

Friday, March 13, 2015

1:00 – 3:00 PM

Building U, Room 107 – Lee Campus

SCHOOL/DEPARTMENT MEETING AGENDA

| | |
|-----------------------------|----------------------------|
| Welcome | Associate Dean Thomas Rath |
| Departmental Updates | Associate Dean Thomas Rath |
| Program Updates | Associate Dean Thomas Rath |

**Next Department Meeting will be on Friday, April 10 at 1:00pm in U 107
Lee campus**

Breakout Sessions by Program –

Technology Programs including Architecture and Civil Engineering Programs meet in U 107.
Minutes taken by Charlene Wolfe

Business, Accounting, and BAS in Supervision and Management Programs meet in U 109.
Minutes taken by Kelly Eakins

Crime Scene, Criminal Justice, Paralegal Program, and BAS in Public Safety Administration Programs
U 110. Minutes taken by Jill De Valk

Other rooms available: U 117 and U 118

School of Business and Technology
 March 13, 2015 at 1:00 p.m. on Lee-Building U -107

| | Present | Absent | Excused | | Present | Absent | Excused |
|------------------------------------|---------|--------|---------|-------------------------------|---------|--------|---------|
| <u>Administration</u> | | | | <u>Staff</u> | | | |
| John Meyer | x | | | Lisa Dick | x | | |
| Tom Rath | x | | | Kelly Eakins | x | | |
| <u>Program Coordinators</u> | | | | Charlene Wolfe | x | | |
| Douglas Nay | x | | | Michelle Zamniak | x | | |
| Richard Worch | x | | | Jill De Valk | x | | |
| Mary Conwell | x | | | Colette Ott | x | | |
| Andrew Blitz | x | | | Daryl Scott | x | | |
| <u>Corporate Training</u> | | | | <u>Adjunct Faculty</u> | | | |
| Adrian Kerr | | | | Mike Endgahl | x | | |
| Debbie Walker | | | | Linda Hanwalker | x | | |
| <u>Faculty</u> | | | | other | x | | |
| Munir Al-Suleh | x | | | other | x | | |
| Leroy Bugger | x | | | Mike Quintence | x | | |
| Victor Butler | x | | | Denise Egbert | x | | |
| Alisa Callahan | x | | | <u>Guests</u> | | | |
| Jennifer Cohen | x | | | Bill Shuluk (5) | x | | |
| Michael Hayden | x | | | librarian | | | |
| David Hoffman | x | | | librarian | | | |
| Deborah Johnson | x | | | FSW online | | | |
| David Oliver | | | x | TIVDO (2) | | | |
| William VanGlabek | x | | | Foundation guy | | | |
| Scott VanSelow | x | | | Bob | | | |
| Dennis Fahey | x | | | <u>Present</u> | 33 | | |
| Michael Nisson | x | | | <u>Excused</u> | 2 | | |
| | | | | <u>Guests</u> | 1 | | |
| | | | | <u>Total</u> | | | |

Minutes
2014-15
Department Meeting 03/13/15
1PM

In attendance: Richard Worch, Thomas Rath, Michael Engdahl, Deborah McCabe and her friend, Robert Knott, Jennifer Cohen, Andrew Blitz, Jackie Beard and Ivan Guerro, Jill De Valk, Kelly Eakins, Michelle Zamniak, David Hoffman, Matthew Hoffman, Deborah Johnson, Leroy Bugger, William VanGlabek, Conwell, Morgan, Patterson, Marilyn Goby, Butler

Introductions and announcements

Textbook Adoptions

You must fill out a textbook adoption form and work directly with your program coordinator. This is for the entire academic year. Hoffman asked for a list of “live” courses that will be offered next year.

Dr. Rath welcomed the SOBT group.

Bio and Photo: the template from VPAA office will be sent next week please begin working on bio and Dr. Rath will check to see if FSW marketing will be able to take photo's perhaps at the next department meeting.

Discussed positive changes that were just approved at the last curriculum committee meeting that will better the program offerings in the SOBT. There was a brief summary of the main curriculum actions that will be implemented next academic year.

Early Alert:

Faculty resources online provide reasons to early alert a student. It's important **to TALK WITH YOUR STUDENT PRIOR TO EARLY ALERT**. The intervention first comes from the faculty member then Adaptive Services. This is a different system from Student of Concern.

If you are not under comprehensive evaluation Charlene has contract recommendation forms. (This is if you are not under portfolio evaluation).

You must submit appendix B and G, if you need any help let Dr. Rath know by April 1. You must have the contract recommendation form and the 2 required appendices

Minutes continued

Summer Syllabi due prior to May 8th and the Fall Schedule is a work in progress regarding the Common course shells. Everyone seems to be making appropriate progress.

Adjunct portfolios were due prior to Spring Break. Thank you everyone for getting them in on time under the new process.

Next meeting is April 10th

Tom's reminders to send on Monday

1. Bio template from VPAA office and if FSW marketing can take photos? (MZ suggested taking photos at the next department meeting)
2. The **FIRM** due date for Appendices B and G that accompany contract recommendations
3. Fall Schedule updates – when will they be done?
4. List of “live” courses for textbook adoptions (Hoffman)

