SCHOOL OF BUSINESS AND TECHNOLOGY DEPARTMENT MEETING
Business and Accounting
Breakout Meeting
January 9, 2015 – U-110
2:10 PM

Present:

D. Hoffman, A. Callahan, B. VanGlabek, M. Quaintance, D. McCabe, M. Engdahl, L. Bugger, J. Patterson, M. Goby, T. Rath

The following items were discussed.

- Community of Practice feature within CANVAS
  - Proposed shell for SoBT presented by M. Goby
  - To be used as alternative to email when sharing information
  - Also to be used to share updated documentation, such as syllabi
  - All faculty to be contributors
  - SLS Community of Practice was shown as example
  - T. Rath explained that this feature will be helpful for accreditation documentation
  - M. Goby can add links to training opportunities within the Community
  - M. Engdahl suggested a module for each course within the Community and a general module for general information pertaining to all courses
  - D. Hoffman pointed out the benefit of reaching out to adjuncts within the Community
- Master Courses
  - M. Goby expressed importance of well-maintained master course shells and presented an example of revisions within a master course
  - Faculty agreed that creators of master courses will maintain those courses
- Rubrics
  - D. Hoffman presented a sample course rubric and pointed out Learning Outcome descriptions

- o   Importance of data collection and statistical analysis was discussed
- o   It was agreed that Learning Outcomes will be reviewed and revised to match course activities if needed
- o   D. Hoffman stated that Learning Outcome mastery will be defined as 80%.
- Adjunct Office
  - o   The need for an adjunct work space was discussed and D. Hoffman will look into the possibility of a vacant office
- MAN 2021 Master Course
  - o   MAN 2021 Master Courses is not complete. D. McCabe and J. Patterson agreed to work on it per approval from T. Rath

The meeting was adjourned at 3:00 PM.

1.9.15 KE