Ashley Espinal, Guest.

Dr. Patterson made announcements on the following agenda items:

- I. Adjunct Mentors/Portfolios/Observations: Dr. Patterson reminded everyone that adjunct portfolios need to be done by early spring. She said that adjuncts will need to have class observations completed. She also mentioned that Professors Eldridge and Edwards will not be working at FSW starting in spring. They won't be on the list for portfolios.
- II. McGraw-Hill Connect Training will be on Wednesday, November 13<sup>th</sup>, 5:00pm for new adjuncts.
- III. Pearson MyLabs Training will be on Wednesday, November 13<sup>th</sup>, 5:00pm for new adjuncts.
- IV. Adjunct Faculty Meeting reminder - Tuesday, December 10th 5:00pm
- V. General Education Competencies
  - Dr. Patterson asked that everyone check their syllabi to see if the general education competencies aligns with the course. If you feel they don't, please email her.
- VI. Proposed Curriculum Changes
  - BAS Management (field of study restrictions) (work in progress) Dr. Patterson began the discussion of enrollment in BASelectives:
    - If not core classes, financial aid won't pay
    - Field of study restriction changes need Curriculum Committee action
    - Dr. Hoffman said that if they have electives, they should be able to register and have financial aid cover the tuition. He thought that it should be ok for students to register for electives, since they are electives, they should not be out of the field. He asked for clarification on this.
    - Professor Bugger said that 1000 and 2000 level students register for 3000 level classes that are not in their degree.
  - AS Accounting Technology
  - AS Business Administration
  - Tracks/Specializations

- Entrepreneurship - 3 new courses
    - AS Business Analytics Specialist (work in progress)- 3 new courses
    - Professor Bugger talked about a QMB course added to the Business Analyst Specialist track might be an issue because we would need to add QMB to the Credentialing manual. Dr. Patterson said that manual is updated regularly and QMB could be added. After discussion, it was agreed that Dr. Rose, Dr. Psihountas and Professor David Hoffman would be able to teach QMB. They all have the correct marketing qualifications.
    - Professor Bugger said he spoke with many faculty and administrators about the validity of the proposed changes in the AS Business and AS Accounting degrees. He reviewed AS Accounting degree
    - curriculum changes:
      - 18 general education hours to 15 and 3 hours of AS accounting electives. After viewing the form, Professor Bugger said he would work on the catalog page.
      - He went over each category and noted where each change would be, including Using MAN 2430 instead of Philosophy or Ethics; returning ENC 1102 to the mix, replacing RMI 2001 with RMI 2110. He said that this may induce students to go through the whole RMI certification; AS Accounting electives – added MKA and QMB.
      - He then reviewed and read the justification for the changes and they were discussed. Dr. Hoffman agreed to be on the AS Business Degree Curriculum document.
    - Professor Bugger reviewed corrections on the AS Business Degree Curriculum form including: 18-hour to 15-hour general education change, adding in the Entrepreneurship track and including Entrepreneurship I class in the business electives which would go from five to eight hours. ENT 2000 will replace ENT 1000. Students will be able to use ENT 2000 and well as ENT 2276 for FGCU transfer credits. ENT 2012 will go from four credit hours to 3 credit hours.
- VII. A discussion was held about removing Professor Callahan from the AS Business Degree Curriculum document since she was not present at the meeting.
- VIII. Accounting Instructor Search Committee: Dr. Patterson announced that Professor Bugger will retire at the end of spring. She said that a search committee will be put together and asked if anyone would be interested in serving on the committee. Dr. Rose and Professor Van Glabek both said they would serve.
- IX. Curriculum Committee Member
- X. Learning Assessment Committee General Member: Professor Bugger stated that he is a current member of the Curriculum and Learning Assessment Committees. He said that whoever wants to take over for next academic year could attend spring meetings with him.

Meeting minutes reported by Dr. Patterson

## Computer Science Breakout Meeting Minutes

In attendance: Roger Webster, Chair, Melinda Lyles, Deborah Johnson, George Kodsey, Dean Psihountas, Judy Dantes BAS IST

- Dean-still would like to turn it into the state
- How does network security feed into the BAS degree?
- Some classes need different prerequisites
- Help with sequencing
- Two classes advisory board suggested? Swap out?
- State mandates have to use-
- Entire curriculum has to be rethought and repackaged
- 8 years old-needs updating
- 3 current faculty plus Mary and new faculty need to get started
- Particular things you picked from FL DOE
- Operating systems course-no pre-requisites?
- Write a plan on how to proceed-doing nothing is not the right answer
- More bodies in department-after new hires come on board
- Have to wait until January-
- Need to have 2 department meeting per month-hasn't happened (Dean asked for)
- Can be changing classes at the same time as redeveloping new program
- Other models in the state framework that we can look at to have a basis for new program
- Additional meetings don't get things done-assign tasks to get things done

### Melinda Lyles' suggestions for changes in Networking program

- CGS2260-Computer Hardware/Software maintenance removed
- CTS1131/CTS1133 can be taken at the same time
- CNT1000
  - CTS1131 and CTS1133 will be prerequisites
  - Suggested Sequence:
    - 1<sup>st</sup> term: 1131, 1133, SLS 1515 or 1331, ENC1101
    - 2<sup>nd</sup> Term: CGS2108, CNT1000 (prerequisite of CTS1131/CTS1133), MAN 2021
    - 3<sup>rd</sup> Term: CTS2655, CTS2321, CTS2334, CTS2142/MAN2582
    - 4<sup>th</sup> term: CIS2321, CTS2120-prereq of CNT1000, CTS2334, CTS231
- Roger moves that changes are approved pending final writeup from Melinda Deb Johnson seconded, vote passes unanimously

### MeasureUp

MeasureUP practice tests purchase for next year. All voted to approve the renewal of the MeasureUP licensing.

Deb concerned by Cengage opinion poll that was sent out too soon. Some comments that some faculty have stopped using the Cengage material. Some are using some of the materials. If it's a required book it has to be used and it's not optional. Do the adjuncts know that the materials are required to be used?

