Department Meeting
Friday, November 9, 2018   1:00 – 3:00 PM
Thomas Edison Campus, Building U, Room 106

	Present	Absent	Excused
Administration			
Dr. Debbie Psihountas, Dean	x		
Department Chairs			
Leroy Bugger	x		
Dr. Mary Conwell	x		
Dr. Richard Worch	x		
Faculty			
Andrew Blitz			x
Vincent Butler	x		
Alisa Callahan	x		
Matthew Hoffman	x		
Deborah Johnson	x		
George Kodsey	x		
Tim Lucas	x		
Michael Nisson	x		
Jennifer Patterson	x		
Anita Rose	x		
William VanGlabek	x		

	Present	Absent	Excused
Staff			
Jessica Barnett	x		
Judy Dantes	x		
Jill De Valk			x
Lisa Dick			x
Mark Morgan	x		
Al Nault			x
Alissa Shupperd	x		
Other Staff			
Adrian Kerr	x		
Libby Schott	x		
Adjunct Faculty			
Bernardine Carter			
Janet Harvey			
Barb Perrine	x		
James Smith			
Dr. Sandi Towers	x		
Guests			

Congratulations
- Professor Nisson had a previous student write to thank him for being an inspiring instructor
- Dr. Conwell had an article published - "Effectively Teaching Case Briefing"-Legal Educator, Fall/Winter 2018
- Research lecture Series – October – Dr. Jennifer Patterson presented poster session: Nurse Supervisors and Certified Nursing Assistants: Leadership Characteristics and Job Satisfaction

Announcements
- Book adoption process about to begin
- New research publications, presentations, etc. to Provost's Office
- Special Board of Trustees meeting next week
- Professional Development Funds deadline 11-9

Take a Closer Look at School of Business & Technology Feb 1 and Feb 6 in Building J 103

Online course development "booked" for Fall 2019; currently working on 2020

Chair Reports

Prof. Leroy Bugger, Chair of Business Programs-will be discussing compliance assist at breakout

Prof. Mary Conwell, Chair of Paralegal, Computer and Architectural Programs

- attended conference in RI on open education resources
- Guest speakers for ground classes
- 4 pages of local jobs->paralegal
- Family law guest speaker

Dr. Richard Worch, Chair Public Service Programs

- 2 hour faculty meeting
- Compliance assist
- College doesn't really know what Sacs wants entered ->frustrated
- Next Friday SLS1515 discussion
  - Criminal justice advisory board feels it's a waste of time for professional students
  - Bring up to faculty senate
  - Some courses don't apply to workforce professionals

Fall Student Survey

- Existing SOBT students and previously enrolled but not finished students
- Students were asked about advising, tutoring, class availability and mode, and office hours
- Actions underway on some open comments
- With coordinators
- Other requests and needs
- Comments were reviewed and discussed

Business/Accounting Break Out Minutes

Attendance

[Debbie Psihountas, Alissa Shupperd, Leroy Bugger, Jennifer Patterson, Anita Rose, Alisa Callahan, Timothy Lucas, William Van Glabek]

Agenda Items

1. Announcement and Compliance Assist Handout / Prof. Bugger

2. Compliance Assist Assessments / Prof. Bugger

3. Compliance Assist / Prof. Bugger

4. Suggestion and Close / Prof. Bugger

Main Points for Agenda Items

1. Announcement – Professor Bugger will be stepping down as chair for the Business department. Professor Jennifer Patterson is overseeing Compliance Assist. Professor Bugger will be beginning the search for a new chair. Dr. Psihountas will be sending out the requirements for the chair position.

2. Compliance Assist Handout – "A4 2018 – 2019"

3. Compliance Assist Assessments – The confusing system and unclear direction of Compliance Assist led to an oversight in Assessment collection. This means that for the BAS program there are currently no assessments. It is noted that the School of Business Compliance Assist is one of the most complicated yet fewer people are assigned to it.

