

**School of Business and Technology Department Meeting**

**October 9, 2015 at 1:00 PM on Thomas Edison Campus U 209**

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|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
| Jill De Valk | X |  |  |
| Lisa Dick |  |  |  |
| Kelly Eakins | X |  |  |
| Mark Morgan | X |  |  |
| Al Nault | X |  |  |
| Michelle Zamniak |  |  |  |
| **Other Staff** |  |  |  |
| Jackie Beard | X |  |  |
| **Adjunct Faculty** |  |  |  |
| Philip Coale | X |  |  |
| Linda Hanwacker | X |  |  |
| Deborah McCabe | X |  |  |
| Karen McKenzie | X |  |  |
| Jennifer Patterson | X |  |  |
| **Guests** |  |  |  |
| Dr. Jeffrey Stewart |  |  |  |

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| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. John Meyer, Dean |  |  |  |
| Dr. Thomas Rath, Associate Dean | X |  |  |
| **Program Coordinators** |  |  |  |
| Andrew Blitz | X |  |  |
| Mary Conwell | X |  |  |
| David Hoffman | X |  |  |
| Dr. Richard Worch | X |  |  |
| **Faculty** |  |  |  |
| Leroy Bugger | X |  |  |
| Vincent Butler | X |  |  |
| Alisa Callahan | X |  |  |
| Michael Engdahl | X |  |  |
| Dennis Fahey | X |  |  |
| Matthew Hoffman | X |  |  |
| Deborah Johnson | X |  |  |
| Tim Lucas | X |  |  |
| Michael Nisson | X |  |  |
| James Stewart | X |  |  |
| William VanGlabek | X |  |  |
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**Welcome:**

The meeting convened at 1:00 PM with a welcome from Dr. Thomas Rath, Associate Dean.

**Dr. Jeffrey Stewart, Vice President, Research, Technology, & Accountability:**

Dr. Stewart shared updates from his area which includes the following departments:

Research, Accountability, and Technology

Institutional Effectiveness

Title IX

Intercollegiate Athletics

Sponsored Programs and Research

Information Technology

**Research, Accountability & Technology** – Responsible for institutional research regarding data, enrollment,

SENSE (Survey of entering student engagement) and accessibility. They support the planning, assessment, and accreditation of FSW programs by providing data and information for maintaining the quality and effectiveness of the programs.

**Institutional Effectiveness** – Assists administrators with unit plans, including operational outcomes and learning outcomes and incorporating them into the curriculum to measure success of programs.

**Title IX/Equity** – How institutions respond to issues

Focusing also on training

**Athletics** –

Student athletes need to self-identify to faculty that they are athletes.

Faculty will receive emails from Eileen Delucca regarding students with any kind of scholarship.

**Sponsored Programs and Research** – Coordinate the College’s internal and external sponsored research and projects. The office assists faculty in grant proposal preparation, assistance in locating and researching funding sources, and in the submission of grants.

**Information Technology** –

The college participates in an 8 year refresh plan. The faculty refresh plan enables faculty to receive a new computer or an update every 4 years. According to Jeff Stewart 15% of eligible faculty members this year did not want new equipment but are able to receive updates when they are ready. They do not have to wait for the next time their name comes up.

Through the Technical Committee, faculty members have input. Contact the committee for whatever you require including cameras, microphones, or dual screens for the computer.

If faculty members experience problems in the classroom, please contact Classroom Down, 11074 and give your name and room number with your issue.

Professor Blitz mentioned that some of the instructor podiums have an auto login. He believes that all instructors should have to log in using their own credentials for security reasons.

Microsoft Office 2013 will be in place through the rest of the year. If 2016 is released to students, CGS students need their default to be the 2013 version.

It was also mentioned that there are problems with dedicated bandwidth that needs to be addressed.

**General Business:**

Dr. Rath spoke about the adoption of the 2015 -16 assessment cycle. One of this year’s goals is rubric training. The department has selected two or three operational goals for each program and the goal of a 10% increase in the number of college credit certificates awarded.

He also mentioned that if any faculty members are interested in suggesting any industry certifications for the School of Business and Technology to offer. Any suggestions may be proposed by emailing Dr. Meyer or Dr. Rath to include the name, nature, and purpose of the certification.

Evaluations for faculty members on an annual contract will be completed through classroom observation by Dr. Meyer or Dr. Rath.

A discussion ensued regarding the mention that the blue call boxes for emergency have been removed from campus. Students, faculty, or staff experiencing an emergency need to call campus police using their own phones. What if students do not have a cell phone? Faculty members were wondering how this decision was made. Apparently the blue call boxes were less than effective.

Professor Nisson inquired about classroom training for active shooting or other incidents that may happen on campus. Due to the number of shooting instances across the nation, a safety intermediate plan may be in the works. Dr. Worch presented the motion to request primary training here and on every campus. The motion was seconded. Professor Fahey suggested that training can be arranged by Lee County Sheriff’s Office. It was requested that someone ask to find out who is responsible for emergency or incident training of faculty and staff. Also, the following question was asked: How are faculty and staff notified if there is an incident and they are in a different building and do not know something is happening across campus? Professor Nisson suggested that everyone should know where the classroom phone is in their classroom and to be aware of the physical surroundings. The discussion ended with the group requesting for adequate training for classroom safety and what happens at a campus level.

**Adjunct Evaluation:**

In the fall semester, the faculty with names in the K through P range will be evaluated.

**Learning Assessment Committee:**

The committee would like general education artifacts in communication from fulltime or adjunct faculty members. The written assignments should include 3000 – 4000 level courses. Faculty members will earn a college service certificate for participation. The assignments should not include a grade or student names when submitted.

**QEP – Adopting Relevancy - Suggestions to become involved:**

1. Lead a critical thinking lecture for First Year Experience students

2. Hold an information session or panel presentation for specific degrees and programs. Coordinators Kelly Eakins, Mark Morgan, and Michelle Zamniak will be presenting information about the SoBT programs to First Year Experience students this semester.

3. Requesting volunteers to lead student workshops

4. Lesson plans for activities

5. Join a QEP subcommittee

The meeting concluded and the faculty members proceeded to participate in the breakout sessions. The focus of the breakout sessions is to match assessments to measure learning outcomes.