Meeting minutes reported by Judy Dantes

**Department Meeting: Friday, 02/14/2020, 2:00 pm – 3:00 pm**

Faculty	Present	Absent	Excused
Dr. Deborah Johnson	X		
Dr. George Kodsey	X		
Professor Melinda Lyles	X		
Dr. Mary Myers, Chair	X		
Dr. Roger Webster	X		

Staff/Guests
Barbara Perrine, Adjunct Professor
Matthew Hoffman, Professor Business
Dr. Debbie Psihountas, Dean

**Agenda**

- I. Meeting Minutes Approval
- II. CGS1100/CGS2108
- III. IBM
- IV. Textbooks
- V. General Education Syllabus Review
- VI. BAS

**Meeting Minutes**

- I. Meeting Minutes
  - a. Minutes from January were reviewed
  - b. Minutes approved
- II. CGS1100/CGS2108
  - a. The classes are over 90% equivalent
  - b. Faculty support a memo to the provost requesting equivalency
  - c. AS and Certificates in Programming will be able to use either class to meet requirements
  - d. Dr. Myers will provide a memo to Dr. Psihountas
- III. IBM
  - a. Professor Hoffman and Dr. Psihountas joined the meeting to discuss an opportunity with IBM
  - b. There are IBM badges available in various tech areas. IBM trains 3 faculty for a week in New York. Faculty can then return to their campus and offer Continuing Education or integrate the content into academic courses. Students can test for the badge.
  - c. Three top choices: Cybersecurity, Data Science, Cloud Computing
  - d. Dr. Psihountas will continue discussions with IBM regarding timing
  - e. Funding would be through Professional Development
- IV. Textbooks
  - a. Thanks to all for their thought and quick work on textbook selection
  - b. The department is ready to submit to Lisa Dick
- V. General Education/Syllabus Review

- a. There may be a college-wide syllabus review in April
- b. Departments are encouraged to examine the General Education competencies and see if any others now apply

VI. BAS

- a. The faculty met to review the courses that are needed for revamping the BAS-Information Systems Technology degree.
- b. Computer Programming faculty will look at those courses
- c. Networking faculty will review their new courses
- d. The goal is to submit the updates in time for the April curriculum committee meeting

Meeting adjourned at 3:45 pm

## **APPENDIX D-3 Technological Needs Meeting**

**FLORIDA SOUTHWESTERN STATE COLLEGE  
Technological Needs Meeting Agenda  
Punta Gorda Campus  
12:00pm, Tuesday, October 30, 2018**

- A. Introductions**
- B. IT Trends**
- C. Current IT Needs in Charlotte County**
- D. Potential Future IT Needs**
- E. What Would You Like to See Charlotte County Institutes to Provide to You?**

### **NOTES**

**One of the shared themes seems to be the challenge to attract, and obtain, good staff. Often candidates know certain buzzwords, but if you dig deeper there is a lack of knowledge regarding the specific subject.**

**Some of the areas of technological needs are: data analytics, public safety IT, cyber security, artificial intelligence, and a need for project managers.**

**One of the challenges in educating technology students is that it is such a fast moving field that jobs needed in five years may not even exist today, and that it has become so specialized that it is hard to find a single employee that can serve multiple areas of technology. Even a specific technology area, such as cyber security, can be extremely specialized.**

**There was an interest form several organizations for interns.**

**A suggestion was made for FSW to bring a technology speaker to campus.**

**There was a mention of a “Girls Who Code” program, which would be of interest to female students.**

**FLORIDA SOUTHWESTERN STATE COLLEGE**  
**Technological Needs Meeting Attendees**  
**Punta Gorda Campus**  
**12:00pm, Tuesday, October 30, 2018**

**Charlotte State Bank & Trust**  
**Matt Opalach (Information Technology Director)**  
[mopalach@crewsbankcorp.com](mailto:mopalach@crewsbankcorp.com)

**Charlotte County**  
**Gordon Burger (Director of Budget and Administrative Services)**  
[Gordon.Burger@charlottecountyfl.gov](mailto:Gordon.Burger@charlottecountyfl.gov)  
**Ray Desjardins (IT Manager)**  
[Ray.Desjardins@charlottecountyfl.gov](mailto:Ray.Desjardins@charlottecountyfl.gov)  
**Kay Tracy (Redevelopment Coordinator)**  
[Kay.Tracy@charlottecountyfl.gov](mailto:Kay.Tracy@charlottecountyfl.gov)

**Charlotte Technical College**  
**Steve Schrock (IT Program Director)**  
[Steve.Schrock@yourcharlotteschools.net](mailto:Steve.Schrock@yourcharlotteschools.net)

**Florida SouthWestern State College**  
**Keith Callaghan (AVP for Economic Development and External Affairs)**  
[Keith.callaghan@fsw.edu](mailto:Keith.callaghan@fsw.edu)  
**Dr. Robert Jones (VP for Economic Development and External Affairs)**  
[Robert.Jones@fsw.edu](mailto:Robert.Jones@fsw.edu)  
**Adrian Kerr (Director of Corporate Training)**  
[Adrian.Kerr@fsw.edu](mailto:Adrian.Kerr@fsw.edu)  
**Dr. Debbie Psihountas (Dean, School of Business Technology)**  
[Debbie.Psihountas@fsw.edu](mailto:Debbie.Psihountas@fsw.edu)

**Integrity Employee Leasing - (941) 625-0623**  
**Haughton Morgan (IT)**  
[morganh@integrityel.com](mailto:morganh@integrityel.com)  
**Chris Naylor (CFO)**  
[naylonc@integrityel.com](mailto:naylonc@integrityel.com)

**Kitson & Partners/Babcock Ranch - (561) 624-4000**  
**Lee Dubey (Vice President of IT)**  
[ldubey@kitsonpartners.com](mailto:ldubey@kitsonpartners.com)

**Sunseeker Resort - (702) 830-8227**  
**Daniel Piec (VP, Information Systems)**  
[Daniel.Piec@allegiantair.com](mailto:Daniel.Piec@allegiantair.com)

**APPENDIX E Emails between Dr. Eileen DeLuca, Interim Provost and Vice President for Academic Affairs, FSW and DR. James Llorens, Interim Provost and Vice-President for Academic Affairs, FGCU**

**From:** Llorens, Dr. James <[jllorens@fgcu.edu](mailto:jllorens@fgcu.edu)>  
**Sent:** Monday, April 08, 2019 A6:06 PM  
**To:** Eileen DeLuca <[Eileen.DeLuca@fsw.edu](mailto:Eileen.DeLuca@fsw.edu)>  
**Cc:** Snyder, Dr Paul <[psnyder@fgcu.edu](mailto:psnyder@fgcu.edu)>  
**Subject:** Re: Destination FGCU and BAS IST Proposal.

Eileen,

Sorry for the delay. We will draft a letter for the President's signature.

James L. Llorens, Ph.D.  
Interim Provost and Vice-President for  
Academic Affairs  
Florida Gulf Coast University  
10501 FGCU Boulevard South  
Fort Myers, FL 33965-6565  
Phone: 239-590-7465

**From:** Eileen DeLuca <[Eileen.DeLuca@fsw.edu](mailto:Eileen.DeLuca@fsw.edu)>  
**Date:** Monday, April 8, 2019 at 4:29 PM  
**To:** "Llorens, Dr. James" <[jllorens@fgcu.edu](mailto:jllorens@fgcu.edu)>  
**Cc:** Debbie Psihountas <[Debbie.Psihountas@fsw.edu](mailto:Debbie.Psihountas@fsw.edu)>  
**Subject:** RE: Destination FGCU and BAS IST Proposal.