4. Compliance Assist – All programs and SLO's (Student Learning Outcomes) reviewed.
   I. Accounting Technology, AS – All SLO's reviewed with a question on outcome 3 being resolved and noted as already changed to the correct information, and outcome 7 upon review being changed.
   II. Accounting Technology and Management, CCC – All outcomes reviewed with a final understanding that Professor Patterson will input the appropriate information from the SLO's of the Accounting Technology, AS program.
   III. Business Administration and Management, AS – Professor Bugger has updated the accounting SLO's and all changes were reviewed. Outcome 3 still requires a textbook change that will be researched to find an appropriate requirement for the program. An Ethics Term Paper was suggested for the outcome.
   IV. Business Development and Entrepreneurship, CCC – All SLO's reviewed and confirmed. Professor Rose will be adding assignment to fulfill the assessment requirement for outcome 3. The Small Business Management course was suggested to pull from for assessment requirement.
   V. Financial Services Management, CCC – This program has never been assessed and is not known to actually be offered despite it being listed.
   VI. Small Business Management, CCC – All SLO's reviewed and confirmed.
   VII. Supervision and Management, BAS – It is noted and established that there are no state frameworks for this program. The SLO's that have been developed then become the "framework." The oversights in Compliance Assist were mainly in this program due to this confusing nature. Since the oversights have been understood, SLO's have been developed and are still in need of modification and research to establish acceptable assessments for the outcomes. All SLO's were reviewed with some assessments being added and some requiring further research for an appropriate assessment assignment. It is noted that each course needs 3 assessments and the data from these will be used in an overall assessment next year. Current changes discussed and made:
      i. FIN 3400 – SLO 4 was an issue but the verbage will be changing. SLO 1 has been assigned "Case Study Part I" and "Int. Stim 2."
      ii. GEB 4375 – SLO 7 was reviewed and confirmed.
      iii. MAN 3120 – SLO 3 assigned "Minicase II". SLO 2 reviewed and confirmed.
      iv. MAN 3301 – SLO 1 and 2 reviewed.
      v. MAN 3303 – SLO 1 assigned "Leadership Styles Term Paper."
      vi. MAN 4701 – SLO 1 assigned "Google Case Study. SLO 4 assigned "VW Emissions"
      vii. MAR 3802 – SLO 4 assigned "Case Study 1 Customer Service"

5. Suggestion and Close – Professor Bugger believes it would be better to move away from the current Capstone project and would like to begin phasing it out. It is also mentioned that the SLO's for the Supervision and Management, BAS program will be modified based on the data that comes back from the assessments currently being assigned. Next year 3 different items for the same outcomes will be assigned to have a more varied data set for the two-year assessment period. In closing, all of the SLO's for all programs in the School of Business have been reviewed and either confirmed or assigned for adding appropriate assessments.

Extra Notes:

- One major issue that was corrected was Accounting course assignments being used for assessments in programs that do not include the Accounting courses.
- Due to oversights in Compliance Assist, an "Assessment Guide" has been created.
- It is emphasized that the names of assignments entered for assessment must be very specific in and be the same in Compliance Assist and in the course itself.

- A complaint about one course being heavy in Assessed assignments was made, as these assignments must be done but cannot be modified in any way. Having 5 assessments that cannot be modified in one course is noted as being a bit heavy.
- It is noted that State requirements for General Education credits is 15 and at FSW we go by 18 credits.

Breakout session for Architectural, Computer and Paralegal departments

Nov 9, 2018

Attendees: Mary Conwell, chair; Vinnie Butler; Matthew Hoffman; Randy Manning; George Kodsey; Deb Johnson; Sandy Towers; Barb Perrine

Master shells for canvas maintained by eLearning. Requests can be sent to eLearning for transfers

Paralegal-advisory committee meeting scheduled for Tuesday at courthouse

Proctorio
- Faculty was given no input
- Needed because testing center no longer available

Ground computer courses in Collier/Charlotte
- In the past, the courses did not fill and had to be dropped
- To build programs at those locations, it was discussed to run classes anyway even if they are small
  o If over time the interest doesn't grow, no longer offer them in those locations

COP1000 Intro to Programming
- It was discussed whether this class should consist of theory (algorithms) and not actual coding
- Difficult for students to grasp concepts
- Course is only offered online

Online vs face-to-face programming classes
- More online based on student demand
- Blended courses give students some face-to-face time with instructors as well as working independently

Connecting students from other campuses via technology
- Compressed video used in past
  o Better quality than using current polycom
- Research technology to use for more face-to-face classes
- For students on other campuses to still have face-to-face experience without having to travel

Next meeting scheduled for Jan 11, 2019