

Super Man and Info Man Cluster Meeting
August 18, 2015
10:50 AM - 12:00 PM

Presiding: Dr. Gladney
Recorder: Sonja Woodard

Attendance: Dr. Gossman, Dr. Tiggle, Dr. Haley, Dr. D. Wilson, Dr. Capers, Professor Chance, Dr. T. Wilson, and Dr. Blair

Guest: Robbie Allen

ITEM 1. Consistent Grading for Online Classes

Discussion: Dr Gladney pointed out that there is inconsistent use of Safe Assign and an inconsistent application of closed versus open book exams to ensure they aren't cheating and how the online professor monitors students during testing. The cluster needs to discuss the issue and develop an approach.

It was stated that testing is closed book and having a webcam should be added to the syllabi to monitor students during testing. It was noted that in reviewing adjuncts that there was not a consistent process and they are aware that notes and books are not permitted during quizzes and exams. Emails were sent to all Super Man adjuncts and they were told to use the lock down key for test taking. Once this was done a significant drop in grades was noticed.

Safe assign was discussed and it was suggested that several tutorials be given on how to use the system appropriately. It was also stated that students can preview their papers to see what safe assign shows. A contact person in the college that handles cheating was identified and the contact information would be shared.

Info Man has never had a consistent policy applied and the decision is left up to the instructor. The policy needs to be clearly stated in all syllabi.
The fact that adjuncts do not have access to the test and exam answers is problematic.

Action: Have Alison Marcoff place on blackboard what adjuncts can and can't do.

ITEM 2. Academic Integrity Policy

Discussion: Dr. Gladney mentioned that there were several incidents over the summer of academic integrity violations and that such incidents need to be reported to determine if this is a consistent pattern. The cluster needs to determine the difference between an infraction which is a teachable moment and a violation. PBSC has a case manager who monitors the integrity policy college wide and has a data base that he maintains for the college. When a violation occurs please forward the information about the student to:

Job Brunat
Phone: (561) 868-3335
Campus: Lake Worth
Email: brunatj@palmbeachstate.edu
Office: SCA 00109

For infractions it was discussed that there needs to be a general criteria for instructors and that they use discretion within the rules to come to resolutions with students. Violations with submitting a paper that has another students name would result in sanctions resulting in failing assignment for 1st offense and for 2nd offense they would fail the course.

ITEM 3. Course Ownership

Discussion: Dr Gladney wants by November 1st I'd like to have an owner identified for every course. A single person can own multiple courses and will act as a focal point for collaboration on online and onsite course improvement and curriculum alignment. While being an SME is ideal owners mat need to reply on other faculty for content guidance. Course Owners may also have the dual role of developer. We are working on a new course update and development process in partnership with e-Learning. The cluster needs to discuss what course ownership should mean. Perhaps owner might not be the best word to describe this role once the cluster has discussed it.

It was stated that certain teachers developed courses and they are comfortable with the course and don't want to change courses. Instructors wanted to know if this is to be done without compensation. Dr. Gladney asked that instructor's document time spent for developing course. The basis of compensation was discussed and will be discussed further at the October cluster meeting.

ITEM 4. New Syllabus Creation Tool

Discussion: Dr Gladney reported that there is a new syllabus creation tool that should aid in the creation and posting of Syllabi (October 6th). The Cluster should be aware of the importance of posting syllabi the upcoming due dates. Since many student issues arise from a lack of understanding of how grades are calculated the Cluster should share best practices in things they put into syllabi that make this clear to students.

Dr. Gladney asked that publishers be contacted to obtain their publishing cycles vs. PBSC's cycle for discontinued books, to keep up with new editions for test bank changes. It was mentioned that syllabi should be stored for one year.

Action: Share Dr. Pedersen's template for syllabi and list courses that designate certain people who take ownership of said class. Dr. Capers will send list to Dr. Gladney

ITEM 5. OTHER

Discussion: I have asked Dr. Capers, Dr. Wilson and Professor Chance to discuss the status of current projects ACBSP Capers, Internships Wilson, XCELIT Chance

Department Chairs Reports

Dr. Capers reported he submitted information to mentor and was directed to turn things into campus lab. Two more standards to turn in and 3 interns for Home Land Security, 5 enrolled for 20161 and last year had 10 so it is slow this year. A presentation was given by Dr. Blair's student intern to help the administrative assistant's at PBSC.

Robbie Allen spoke to the cluster about an opportunity to create student journals (Florida Online Journal) possibly using the top capstone students where by ideas could be given to students so they see what a paper should look like and get forms for Ferpa.

Professor Chance reported on the XCEL-IT Grant that students formed a cybersecurity group that presently has 68 members.

Grand Opening is set for September 16, 2015 ribbon cutting, media, and the president will speak. Invited guest include Home Land Security and the NSA.

Action: Cluster approved Dr. Gossman transitioning MAN3025 Ed. 7 to Ed. 8 for the spring syllabi.

ITEM 6. New Text for BUL3130

Discussion: Dr Gladney & Dr Wilson reported that Donna Clayton has written a new supplement to BUL3130 with an estimated cost of \$40.00. The book was reviewed by Dr Hugh Cary. High of Palm Beach Gardens is already using some of the exercises in his class. Dr Wilson has syndicated a softcopy version of the text for review. The new proposed supplemental book is for course BUL3130 Legal and Ethical Environment of Business "Serious Games for the College Classroom" authored by Donna Clayton. The cluster needs to act on accepting this book as a supplement.

The Text digital rented is \$140.99, Hardcover rented used \$204.00 Buy used \$283.00 New \$378.00

Cary High reviewed a book written by Professor Clayton, an adjunct that wants to use the book as a supplement to BUL3130. Dr. Wilson waiting to hear if the book was published and then he will send to cluster members. It was also discussed that the book must be announced 45 days in advance and must be up to students if they want to buy in addition to the current text books (see attached).

Item 7. Course Online Discussions

Discussion: Dr. Gladney explained that without sacrificing academic rigor or learning outcomes we are looking at ways to redesign the way we create and utilize the online discussion capability on Blackboard. We will start by looking at the methodology used for building discussions and examine best practices for achieving learning outcomes.

Dr. Gladney is working with Dr. Tiggles to develop online discussion that get to learning outcomes and have fewer discussions online.