Hi, Dr. Llorens,

I just wanted to follow-up about the possibility of a letter of support.

Thank you,  
Eileen

**From:** Eileen DeLuca  
**Sent:** Wednesday, February 20, 2019 7:09 AM  
**To:** Llorens, Dr. James <[jllorens@fgcu.edu](mailto:jllorens@fgcu.edu)>  
**Cc:** Debbie Psihountas <[Debbie.Psihountas@fsw.edu](mailto:Debbie.Psihountas@fsw.edu)>  
**Subject:** Re: Destination FGCU and BAS IST Proposal.

Wonderful!

Dr. Psihountas is updated some of the workforce data, but otherwise the proposal remains the same in terms of the program name and the curriculum.

We would need a letter of support from Dr. Martin to move forward.

Let me know if you need anything else!

Eileen

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**From:** Llorens, Dr. James <[jllorens@fgcu.edu](mailto:jllorens@fgcu.edu)>  
**Sent:** Tuesday, February 19, 2019 10:46 AM  
**To:** Eileen DeLuca  
**Subject:** Re: Destination FGCU and BAS IST Proposal.

Eileen,

We will support the BAS IST proposal. Do we act on what we have or do you need to send a revised proposal?

I will forward Ms. Rhyne's information to our contact person on Destination FGCU.

Jim

James L. Llorens, Ph.D.  
Interim Provost and Vice-President for  
Academic Affairs  
Florida Gulf Coast University  
10501 FGCU Boulevard South  
Fort Myers, FL 33965-6565  
Phone: 239-590-7465

**From:** Eileen DeLuca <[Eileen.DeLuca@fsw.edu](mailto:Eileen.DeLuca@fsw.edu)>  
**Date:** Tuesday, February 19, 2019 at 9:10 AM  
**To:** "Llorens, Dr. James" <[jllorens@fgcu.edu](mailto:jllorens@fgcu.edu)>  
**Subject:** Destination FGCU and BAS IST Proposal.

Hi, Dr. Llorens,

I hope all is well. I know you are probably as swamped as I am!

I wanted to let you know that Ms. Whitney Rhyne, Director of Strategic Initiatives here at FSW will be the point person for Destination FGCU.

**Phone:** (239) 433-6943

**E-Mail:** [whitney.rhyne@fsw.edu](mailto:whitney.rhyne@fsw.edu)

Let me know who she should follow-up with at FGCU.

I also wanted to follow-up in the BAS Information Systems Technology proposal to see if FGCU will consider supporting FSW's application.

Thanks so much,  
Eileen

Eileen DeLuca, Ph.D.  
Interim Provost and Vice President for Academic Affairs  
Florida SouthWestern State College  
8099 College Parkway  
Fort Myers, FL, 33919  
239-985-3498  
[eileen.deluca@fsw.edu](mailto:eileen.deluca@fsw.edu)

**APPENDIX F Supporting Letter from Dr. Mike Martin, President, FGCU**



OFFICE OF THE PRESIDENT

April 15, 2019

Dr. Jeffery Allbritten,  
President Florida  
SouthWestern State College  
8099 College Parkway  
Ft. Myers, FL 33919

Dear Dr. Allbritten:

I am pleased to write a letter of support for FSW's proposed Bachelor Degree of Applied Science in Information Systems Technology. I believe that FSW's history in, and commitment to, the region speaks for itself and recognize that FSW's other bachelor's degrees in Supervision and Management, Public Safety Administration, Nursing, Cardiopulmonary Sciences, and Elementary Education all produce graduates who are ready to enter or advance in the workforce and perform at a high level.

Additionally, based on our renewed commitment of mutual support through *Destination FGCU*, it makes sense for us to support this endeavor by your School of Business and Technology. This program will allow for the creation of a workforce-based program to facilitate your students' continuing from their Associate in Science and College Credit Certificate offerings programs to a baccalaureate. Also, for students who are not admitted to FGCU or other State universities, or for whom the financial situation makes those options unreachable, your program will increase access.

Our five-county region continues to face a shortage of baccalaureate prepared IT professionals. Many of the area's employers prefer that their IT professionals have an earned baccalaureate degree in the field.

Because of the documented need for IT professionals in the region, and the projected growth rates for SW Florida, I believe that this degree program is timely and necessary. As you know, FGCU is in the process of redesigning its IT graduate program, and we would of course anticipate FSW's continuing support in supplying students to that program. Please let me know if I can demonstrate support in other ways and feel free to include this letter with your application to the Florida Department of Education.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Martin'.

Mike Martin, President

10501 FGCU Boulevard South, Fort Myers, Florida 33965-6565 • (239) 590-1055 • Fax: (239) 590-1059 • [www.fgcu.edu](http://www.fgcu.edu)  
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**APPENDIX G**

**COMPUTER SCIENCE ADVISORY BOARD – ESTABLISHED FALL 2019**

<b>Computer Advisory Board</b>	
<b>Name</b>	<b>Organization</b>
Dwayne Alton	Lee County Public Schools
John/Sue Benkert	CPR Tools
Christopher Bress	Charlotte County Public Schools
Gordon Burger	Charlotte County
Rachel Busch	Cigent
Dante Ciolfi	Fort Myers Technical College
Ray Desjardins	Charlotte County
Lee Dubey	Kitson Partners
Jason Dudley	FSW
Lee Froloff	Maxeffect Computers
Jeffrey M. Heverling, MBA	InfinetWork
Jordan Azis	Stickboy Creative
Marshall Howard	CommLynx
Joshua Hudson	Charlotte County
Darius Joseph, MBA	Simplified Technologies
Bryan Jones	LeeSar
Wendy King	Qlik
Linda Lyding	Comcast
Haughton Morgan	Integrityel
Chris Naylor	Integrityel
Matt Opalach	Crews Bank Corp
Daniel Piec	Allegiant Air
Steve Schrock	Charlotte County
Kay Tracy rep: Joshua Hudson)	Charlotte County
Stephen Vermilye	ABC7/NBC2
Jesslyn Woosley	Cape Coral Technical College

## APPENDIX H

### Description of BAS in Information Systems Technology, Catalog Copy FSW

#### Information Systems Technology, BAS

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**(Enrollment in this program is pending approval from FLDOE and SACSCOC)**

##### **Purpose**

The Bachelor of Applied Science in Information Systems Technology program is designed to prepare graduates for higher level employment in information technology management in areas such as systems programming, systems design and architecture, network security, and help desk support services. The program also provides the professional development necessary to help meet the growing regional demand for skilled information technology workers in southwest Florida. This degree is specifically designed to provide a career and educational pathway particularly for graduates from Florida SouthWestern State College's Associate in Science in Computer Programming and Analysis and/or the Associate in Science in Network Systems Technology.

