

SCHOOL OF BUSINESS AND TECHNOLOGY

Minutes

Business and Accounting Breakout Meeting

September 12, 2014

A regular meeting of the School of Business and Technology was called to order by Dr. John Meyer, Dean, at 1:00 PM at the Lee Campus. Upon conclusion of the meeting, breakout sessions were held. These minutes are for the breakout session that began at 1:45 PM in U 109 for the AS Accounting Technology, AS Business Administration, and BAS, Supervision and Management degree programs.

The following members were present: Dr. Douglas Nay, Professor David Hoffman, Professor Alisa Callahan, Professor Leroy Bugger, Professor William Van Glabek, Professor Timothy Cornelius, Dr. Michael Engdahl, Professor Michael Quaintance, Professor Margaret Smith, Professor Jennifer Patterson, Professor Michael Hayden, Instructional Designer Marilyn Goby, and Coordinator Kelly Eakins.

The August 20, 2014 minutes were distributed to and approved by all attendees. No revisions were requested.

Kelly Eakins presented the Summer 2014 BAS SMAN Exit Survey results and gave a brief overview of the survey's purpose. The survey was reviewed by all and the student comment regarding writing center policies was noted. Dr. Nay and Dr. Rath will address this with the appropriate administration. Also discussed was the possibility of texting survey links to students and incentivizing graduates to participate in follow-up surveys with items such as movie tickets and tickets to FSW Buccaneer baseball games.

Dr. Nay initiated discussion of master course development. He would like to see the initial master courses for BAS SMAN ready for Spring 2015 and confirmed the proposed dates on the master course development schedule. Master courses to be created for all required courses in BAS SMAN and high impact courses in AS BAMA and AS ACCG. Marilyn Goby began development of how-to guide for master course development. It was agreed that one shell will be developed for each master course, unless the developer of a particular course requests two shells (online and blended/ground shells), which will be reported to Dr. Nay.

Common course rubrics were briefly discussed. Professor Hoffman suggested adjunct training on common rubrics.

CANVAS modules were briefly discussed. Marilyn Goby is working on a solution to lock down modules.

Dr. Nay presented program outcome reports for AS ACCG, AS BAMA, and BAS SMAN. Dr. Nay highlighted AS BAMA Outcome #1 regarding effective communication skills.

Professor Bugger posited that the assessment results for MAN 2071 are unacceptable.

Professor Smith reported great student interest in Quickbooks courses.

Dr. Nay reported a potential new AS Business Analyst degree program. Professor Smith suggested that minimum degree requirements for employment in this field be researched.

Dr. Nay reported possible upcoming BAS concentrations in Health Information Management, Project Management, Sales and Marketing. Dr. Rath added Logistics as a possibility.

Dr. Rath discussed the upcoming performance-based funding and the need to encourage higher levels of placement in what is taught.

Dr. Nay relayed Eileen DeLuca's request for volunteers to send general education assignment samples for the 2014-2015 General Education Assessment guidelines review.

The meeting adjourned at 2:45 PM.