

SCHOOL OF BUSINESS AND TECHNOLOGY
Minutes
Business and Accounting Breakout Meeting
August 20, 2014

A regular meeting of the School of Business and Technology was called to order by Dr. John Meyer, Dean, at 9:00 AM at the Lee Campus. Upon conclusion of the meeting, breakout sessions were held. These minutes are for the breakout session that began at 11:30 AM in K 128 for the AS Accounting Technology, AS Business Administration, and BAS, Supervision and Management degree programs.

The following members were present: Dr. Douglas Nay, Professor David Hoffman, Professor Alisa Callahan, Professor Leroy Bugger, Professor William Van Glabek, Professor Timothy Cornelius, Dr. Michael Engdahl, and Coordinator Kelly Eakins.

Dr. Nay proposed utilization of ten master courses for assessment data from required courses. It was agreed by all professors that a master course with a set number of common assignments linked to course outcomes will be used for assessment.

Professor Callahan requested a policy for protection of intellectual property within CANVAS courses (i.e. instructor-narrated videos). A lengthy discussion ensued regarding adjunct training and tighter course controls.

Professor Bugger requested that rubrics be locked down. Professor Hoffman pointed out the issue of adjuncts “rolling over” courses with old rubrics.

Professor Hoffman suggested that faculty member contact info be embedded in each master course as a resource for adjunct professors.

It was agreed by all professors that input into adjunct selection, joint adjunct/faculty meetings, and formal adjunct training is necessary. It was also agreed that a control person should load syllabi into CANVAS, as Jill DeValk does for Dr. Worch and that syllabi and CANVAS shells should be made available to adjunct instructors well in advance of the semester start date.

Professor Bugger explained that Dr. Worch uses database-like features within CANVAS (similar to Access) for assessment purposes. It was agreed that Dr. Worch is a good resource for this information.

It was decided that master courses will be developed for online, blended, and ground courses. There are presently six master courses ready for review and approval, only two of which are required courses. Dr. Nay will set up a schedule for the remaining review/reconstruction of the eight courses.

Dr. Engdahl will consider developing an adjunct training guide to the process of course development in PowerPoint.

The meeting adjourned at 12:15 PM.