##### **Program Structure**

The BAS in Information Systems Technology program includes courses in information systems management, computer programming, computer networking, information security, e-commerce, mobile application development, and business. Elective choices include additional courses in management, information technology, and entrepreneurship, and marketing. Courses are offered in on campus, online or blended formats, with many courses offered in an accelerated eight-week fashion, to accommodate students' various schedules and learning preferences.

**Degree Requirements:** 120 Credit Hours

**General Education Core Requirements:** minimum of 36 Credit Hours

**Additional Lower Division Program Requirements:** minimum of 36 Credit Hours

**Baccalaureate Program Requirements:** 48 Credit Hours

##### **Admission Requirements**

1. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. Applicants must have earned an:  
Associate in Science degree from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

OR

Associate in Arts degree from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

OR

A minimum of 60 credit hours from any regionally accredited college or university, as defined by State Board of Education rule, with all state of Florida general education core requirements met.

4. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.

5. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Admissions.
6. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
7. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
8. Students may demonstrate proficiency in some or all of the required lower division coursework by presenting proof of current and appropriate industry certification according to FSW's most current *Gold Standard* list. Articulation credit may also be awarded for some or all of these industry certifications subject to individual evaluation.
9. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.
10. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Admissions.

#### **Requirements to Enroll in Baccalaureate (3000 or 4000) Courses**

8. Upon admission to the BAS program, students must attend a required orientation session prior to enrollment in baccalaureate courses.
9. Students must complete ENC 1101 - Composition I , ENC 1102 - Composition II , and three credit hours of approved mathematics prior to enrollment in any baccalaureate courses (3000 or 4000 level) with a grade of C or higher. (Refer to the General Education Program Guide )
10. Students must complete MAN 2021 - Management Principles, during the **first term** of enrollment if not previously completed.
11. Students must meet program criteria, defined below, prior to enrollment in CIS 4891, Senior Capstone Project. CIS 4891 must be completed through Florida SouthWestern State College and is not eligible for cross-enrollment.
12. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill baccalaureate program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using Florida Virtual Campus:[www.floridashines.org/](http://www.floridashines.org/).
13. Students who have not fulfilled the State of Florida general education core requirements must complete them. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida community college or Baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in CIS 4891 - Senior Capstone Project, students must have completed 39 core upper level credit hours.
14. Students who have previously earned an Associate in Arts or a Baccalaureate degree from a college or university outside the State of Florida will be reviewed on a case-by-case basis to determine which courses will meet the 36 hour General Education Requirements. Students must have earned equivalent

credit hours in each General Education category (i.e., 6 hours of Humanities, 9 hours of Social Sciences, etc.).

Students are permitted to complete remaining general education courses while enrolled in the BAS program. Students must have completed 39 core upper level credit hours prior to enrollment in the capstone course. The capstone course must be taken at Florida SouthWestern State College.

### **Graduation Requirements**

1. Students must satisfactorily complete 120 credit hours to be eligible for graduation. For residency purposes, a minimum of 15 baccalaureate (3000 or 4000 level) program credit hours required for graduation must be completed at Florida SouthWestern State College. All other specific degree requirements must also be met. Credit awarded for Developmental Studies instruction may not be applied toward the total number of credits required for residency purposes or graduation.
2. Students must complete the State of Florida General Education Core Requirements, including any assessment of General Education outcomes that are required by the College. Transfer courses will be reviewed for equivalency. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida College or baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree.
3. The Foreign Language Competency Requirement may be met by:
  - 2 years of the same High School Foreign Language, or
  - Documented foreign language proficiency through testing (for example, CLEP), or
  - 2 semesters of the same College Level Foreign Language (level II proficiency),
4. Students must fulfill all requirements of their program major.
5. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale.
6. Students must earn a grade of C or higher in all baccalaureate (3000 or 4000 level) program requirements.
7. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

---

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

### **GENERAL EDUCATION COURSES: 36 CREDITS**

**Refer to the FSW General Education Program Guide**

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### **Communications Category: 9 Credits Required**

#### **Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive - must complete with a "C" or better
- Additional Communication General Education Course - **3 credits**

---

**Humanities Category: 6 Credits Required**

- Core Humanities General Education course - **3 credits**
- Writing Intensive Humanities course, must pass with a "C" or better - **3 credits**

---

**Social Sciences Category: 9 Credits Required**

- Writing Intensive Social Sciences course, must pass with a "C" or better - **3 credits**
- Core Social Sciences General Education Course (Recommended: ECO 2013, Principles of Macroeconomics) - **3 credits**
- Any Social Sciences General Education Course (Recommended: ECO 2023, Principles of Microeconomics) - **3 credits**

---

**Mathematics Category: 6 Credits Required (STA2023 and MAC1105 suggested)****Must pass Math courses with a "C" or better**

- Core Mathematics General Education Course - **3 credits**
- Any Mathematics General Education Course - **3 credits**

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**Natural Sciences Category: 6 Credits Required**

- Core Natural Sciences General Education course with corresponding laboratory - **3 credits**
- Any Natural Sciences General Education course with corresponding laboratory - **3 credits**

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**ADDITIONAL LOWER DIVISION PROGRAM REQUIREMENTS: MINIMUM OF 42 CREDIT HOURS****Common Lower Division Requirements ( 12 hours)**

- CTS1131 – Computer Hardware **3 credits\*\***
- CTS1133 – Computer Software **3 credits\*\***
- CGS 2108 - Computer Applications with Flowcharting **3 credits \*\***

**or**

- CGS 1100 - Computer Applications for Business **3 credits \*\***
- MAN 2021 - Management Principles **3 credits \***

**Networking Concentration Lower Division Requirements (15 hours)**

- CNT 1000 - Computer Networking Essentials **3 credits \*\***
- CNT 1512 - Wireless Network Administration **3 credits \*\***
- CTS2120 – Computer and Network Security **3 credits\*\***
- CIS2321 – Systems Analysis and Design **3 credits\*\***
- CTS2142 OR MAN2582– Principles of Project Management **3 credits\*\***

**Programming Concentration Lower Division Requirements ( 27 hours)**

- COP 1000 - Introduction to Computer Programming **3 credits \*\***

- A programming language sequence in Visual Basic, C++, or C# - **6 credits \*\***
- COP2800 - Java Programming **3 credits \*\***
- COP2700 - Database Programming **3 credits \*\***
- COP1822 - Internet Programming HTML I **3 credits \*\***
- COP2830 - Internet Programming HTML II **3 credits \*\***

**Electives**

- Any CIS, CNT, CEN, CET, COP, CGS, CTS, CAP, MAN, ISM courses. **9 to 15 credits**

---

**Note:** Students who are transferring one or more of the above courses may choose their electives from any 1000-4999 course.

- 
- \*Must be completed within the first term of enrollment if not completed prior to admission
  - \*\*Must be completed before enrolling in upper level Core classes. Articulation credit may be awarded for some or all of this coursework if the student holds current industry certifications (subject to individual evaluation).

