

**SCHOOL OF BUSINESS AND TECHNOLOGY DEPARTMENT MEETING**  
**Business and Accounting**  
**Breakout Meeting**  
**April 10, 2015 – Lee Campus, Building U, Room 109**  
**1:40 PM**

Present:

D. Hoffman, B. VanGlabek, L. Bugger, A. Callahan, G. Rodgers, D. McCabe

The following items were discussed:

- Master Courses
  - D. Hoffman stressed importance of giving good direction to adjuncts within course shells. The complete course must be provided to adjuncts.
  - D. Hoffman stated that Mary Meyers wants some differentiation between online and ground courses (minimal).
  - B. VanGlabek stressed importance of communication with adjuncts about course shells.
  - D. Hoffman noted that the learning outcomes are the minimums and additional content may be added.
- APA Format
  - D. Hoffman revisited the need for consistency of instructor expectations for proper APA format.
  - D. Hoffman noted that the students should be introduced to APA in lower-level SoBT courses
- Job Fair
  - D. Hoffman requested that all instructors announce the job fair to all students via CANVAS mail.

The meeting was adjourned at 2:20 PM.