



## **Business and Technology Department Meeting Minutes**

Date: October 8, 2010

In Attendance: Coale, Valvo, Hidalgo, Biggett, McNulty, Oliver, Van Glabek, Hoffman, Callahan, Creger, Maddalena, Towers, VanSelow, Dubetz, O'Leary, Wilkison, Nay, Dick and Foy.

Meeting convened at 1:00 pm.

Jane Charles began the meeting with a presentation on "Plagiarism" which included a demo available on the Edison State college website. Students and Faculty have access to this demo through the college library. Contact Jane Charles online with any further questions concerning the honesty policy that should be attached to each syllabus.

During the conversation that followed the Plagiarism/Honesty presentation. Dr. Doug Nay recommended tightening up on the amount of time allotted for online test questions.

Dr. Nay reviewed the attached handouts during a discussion on the Comprehensive Business Exam.

VanSelow reviewed the Course Development Curriculum Process when updating the group on QEP.

Dr. Nay went over the following agenda items, and also reviewed Dr. Martin's Staff Meeting. During this review Maddalena, Hoffman and Towers all commented and gave their input on the staff meeting.

- Job Fair in Barbara B. Mann Hall – October 13
- Students Register for Spring Semester – October 25
- Gen Ed Assessment GSR
- Advisory Committees in November

Reviewed the attached supplements: Council of Regional Accrediting Commissions "Regional Accreditation and Student Learning: Principles for Good Practices", (QEP) Quality Enhancement Plan and the example of a CBE Assessment page

Next Meeting: November 12, 2010, 1:00 pm – 2:00 pm, Robinson Hall, Building I, Room 132, Lee Campus

Meeting adjourned at 2:00 pm