---

**BACCALAUREATE CORE PROGRAM REQUIREMENTS: 42 CREDIT HOURS**

**Core Requirements (24 hours)**

- ISM 3004 – Information Resources Management for Business **3 credits**
- ISM 3113 – Systems Analysis and Design **3 credits**
- ISM 4153 – Enterprise Information Systems **3 credits**
- MAN 4701 – Business Ethics and Society **3 credits**
- ISM 4323 – Information Security Policy Administration **3 credits**
- CIS 4523 – Managing IT Projects **3 credits**
- CTS 4408 – Database Administration **3 credits**
- CIS 4891 – Senior Capstone Project **3 credits\***

**Networking Concentration (18 hours)**

- CET 4505 - Computer Operating Systems **3 credits**
- CNT 3504 - Computer Networks and Distributed Processing **3 credits**
- CIS3360 – Principles of Security **3 credits**
- CIS3361 – Information Technology Security Management **3 credits**
- CNT 4514 - Wireless Networks and Portable Devices **3 credits**
- CNT 4524 - Mobile Security **3 credits**

**Programming Concentration (18 hours)**

- COP3035 – Intermediate Computer Programming **3 credits**
- COP3804 – Intermediate Java Programming **3 credits**
- CEN4333 – Advanced Database Development **3 credits**
- COP 3655 - Application Development for Mobile Devices **3 credits**
- COP 4807 - Web Application Programming **3 credits**
- COP 3538 – Data Structures for IT **3 credits**

---

\*CIS 4891 Senior Capstone Project, required final course, must be taken after successful completion of 39 program credits (Core Requirements/Concentration) and must be completed at Florida SouthWestern State College. It is strongly recommended to be taken with no more than one other course from the degree core list above.

**Total Degree Requirements: 120 Credit Hours**

---

**Information is available online at: [www.fsw.edu/academics](http://www.fsw.edu/academics) or on the School of Business and Technology Home Page at: [www.fsw.edu/sobt](http://www.fsw.edu/sobt) .**

APPENDIX I



SCHOOL OF BUSINESS AND TECHNOLOGY

Fall Advisory Board Meeting  
November 1, 2018

## SOBT Programs

- Working on new elective course
- New RMI initiative
- Tracks within AS degree
- Articulation agreements
- Marketing and recruitment initiatives underway (brochure, instructional asst., social media), newsletters, Survey (to be discussed)

## SOBT Programs, continued

- Repositioning of departments:

Computer and Networking  
Technology Dept.

Business and Risk Management Dept.

Criminal Justice and Public Safety  
Dept.

Legal Studies, Architecture,  
Construction, and Engineering Dept.

## Board Service Agreement

- Discussion about board roles and responsibilities, including mentorships, internships, employment, scholarships, assistance with media, guest speakers, etc.
- How are you interested in contributing? What else should we be thinking about?



SCHOOL OF BUSINESS AND TECHNOLOGY

WELCOME BACK

August 12, 2019

*Maximizing Student Engagement*

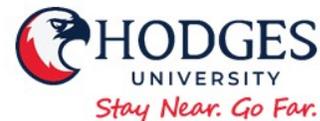
2019-20

### Some New Initiatives underway

- Dean Speaker Series (for students and community)
- New advisory board (Computer)
- RMI, Launch BAS ITM, other
- CJ Cohort Initiative
- More marketing initiatives
- Web-based course delivery
- Career Planning and Placement Center
- Hiring more faculty, Placement specialist
- More school and community partnerships

## **Workforce Now: Regional Economic Overview**

Presented to:  
2019 Future Makers Coalition Champion's Team  
Meeting  
September 26, 2019



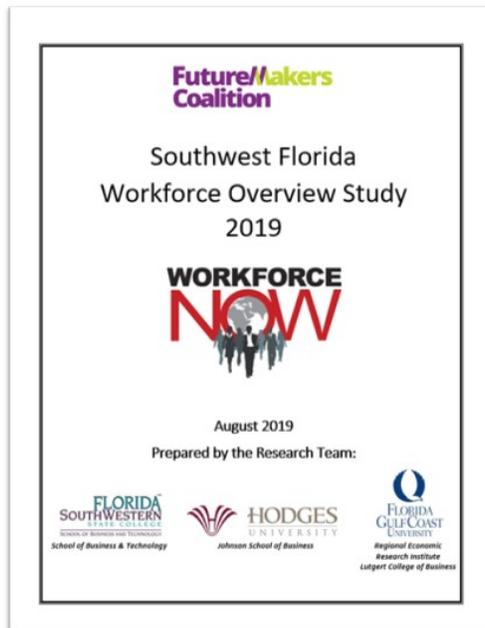
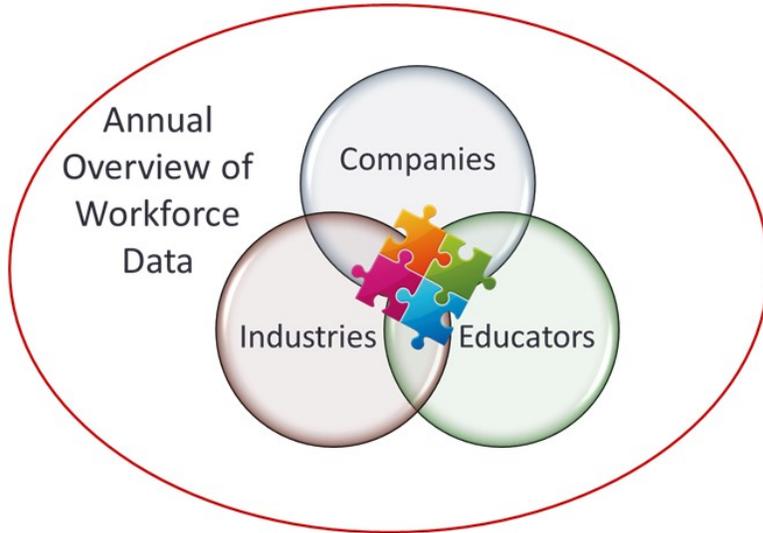
### **Presentation Outline**

- About Workforce Now
- What's happened since the last report?
  - Historic, current, and projected employment by industry
  - Seasonality and Southwest Florida
  - Industry Diversification Index
- Top employment gaps
  - Overall occupations
  - STEM occupations
  - Training and education needs
- Closing remarks

## About WorkforceNow

- Workforce Now is a regional research initiative inspired by the Education Summits produced by The News-Press in 2011 and 2012. Today, it is part of the SW Florida Community Foundation and FutureMakers Coalition.
  - Provide information on workforce gaps, including skills, knowledge, and characteristics desired by regional employers.
  - Provide a continuous stream of labor force information to employers and educational institutions.
  - Facilitate a dialogue and new partnerships between businesses and educational institutions.

