

**School of Business and Technology Department Meeting**

**February 12, 2016 at 1:00 PM on Thomas Edison Campus U 209**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. John Meyer, Dean | X |  |  |
| Dr. Thomas Rath, Associate Dean | X |  |  |
| **Program Coordinators** |  |  |  |
| Andrew Blitz | X |  |  |
| Mary Conwell | X |  |  |
| David Hoffman | X |  |  |
| Dr. Richard Worch | X |  |  |
| **Faculty** |  |  |  |
| Jim Barrell | X |  |  |
| 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 |  |  |
| Cindy Orndoff | X |  |  |
| James Stewart | X |  |  |
| William VanGlabek | X |  |  |
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|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
| Jill De Valk | X |  |  |
| Lisa Dick | X |  |  |
| Kelly Eakins | X |  |  |
| Steve Kelly |  |  |  |
| Sandra Mink | X |  |  |
| Mark Morgan | X |  |  |
| Al Nault | X |  |  |
| Michelle Zamniak |  |  |  |
| **Other Staff** |  |  |  |
| Jackie Beard | X |  |  |
| Douglas Goldman | X |  |  |
| Adrian Kerr |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Philip Coale | X |  |  |
| Janet Harvey | X |  |  |
| Karen McKenzie | X |  |  |
| Jennifer Patterson | X |  |  |
| Sandi Towers | X |  |  |
| **Guests** |  |  |  |
| George Manning |  |  |  |
| Marilyn Goby |  |  |  |
| Valerie Miller |  |  |  |
| Susan Marcy |  |  |  |
| Mark Lupe |  |  |  |

**Welcome:**

The meeting convened at 1:00 PM with a welcome from Dr. Thomas Rath, Associate Dean. He introduced the following guest speakers from the Office of General Counsel: Valerie Miller, Legal & Risk Coordinator; Susan Marcy, Legal & Risk Director; and Mark Lupe, General Counsel.

**Guest Speakers – Public Records:**

The Office of General Counsel has put a system in place to respond to Public Records requests. The system is modeled after a municipal plan. Public records are defined as "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission," made or received in connection with government agency business. The Florida Supreme Court has interpreted this definition to encompass all material prepared to "perpetuate, communicate, or formalize knowledge”. There is a broad list of exemptions including medical, birth records, or social security identification numbers which must be redacted before dispersing the information.

Anyone may request public records anonymously, orally, or in writing and they are not required to fill out a form. Failure to release public records (not exempt) may result in fines or a litigation suit against the government agency. Joel Chandler of Lakeland, Florida has filed suit against several entities. Agencies are able to charge research and duplication fees for the public records requests. If anyone receives a public records request, please acknowledge the request and refer the requestor to Valerie Miller of the Office of General Counsel. Valerie is the liaison for public records requests.

**Department/Program Updates:**

* Dr. Rath acknowledged Steve Kelly and Dr. Engdahl for establishing the Future Business Leaders of America – Phi Beta Lambda (FBLA-PBL) chapter at FSW.
* All 80 items were approved by the curriculum committee, pending SACs approval – including the new BAS in Information Systems Technology
* Reminder to respond effectively and timely to portal emails
* CREATE – Primary objectives - general education outcomes

Assign at least 1 integral general education outcome to a course (for example, Critical Thinking)

How to assign to the course

1. Course Outline
2. Learning Outcomes
3. Inflate and Combine
4. Catalog entry

Not required to use all

Goal is to accommodate all 8 outcomes in one or more core courses

Blueprint is due May 1, 2016 (Section A)

Not obligatory for Secondary objectives – do not worry about section B

* Faculty Evaluations

For faculty under portfolio review – Dr. Rath will meet with prior to February 28, 2016

For faculty with continuous contracts - Results of Log (learning outcome goals) are due by April 8, 2016

Dr. Rath concluded the meeting and faculty proceeded to breakout meetings

*Department Minutes jd*