***Minutes***

School of Business and Technology Department Meeting

Dr. John Meyer, Dean

Dr. Tom Rath, Associate Dean

January 10, 2014 at 1:00 p.m. Lee Campus

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
| John Meyer | x |  |  |
| Tom Rath | x |  |  |
| **Faculty Program Coordinators** |  |  |  |
| Doug Nay | x |  |  |
| Richard Worch |  | x |  |
| Mary Conwell | x |  |  |
| **Faculty** |  |  |  |
| Vincent Butler | x |  |  |
| Deborah Johnson | x |  |  |
| Scott VanSelow | x |  |  |
| Jennifer Cohen |  | x |  |
| Andrew Blitz | x |  |  |
| Vincent Butler | x |  |  |
| Dave Oliver | x |  |  |
| Dave Hoffman | x |  |  |
| Alisa Callahan | x |  |  |
| Munir Al-Sulah |  | x |  |
| Leroy Bugger | x |  |  |
| Bill VanGlabek | x |  |  |
| Mike Hayden | x |  |  |
| Denis Fahay | x |  |  |
| Mike Nisson | x |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Adjunct Faculty** |  |  |  |
| Phil Coal | x |  |  |
| Mike Quaintance | x |  |  |
| Rob Durance | x |  |  |
| Jenny Paterson | x |  |  |
| Deb McCabe | x |  |  |
| Gary Rodgers | x |  |  |
| Scott Hammond | x |  |  |
| Sandy Towers | x |  |  |
| **Staff** |  |  |  |
| Jill Devalk |  | x |  |
| Rushell Hopkins | x |  |  |
| Charlene Wolfe | x |  |  |
| Michelle Zamniak | x |  |  |
| Kelly Eakins | x |  |  |
| Lisa Dick | x |  |  |
| Colette Ott | x |  |  |
| **Guest** |  |  |  |
| Tina Davis EOL | x |  |  |
|  |  |  |  |
|  |  |  |  |
| **Present** |  |  |  |
| **Excused** |  |  |  |
| **Guests** |  |  |  |

**Meyer** acknowledged all faculty for the successful submission of 140 curriculum documents for the curriculum committee to review for next academic year.

Next step is to begin to create assessments and common course shells that all faculty can use to measure learning outcomes. Focus on this during break-out sessions. Get away from textbook exams and move to standardized assessment common to all sections. Brief discussion on working together to proctor these standardized exams for the 14-15 academic year.

New office construction of office space in building K is coming along and hope to be in our new space by spring break.

Program Coordinators have replaced faculty chairs Mary Conwell-Paralegal, Richard Worch- CS/CJ/PSAD, Doug Nay- Accounting/BAMA/SMAN

Industry certification reporting is important please send all students to the SoBT office who have completed industry certs.

New Associate Dean, Dr. Tom Rath, was introduced. Dr. Rath was the former Acting Dean of Arts and Sciences at Edison State College. Most of his responsibilities will be the day to day administration, student complaints, classroom observations and Meyer will provide overall direction and continue to be out in the community. Meyer discussed the most recent community research he is doing with horizon council and workforce board with matching IT skills to specific careers and foundational skills for all employment.

Much discussion was had concerning the common assessments and proctoring exams and will be continued in the break out session.

Hoffman had questions about the adjunct mentoring and adjunct portfolios.

**Rath:** introduced himself and asked for patience as he adjusts from the other department he was working with.

**Syllabi**: Rath went over the points to focus on and will send a follow up email outlining procedures.

Student Volunteers: take advantage of this opportunity but make sure you go through Dr. Rath and we have addressed all necessary liabilities with HR he will make sure all proper process have been addressed application and fingerprints are necessary.

**Student Learning Outcomes:** When you break out be clear on the outcomes you are assessing make sure the LO is measured with a common assessment

**Faculty Advising**: Please direct all students to Michelle Z. Colette Ott and Kelly Eakins who work closely with advisors and are best LateAdd question was clarified with Kelly**.**

**New email COP:** Emails Please read and follow.

Informational item Meyer: MSDS

Material Safety Data Sheet Meyer reviewed and will add appropriate notes here Susan Marcy is in charge of monitoring. Check Labs and work areas and let Dr. Meyer or Dr. Rath know if you need any MSDS sheets.

**Next meeting:**

Friday, February 14

Collier Campus Building E, Room 202

Move to Breakout Sessions by Program to work on Standardized Assessments:

**Breakout Sessions by Program**

**Architecture and Construction Program:**

Professor Al-Suleh, the only FT faculty member in this area, was absent.

**Computer Technology Programs:**

Continued work on common assessments.

**Business / Accounting Programs:**

In attendance: Douglas Nay; Alisa Callahan; Michael Quaintance; David Hoffman; David Oliver: Gary Rodgers

Meeting began at 2:10 Dr. Nay presided

Discussion centered on standardized assessments

The main topics of discussion were:

* Learning outcomes in Canvas course?
* Want assessment tied to learning outcomes in Canvas
* The group decided that a workshop was needed on how to achieve the tie to Canvas – Tina Davis will check Dobin Anderson in Edison Online
* Need rubric for each learning outcome
* Results need to be easy to extract data
* In Canvas learning outcomes
* Should flow down in Canvas
* Master courses in Canvas
* Edison Online has a School of Business and Technology master case depository per Tina Davis
* Need Canvas for ground classes
* The Accounting program does not use Canvas
* LMS from publisher
* LMS allows access to learning outcomes
* Pick two courses – MAN 2021 + 1 BAS course as a beginning
* Do we want to measure program outcomes and course outcomes? Can do that from common course finals
* Required Courses 🡪 frameworks 🡪 program outcomes
* Intro in GEB 1011, dev 2021, master 3000
* Need to fulfill what employer stakeholders want in our graduates
* Need Advisory Committee input
* Rubric = grading = interpretation
* Don’t always use final exam
* 4-5 assessment measures
* Do we need common course review/update

Recap of meeting

* + Look at program objectives again
  + BAS is ok
  + Need one hour workshop to go over class assessment in Canvas
  + What does common course final measure?
  + Rubric – makes subject objective

Meeting adjourned at 3:05

**Crime Scene, Criminal Justice, Paralegal Program, and Public Safety**

**Administration Programs:**

A regular meeting of the School of Business and Technology was called to order by Dr. John Meyer, Dean, at 1:00 p.m. at the Lee Campus in U-106.

In the Law & Public Service breakout, Professor Nisson, Professor Conwell, Professor Fahey, and Colette Ott were present. Dr. Meyer was in attendance at the beginning of the breakout. The following topics were discussed:

1. SLS 1515. A concern was raised that SLS 1515 will most likely cause us to lose students who are in the Criminal Justice field and past military. These professionals normally work a rotating shift and cannot attend ground classes. It was also discussed that since many of these folks are accomplished law enforcement officers and other professionals that the course may not be pertinent to them. A point was made that in most counties, the Police Academy courses are part of the college setting. Dr. Meyer will consider this information and perhaps ask for an on-line class or an exemption based on law enforcement/military documentation. It was pointed out that Professor Nisson has taught the SLS 1515 already and maybe officers could be routed to a course taught by him specifically for them. (Colette Ott has completed all the modules although has not yet taught the course.)
2. Future Meeting. Dr. Meyer asked that a meeting be held prior to May with Professor Nisson, Professor Fahey, Professor Worch, Dr. Meyer and Michelle Zamniak regarding the CC in Criminal Justice and new courses.
3. Shells. Professor Nisson stated that our syllabi and shells are up-to-date and assignments match outcomes.

The breakout session adjourned at 2:45 p.m.