**About WorkforceNow**



**FutureMakers  
Coalition**

Southwest Florida  
Workforce Overview Study  
2019

**WORKFORCE  
NOW**

August 2019

Prepared by the Research Team:

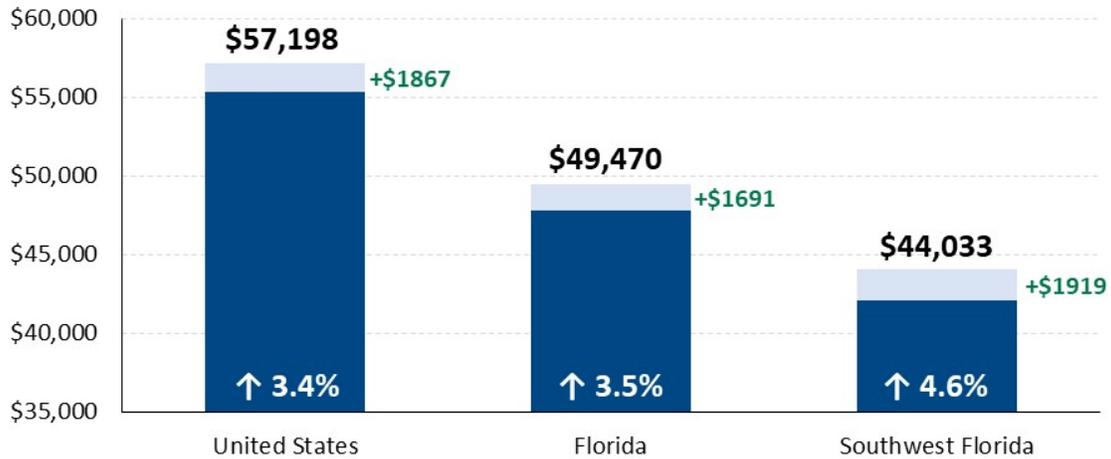
**FLORIDA SOUTHWESTERN**  
SCHOOL OF BUSINESS & TECHNOLOGY

**HODGES UNIVERSITY**  
JOHNSON SCHOOL OF BUSINESS

**FLORIDA GULF COAST UNIVERSITY**  
REGIONAL ECONOMIC RESEARCH INSTITUTE  
LOPSTED COLLEGE OF BUSINESS

**Historic, current, and projected employment by industry**

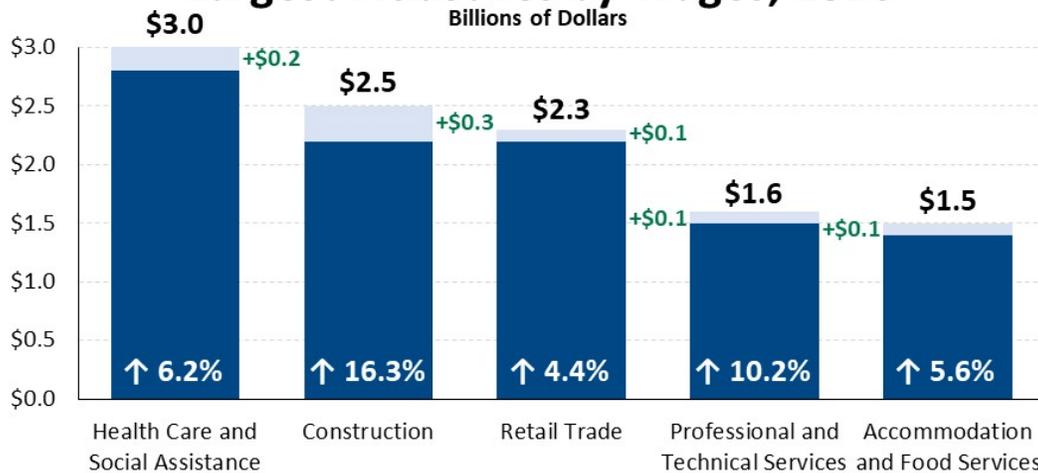
**Annual Wages, 2018**



Source: Bureau of Labor Statistics, Quarterly Census of Employment and Wages

**Historic, current, and projected employment by industry**

**Largest Industries by Wages, 2018**



Source: Bureau of Labor Statistics, Quarterly Census of Employment and Wages

## Presentation Outline

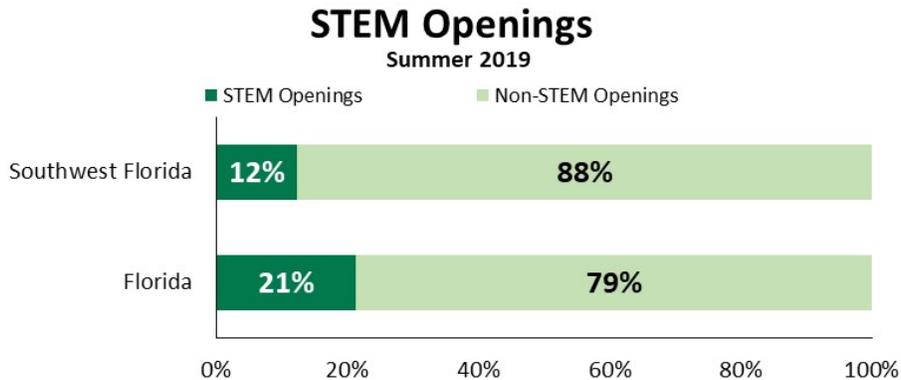
- About Workforce Now
- What's happened since the last report?
  - Historic, current, and projected employment by industry
  - Seasonality and Southwest Florida
  - Industry Diversification Index
- Top employment gaps
  - Overall occupations
  - STEM occupations
  - Training and education needs
- Closing remarks

## STEM Occupations

- Science, Technology, Engineering, and Math-based occupations
- Appeal:
  - **Pay better**, with STEM occupations paying twice the average for non-STEM occupations
  - **Above average growth**, with STEM occupations growing by 10.5 percent between May 2009 and May 2015, while non-STEM occupations growing by 5.2 percent over the same period

**STEM Occupations**

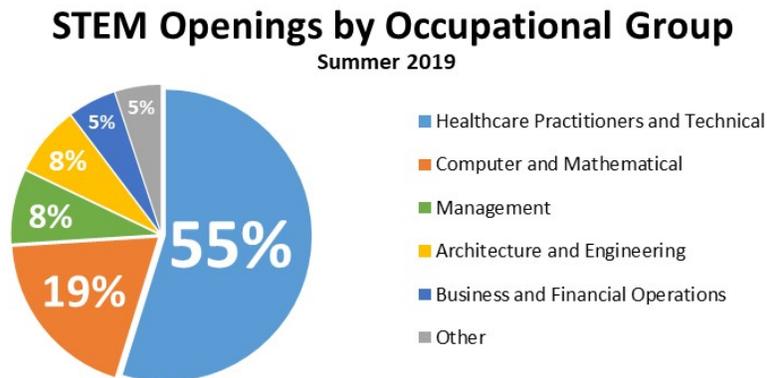
- STEM occupations not traditional Florida occupations



