



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

**Date: January 4, 2012**

**In Attendance:**

Martin Dubetz, Munir Suleh, Diab Semreen, Albert Dambrose, Doug Nay, Robert Chilmonik, Gary Rodgers, Charles Hidalgo, Philip Coale, Scott VanSelow, Mike Hayden, Bill VanGlabek, Leroy Bugger, Andre' O'Leary, David Hoffman, Mike Quaintance, Mike Engdahl, Maria Maddalena, Ed Smith, Sam McCartney, Deborah Johnson, Dave Oliver, Ken Bryant, Jane Hurst, Andrea Posner

Meeting Convened at 3:00 p.m.

The meeting opened with Dr. Nay talking about 2 items of interest:

- It was voted to change the writing style for classes from MLA to APA.
- Work on Accounting 4-year degree and new Accounting alignment and revamp systems in Computer Science.

Andrea Posner spoke on the following topics:

- Important to upload syllabi on the online web site;
- Learning adopted management system in Canvas; David Hoffman stated it has better communication with students and Martin Dubetz stated it has a better grade book. CE6 is going away January 13, 2013.
- Attendance verification – everyone but primarily the online faculty. We are having problems with financial fraud regarding the federal funding. Andrea stated everyone should include the attendance verification policy in their syllabi.
- We have hired two new curriculum committee course designers.

Prof. Scott VanSelow was asked to talk about the changes in the Computer Science degree program as follows:

- Redesigned Computer Science degree and realigned to state frameworks and got rid of outdated degree codes.
- Make CGS 1000 more practical so that we can have more students.
- Develop curriculum and courses.
- After Curriculum Committee approves curriculum and courses in February, they will go into effect in the fall.

Dr. Nay mentioned that in the spring semester, work with him on standard presentation rubric. Across all courses, validating our graduates can make a professional presentation.

Prof. Leroy Bugger was asked to present his ideas on the new 4-year Accounting degree:

- The courses required to get a BS full-time Accounting degree are:
  1. Intermediate Accounting I
  2. Intermediate Accounting II
  3. Cost Accounting
  4. An Auditing course
  5. Accounting Theory
  6. Tax courses (TAX 1, TAX II, Governmental Accounting)

That would be 8 classes and 24 hours plus Accounting I, Accounting II and Managerial Accounting. To become CPA certified, you would need another six classes. We will put all of these classes online.

Our original plan was to have all of this done by fall 2011. Over the next few months, we will get together with other Accounting professors. This will be a 4-year baccalaureate degree program and within the next two years, it will be in effect.

Dr. Nay brought to our attention that when add/drop is over, it is really over with no late adds to classes.

He also stated that the application for the new Associate Dean closed yesterday and that we anticipate that next month we will hire a new Associate Dean.

Maria Maddalena brought up the subject of Internships and stated that last fall, we went through an application for internship and wondered what was going on with that. Dr. Nay said that Tom McNulty will be the internship program coordinating in the spring semester for rollout in fall 2012.

**Meeting Adjourned at 3:45 p.m.**