

## Minutes

School of Business and Technology Department Meeting Dr. John Meyer, Dean

September 12, 2014 at 1:00 PM on Lee-Building U-107

	Present	Absent	Excused
<u>Administration</u>			
John Meyer	X		
Tom Rath	X		
<b>Program Coordinators</b>			
Douglas Nay	X		
Richard Worch	X		
Mary Conwell	X		
Andrew Blitz	X		
Corporate Training			
Adrian Kerr	X		
Debbie Walker	X		
<b>Faculty</b>			
Munir Al-Suleh		X	
Leroy Bugger	X		
Victor Butler	X		
Alisa Callahan	X		
Jennifer Cohen		X	
Michael Hayden	X		
David Hoffman	X		
Deborah Johnson	X		
David Oliver			X
William VanGlabek	X		
Scott VanSelow	X		
Dennis Fahey	X		
Michael Nisson	X		

	Present	Absent	Excused
<u>Staff</u>			
Lisa Dick	X		
Kelly Eakins	X		
Charlene Wolfe	X		
Michelle Zamniak	X		
Jill De Valk	X		
Colette Ott		X	
Daryl Scott		X	
Adjunct Faculty			
Mike Engdahl	X		
Margaret Smith	X		
Bruce Nanzer	X		
Jenny Paterson	X		
Mike Quaintance	X		
Luis Barton? CJ	X		
Compute Adjunct?			
<u>Guests</u>			
TIVDO Wendy Athens	X		
TIVDO Marilyn Goby			
Present	33		
Excused	2		
Guests	1		
<u>Total</u>			

1:00 pm meeting convened

## John Meyer:

Bill VanGlabek has volunteered to be the School of Business and Technology representative on the Academic Standards Committee.

CJ degree program changing and articulation will be changing as well currently State has settled on 6 hours for Corrections

Dr. Collins and Camp at the foundation biomedical research currently done here spoke about specific employment gaps. Alzheimer's drug supervision and Management healthcare management new focus SMAN track could be "business Analysis"

GANT chart to organize 18 major initiatives to be accomplished this academic year this year and 3 year strategic plan under way

Glades county meeting will lead to development of new degree or certificate program.



Information item/question about ordering Shirts long sleeve dress shirts For suite jackets we need small lapel pins Crime Scene T-shirts with new logo? Lab Fees Business Cards for faculty?

Dream Spark account – Andy Blitz Office 2013 available to all SOBT students and employees account for 3 years just email Professor Blitz.

Tom Rath:

Long list of GANT charts

**Project Management** 

FALL syllabi process went very well. Difficult because of the name change over the summer.

For next year fall Syllabi we need develop a process that can be addressed prior to summer

Process front loaded as much as possible.

Easier to subtract than to add if the class doesn't make

Spring should be easy because we are all here date to come within one week via email

Adjunct portfolio process will be addressed via email

Textbook adoptions must be universal and well discussed the textbooks and the educational materials that go along with the class software access code cards etc....

Word of warning curriculum actions are being accelerated New changes are being front loaded and must be done by December this year.

Development of new programs must begin now so all the actions can be I n by December.

Formal information: Project management approach to textbook selection a timeline is being developed the old process stated that in the FALL we discuss the new adoptions in the Spring we make the final decisions.; GANT chart will address the timeline conversations must be made prior to our winter break.

Hoffman pointed out that we need to be communicating with Online so course shells can be coordinated.

Rath aspires to have all textbook adoptions complete by the end of the Spring semester

Faculty mentors are asked to stay and meet with Rath prior to break out

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Worch asked about LOG Meyer addressed that the portfolio is being updated SEI (student) Professional development activity LOG specific and measurable area of improvement or focus find an area where it's been difficult to articulate an outcome to a student and identify a way to attempt and improvement. The end goal doesn't have to have a successful result it just has to be a tangible workable and measureable.

Break out Meetings by discipline: TechU-107 BusU-109 Law & Public Safety-U110 Meeting Adjourned at 3:00 pm