Source: Occupational Supply/Demand Report, Florida Department of Economic Opportunity

**STEM Occupations**

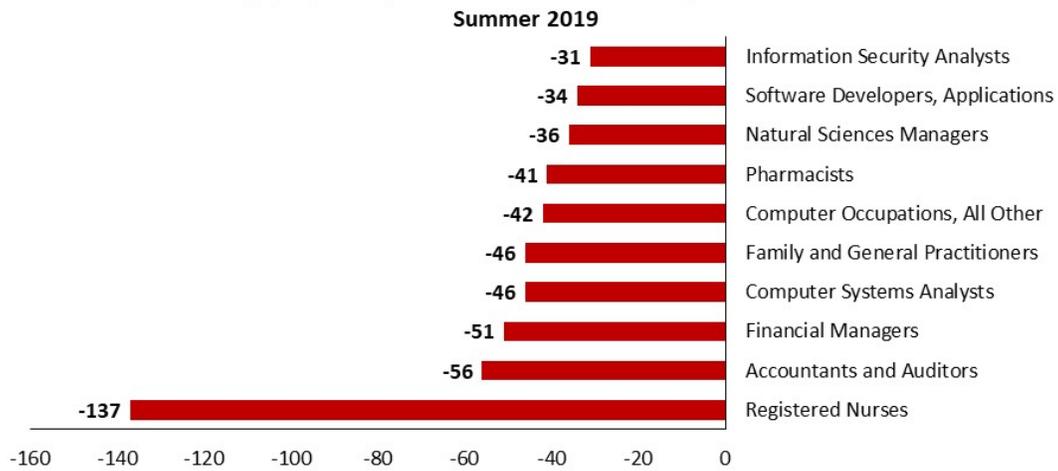
- STEM occupations not traditional Florida occupations



Source: Occupational Supply/Demand Report, Florida Department of Economic Opportunity

**Supply Gaps for STEM Occupations**

**Supply Gap for STEM Occupations**



Source: Occupational Supply/Demand Report, Florida Department of Economic Opportunity

**Questions**

- Questions? Comments? Concerns?
- You can reach us at the following:
  - Dr. Debbie Psihountas: [Debbie.Psihountas@fsw.edu](mailto:Debbie.Psihountas@fsw.edu)
  - Dr. John Meyer: [jmeyer@hodges.edu](mailto:jmeyer@hodges.edu)
  - Dr. Aysegul Timur: [atimur@fgcu.edu](mailto:atimur@fgcu.edu)
  - Dr. Chris Westley: [cwestley@fgcu.edu](mailto:cwestley@fgcu.edu)

## APPENDIX J

# FutureMakers Coalition

FOR IMMEDIATE RELEASE

### Southwest Florida Named U.S. Talent Hub

*Designation includes grant to increase educational attainment beyond high school*  
FORT MYERS, FL (Jan. 22, 2020) – Southwest Florida has been designated a Talent Hub by Lumina Foundation in partnership with The Kresge Foundation and will receive a \$125,000 grant to support local efforts to increase educational attainment.

Southwest Florida joins Cleveland, Northeast Indiana and Tampa Bay, along with 22 other Talent Hubs selected in [2017 and 2018](#). These communities meet rigorous standards for creating environments that cultivate, attract, and retain talent, particularly among [today's students](#), many of whom are adults, Black, Hispanic, or Native American, students from low-income households, or the first in their families to go to college.

“This designation and grant are the direct result of the FutureMakers Coalition building on five years of transforming systems in Southwest Florida to increase the number of working age adults with the credentials needed to fill in-demand jobs in the region,” said Sarah Owen, president and CEO of the Southwest Florida Community Foundation, the backbone organization of the FutureMakers Coalition. “Leveraging efforts that promote programs that encourage adults returning to finish a degree, the Coalition will accelerate efforts that support the region’s adult population with some college, but no credential.”

“Talent Hubs are not just trying to be some of the best places to live, work, and learn,” said [Jamie Merisotis](#), Lumina’s president and CEO. “These communities also are taking today’s students and transforming them into tomorrow’s talent.”

For Southwest Florida, this includes a stop-out initiative targeting students previously enrolled at Florida Gulf Coast University (FGCU) and Florida SouthWestern State College (FSW) and personalized advising for current completion options through degree programs designed to provide flexibility and interdisciplinary study.

According to Owen, the designation connects Coalition partners with a national learning community striving to increase attainment among individuals who face the greatest challenges to attainment. Given more than half of Southwest Florida’s working-age adults do not hold a credential beyond high school, this is a tremendous boon to businesses, economic development, communities, and the citizens in our region.

With the one-time award, the Coalition will work with FGCU and FSW to propel the region’s attainment numbers over the next 15 months. A portion of the award, \$15,000, will go to the FutureMakers Fund at the Foundation to support overhead of the backbone organization. The remaining dollars will go to FGCU to support a position and marketing to recruit former FGCU students— adult learners who have stopped-out— back to FGCU or FSW to complete a degree in an effort to significantly increase attainment in the near-term.

“FGCU is excited to work with the FutureMakers Coalition and Lumina to take advantage of this grant and enhance existing programs that are already bearing fruit,” said FGCU President Mike Martin.

Martin referenced the FGCU Complete program, which offers stop-out students who have previously earned college credits the chance to work toward a bachelor's degree in select programs. Students fulfill degree requirements by taking a combination of on-campus, in-community and online classes, depending on their program.

“They are full-fledged Eagles who enjoy the same privileges as all full-time students,” he said. “We have already graduated two students from this program and look forward to upwards of 20 more this term.”

Enhanced coordination between the two institutions and a prior learning experience program utilizing non-traditional credentials for credit toward a degree will accelerate completion. A form of debt-forgiveness program will reduce financial barriers for adults returning to FGCU and help sustain the work in perpetuity. Informed by best practices and lessons learned through FutureMakers’ technical college and adult education programs targeting adults without post-secondary experience, FGCU and FSW will engage in best practices to prepare students for reentry through academic support, promote flexible enrollment and completion, ease transfer practices, and ultimately increase academic credentials among returning students. Together, FGCU and FSW’s initiatives will bolster the FutureMakers Coalition’s progress toward its goal of transforming Southwest Florida’s workforce by increasing attainment from 38.85 percent to 55 percent by 2025.

“This award will further accelerate the synergistic efforts of FGCU and FSW in creating degree completion opportunities that will help prepare a more educated and productive workforce in the southwest Florida community,” said FSW President Dr. Jeff Allbritten.

To learn more about the FGCU Complete program, visit [fgcu.edu/complete](http://fgcu.edu/complete) or email Kristen Vanselow at [fgcucomplete@fgcu.edu](mailto:fgcucomplete@fgcu.edu). More information about DestinationFGCU is available from FGCU Admissions at [fgcu.edu/destinationFGCU](http://fgcu.edu/destinationFGCU) or by contacting Dean Batchelder at [dbatchelder@fgcu.edu](mailto:dbatchelder@fgcu.edu).

