

SCHOOL OF BUSINESS AND TECHNOLOGY DEPARTMENT MEETING
Business and Accounting
Breakout Meeting
March 13, 2015 – Lee Campus, Building U, Room 109
2:00 PM

Present:

D. Hoffman, B. VanGlabek, M. Engdahl, L. Bugger, J. Patterson, M. Goby, A. Callahan, G. Rodgers

The following items were discussed:

- CANVAS Course Continuous Improvement
 - D. Hoffman presented “Three Essential Functions of Your Syllabus” publication as a guide to assess course content
- Internal Marketing
 - Marketing SoBT within CANVAS with uniform branding on first page before students access modules (logos, colors, headers, etc.)
- APA Format
 - Proposed need for consistency of instructor expectations
 - D. Hoffman presented two sample papers and faculty discussed APA accuracy
 - APA resources will be added to all master course shells
- Master Courses
 - Consensus that master course shells work well with a few minor glitches
 - GEB 1011- master course complete
 - MAN 2021- master course will be ready for Fall 2015
- Grading
 - M. Goby update- “Turnitin” is now compatible with Google Docs

The meeting was adjourned at 2:40 PM.