

**School of Business and Technology Department Meeting**

**April 8, 2016 at 1:00 PM on Thomas Edison Campus U 209**

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|  | **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 |  |  |  |
| Dennis Fahey |  |  |  |
| Matthew Hoffman | X |  |  |
| Deborah Johnson | X |  |  |
| Tim Lucas | X |  |  |
| Michael Nisson | X |  |  |
| Cindy Orndoff | X |  |  |
| James Stewart | X |  |  |
| William VanGlabek |  |  |  |
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|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
| Jill De Valk | X |  |  |
| Lisa Dick | X |  |  |
| Kelly Eakins | X |  |  |
| Steve Kelly |  |  |  |
| Sandra Mink |  |  |  |
| Mark Morgan | X |  |  |
| Al Nault | X |  |  |
| Michelle Zamniak |  |  |  |
| **Other Staff** |  |  |  |
| Jackie Beard |  |  |  |
| Douglas Goldman |  |  |  |
| Adrian Kerr |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Philip Coale | X |  |  |
| Janet Harvey | X |  |  |
| Jennifer Patterson | X |  |  |
| **Guests** |  |  |  |
| Robert Anderson |  |  |  |
| Rachel Cook |  |  |  |
| Susan Marcy |  |  |  |
| Valerie Miller |  |  |  |

**Welcome:**

The meeting convened at 1:00 PM with a welcome from Dr. Thomas Rath, Associate Dean. Dr. Rath introduced the following guest speakers: Rachel Cook, Coordinator of Peer Tutorial Services; Susan Marcy, Director of Legal and Risk; Valerie Miller, Coordinator of Legal and Risk; and Robert Anderson, Director or Online Learning.

**Peer Tutorial Services Update:**

Rachel Cook began her presentation with a brief overview of peer tutoring. The Peer Tutoring Center offers assistance with specific course content on a limited basis, to students enrolled in that course. The center does not assist students with writing or speech communication. The center is currently recruiting seven new tutors to complete their staff. From previous experience, they are looking for student tutors with the following characteristics: 3.0 GPA or higher, hardworking, works well with others, and are models of good behavior. Rachel mentioned that students recommended by FSW faculty are given priority and that a student who struggled at the beginning of a course and then mastered the material is an excellent candidate to be a peer tutor. They are hoping to find students who will continue as a tutor in the Fall 2016 semester also. Faculty should email any student that they recommend to Rachel. Dr. Rath will email the peer tutoring application to faculty. Alisa Callahan offered to provide training to tutors regarding the Business Math course.

**Worker’s Compensation:**

Susan Marcy, Director of Legal & Risk and Valerie Miller, Coordinator of Legal & Risk commented that Human Resources originally processed Worker’s Compensation claims but General Counsel is now responsible for the process. The steps for the proper documentation of a qualified injury on the job and authorized list of medical providers is listed on the General Counsel web site. Reporting a qualified injury at work is time sensitive with the rule that an injury must be reported within seven days. If an employee is injured or you witness an employee accident, report to Public Safety and your supervisor immediately. An accident injury report is necessary to be filed by Public Safety. In a non-emergency situation, if an employee needs to seek medical attention, General Counsel is the only department who can authorize treatment. Employees seeking medical treatment under Worker’s Compensation must be treated from an authorized provider. If an employee seeks medical attention on their own, they will be responsible for the treatment. Valerie Miller is the designated employee advocate for Worker’s Compensation claims. Candice Buchanon is the Worker’s Compensation Adjuster assigned to the insurance consortium. Candice assists injured employees with doctors’ appointments, specialist referrals, medical bill payment, and payment of wages to injured employees.

**Updates on CANVAS:**

Robert Anderson, Director of Online Learning announced that CANVAS will be updated starting this summer. One change will be the appearance and the dashboard will be more mobile friendly. There will be color schemes to the box icons that will be located to the right instead of tabs at the top and left.

ProctorU will no longer be utilized in online proctoring. Examinee, a premier partner with Intuit CANVAS will be integrated into the shell. The information in the shell is updated every night at midnight so faculty need to remember that the link and updated information will not be available immediately. Students will also be prompted to pay and there are levels of proctoring. The default is set to a live proctor and the session is recorded. If there is an issue, the professor will be able to see what was recorded. If students go to the testing center, they are not required to pay the proctor fee. Faculty should make sure that the syllabus states that the student will pay for exam fees. The link to the ETS exam will be available in the shell also.

The dashboard will show who is scheduled to take the test, schedule details, reporting, and surveys. The reason for the change in proctor software is that ProctorU does not record the whole exam. The new system requires students who are scheduling a proctored exam to upload a photo ID to authenticate themselves. The exam fee is $25. Faculty will have access to the CANVAS updates the day after Spring semester finals. Dr. Rath will email screenshots to all faculty of what the dashboard will look like.

**Department/Program Updates:**

* Dr. Rath mentioned that there have been security issues with the K Building computer labs. All computer labs and classrooms should be locked when not in use. If anyone notices an unlocked door to a lab or computer classroom, please contact security to lock the room.
* Textbook adoptions are 95% complete. The remaining 5% may be attributed to problems with publishers and new courses that are under development.
* Regarding EFollett textbook discovery – the training is different than what we are doing. Our process includes Lisa entering the textbook information.
* Dr. Meyer reminded faculty to submit their Perkins Grant requests for the 2016-17 Academic Year. The amount awarded is approximately $25,000 less than 2015-16 AY. There are also a couple of new programs including the School of Education’s Early Childhood program and the School of Arts and Science’s Audio Technology program. Requests may be for capital items (Equipment) and professional development (travel)
* A conversation ensued regarding the recent active shooter training. There was a comment that the training was not very specific and that employees should “run”. Participants were given resources to explore on their own.
* Professor Conwell mentioned her concern over campus safety at night. She commented that she has not seen security at all this whole semester when she leaves at 9:00 at night following her classes.
* FSW mini grants – Dr. Rath stated that if faculty members have a research or scholarly idea that they would like to pursue please contact Dr. Meyer. We may be able to use other funding or combine funding to complete the project. These grants are separate from the professional development funds.
* Appendix G deadline is today at 11:59 PM. Appendix G includes log results and activities.
* Deadline for the completion of Institution Effectiveness Plans is May 5th. Insert best practices for highly effective plans.
* Established 2 new committees:

1. Quality Assurance Group for accreditation or assessments - The group will explore best practices for industry accreditation. (for improvements in general education language and cycle of assessments and learning outcomes)
2. New Faculty Experience Committee – This committee will discuss ideas including what was missing in training, what is important that was not explained earlier, and comments or experiences regarding onboarding with HR.

Dr. Rath thanked all in attendance and faculty members proceeded to the breakout meetings.

*Minutes jd*