FSW students who are interested in learning more about educational attainment can visit <https://www.fsw.edu/twoplustwo> or contact Whitney Rhyne, Director of Strategic Initiatives at (239) 433-6943 ext. 1643 or email [whitney.rhyne@fsw.edu](mailto:whitney.rhyne@fsw.edu).

Talent Hubs are part of Lumina’s \$13 million community mobilization strategy, which focuses on local and regional efforts to increase attainment in ways that can inform other communities.

“Each of these areas truly understands what it takes to pull together around shared goals,” said [Danette Howard](#), Lumina’s senior vice president and chief strategy officer. “We applaud the businesses, educators, and civic organizations working to create more ways for people to earn college degrees and certificates, industry certifications, and other quality credentials after high school.”

The FutureMakers Coalition encourages residents to join and support this community-changing initiative. For more information, visit [www.FutureMakersCoalition.com](http://www.FutureMakersCoalition.com), call 239-274-5900 or email Tessa LeSage at [TLeSage@floridacommunity.com](mailto:TLeSage@floridacommunity.com).

### **About Lumina Foundation**

**Lumina Foundation** is an independent, private foundation in Indianapolis that is committed to making opportunities for learning beyond high school available to all. Lumina envisions a system that is easy to navigate, delivers fair results, and meets the nation’s need for talent through a broad range of credentials. The foundation’s goal is to prepare people for informed citizenship and for success in a global economy.

### **About The Kresge Foundation**

[The Kresge Foundation](#) was founded in 1924 to promote human progress. Today, Kresge fulfills that mission by building and strengthening pathways to opportunity for low-income people in American

cities, seeking to dismantle structural and systemic barriers to equality and justice. Using a full array of grant, loan, and other investment tools, Kresge invests more than \$160 million annually to foster economic and social change. For more information, visit [Kresge.org](http://Kresge.org).

### **About the FutureMakers Coalition**

The FutureMakers Coalition is a regional collective impact initiative for which the Southwest Florida Community Foundation provides backbone/administrative support. Formed in 2015 around existing regional collaborations, the goal of the FutureMakers Coalition is to transform the workforce by increasing the number of Southwest Florida residents with degrees, certificates and other high-quality credentials by 2025. The Coalition is committed to creating a cradle-to-career pathway to ensure success for traditional students and adult learners. The FutureMakers Coalition is a proud member of the Lumina Community Network, and was one of Lumina Foundation's 75 national Community Partners in Attainment.

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Contact: Melinda Isley, APR, m.creativepr, 239-274-7736, cell: 239-565-1630,  
[melinda@mcreativepr.com](mailto:melinda@mcreativepr.com)

## APPENDIX K

# \$10K Degree Options

Tuition for four years at Florida SouthWestern State College—two pursuing an associate degree, followed by two pursuing a bachelor's degree—will typically cost approximately \$15,000. This program gives eligible Florida resident students the opportunity to reduce their total tuition cost to \$10,000.

## Program Acceptance and Ongoing Requirements

Beginning fall 2019 all eligible students enrolled in one of the qualifying bachelor's degrees will be opted into the \$10K degree program upon their initial acceptance into the degree. There are no forms or applications to fill out. In order to be eligible for the \$10K degree program, students must meet the following requirements:

- Complete either an Associate in Arts (AA) degree or an Associate in Science (AS) degree at Florida SouthWestern State College
- Be accepted into, and maintain enrollment in, one of the qualifying bachelor's degrees: Cardiopulmonary Sciences or Public Safety Administration
- Maintain Florida residency for tuition purposes for all semesters enrolled at FSW
- Have a minimum cumulative GPA of 2.5 or higher at point of graduation from the qualifying bachelor's degree
- Complete the Free Application for Federal Student Aid (FAFSA) each year you are enrolled in the qualifying associate and bachelor's degrees
- Complete the associate and bachelor's degrees within six years of declaring a qualifying associate degree major

### Not all costs are covered:

- Developmental credit and repeat courses, withdrawals, failures or credit hours taken outside the program of study are excluded and are the responsibility of the student.
- Costs associated with special course fees, lab fees, textbooks, or associated costs are excluded and are the responsibility of the student.

## Final Reconciliation

At the completion of your AA/AS and BS/BAS degrees, the College will determine if you have continuously met all of the eligibility requirements of the \$10K degree program. If all requirements have been met, you will receive a refund on tuition payments over \$10,000, after deducting any financial aid you received during your time at FSW. You will not be reimbursed for any of the uncovered costs mentioned above.

Calculations will be based on [in-state tuition as posted here](#).

## Degree Options

Start with an Associate Degree:

- You can customize the Associate in Arts degree by choosing electives that fit the prerequisite requirements of your intended bachelor's degree major. OR
- You can complete an Associate in Science degree that qualifies you for acceptance into your intended bachelor's degree as identified in the degree information below.

If you establish your career goals early, with the help of your FSW Student Success Advisor, you can tailor your associate degree choices to fit the bachelor's degree prerequisite criteria. [Learn more about associate degree options on the Programs of Study page.](#)

### Cardiopulmonary Sciences

The Bachelor of Science (BS) in Cardiopulmonary Sciences is a program designed for cardiovascular technologists and respiratory care professionals who want to advance their education. The program will provide cardiopulmonary professionals with a well-rounded general education in the arts and sciences as well as an advanced understanding in the Cardiopulmonary Sciences. The Cardiopulmonary Sciences BS provides career advancement for entry-level health profession practitioners. For more information and admission requirements, [please visit the BS, Cardiopulmonary Sciences program page.](#)

### Public Safety Administration

The Bachelor of Applied Science (BAS) in Public Safety Administration is designed to prepare individuals to be leaders and administrators in public safety related professions. Students enrolling in the program bring a variety of safety and security backgrounds to enrich the educational experience, including legal studies and law enforcement, corrections, fire science, and emergency medical services. The program provides a career and educational pathway for students who have earned an Associate in Science degree in a Public Safety discipline or an Associate in Arts with electives chosen from the Public Safety field. For more information and admission requirements, [please visit the BAS, Public Safety Administration program page.](#)

## How to Keep on Track

The six-year cap gives students flexibility in completing both associate and bachelor's degrees at FSW, which typically takes about four years, or two years per degree. However, students are encouraged to take courses in the recommended sequence and meet with their Student Success Advisor often, in order to keep on track to a timely graduation.

If you have questions or need more information, please contact the Selective Admissions Specialist at 239-489-9054 or email [admissions@fsw.edu](mailto:admissions@fsw.edu).

# Objections or Alternative Proposals

## B.2

B.2 List any objections or alternative proposal received from other postsecondary institutions for this program.

*None*

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