Business/Accounting Department Meeting

ATTENDANCE: Dolores Batiato, Alisa Callahan, Tim Lucas, Jennifer Patterson,

Miguel Rivera, Whitney Walker, and Bill Van Glabek

MEETING MINUTES: Wednesday, August 16, 2023

1. Welcome Dr. Whitney Walker!!!!
2. 5-year course deletion rule – ALL COURSES OK TO DELETE.

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| --- | --- | --- | --- | --- | --- |
| FIN | 3414 | FINANCIAL MANAGEMENT II | 201010 | 201330 | 201330 |
| HFT | 1000 | INTRO TO HOSPITALITY MGMT | 197810 | 201720 | 201720 |
| HFT | 1949 | HOSPITALITY MGMT INTERN I | 197810 | 201820 | 201510 |
| ISM | 4220 | DISTRIB INFORMATION SYSTEMS | 201210 |  |  |
| ISM | 4480 | PRINCIPLES OF ELECT COMMERCE | 201710 |  |  |
| MAN | 2582 | PRINCIPLES OF PROJECT MGMT | 201410 | 201630 | 201630 |
| MAN | 3504 | OPERATIONS & SUPPLY CHAIN MGMT | 201110 | 201420 | 201420 |
| MAN | 4949 | PROF MANAGEMENT INTERNSHIP | 201610 |  |  |
| MAR | 2141 | INTERNAT MARKETING & BUS | 197810 | 201030 | 201030 |
| SLS | 1353 | FOUNDATIONAL SKILLS DEVELOPMEN | 201810 |  |  |
| TAX | 4001 | ADV FEDERAL TAX ACCOUNTING I | 201610 |  |  |
| TRA | 1410 | INTRO TO RAIL FREIGHT OPER | 201530 | 201720 | 201720 |
| TRA | 1420 | INTRO TO TRUCKING OPERATIONS | 201530 | 201720 | 201720 |
| TRA | 1430 | INTRO TO PORT FREIGHT OPER | 201530 | 201720 | 201720 |
| TRA | 2010 | INTRO TO TRANS & LOGISTICS | 201520 | 201720 | 201720 |
| TRA | 2402 | INTERMODAL TRANS OPERATIONS | 201610 | 201730 | 201730 |

1. Review Program Data: BAS Supervision & Management, AS Business Administration & Management, AS Business Analytics, CCC Accounting Technology Management, CCC Business Development & Entrepreneurship, and CCC Small Business Management. Program data was emailed to all faculty after the meeting and we will revisit this at our next meeting on September 8.
2. Simple Syllabus – review of syllabi for full time faculty to “monitor consistency of the departmental syllabi”.
3. Updates:

* Curriculum Committee actions and updates
* Change in the SOBT advisor model from specialized program management to a generalized “zone defense” approach.
* Jane Charles – SOBT librarian
* Textbook / Bookstore – despite best efforts, it still wasn’t perfect. Check bookstore before each term.
* Whitney Rhyne’s workforce group now includes Amanda Lehrian. Tom Rath covers Hendry Glades 2 days/week.
  + Recruitment, internships, career fair, continuing education, speaker series, grants/donations

1. Canvas Commons – Alisa will put the stock market contest, Proctorio directions, Follett ACCESS program info, Risk Management language for faculty to post in classes into Canvas Commons.
2. Faculty asked to advertise FSW’s Personal Finance & Business Club – 1st meeting is September 8 @ 11am via Zoom.
3. AI in education – ongoing dialogue with assignment creation, use of Proctorio, and detection programs.
4. Faculty-driven Retention Initiative – GOALS:
5. Ensure alignment between programs’ curriculums with State Frameworks.
6. Review for continuous improvement of ALL syllabi and course content.
7. Examine grading policies for all classes and sections.
8. Ensure consistency and identify any changes that need to be made to specific courses/sections.
9. Review DWF data from 2022-2023 to identify areas of improvement to improve course-to-course retention.

Meetings: 2nd Wednesday of each month (see dates that follow) @ 10am at this Zoom link:

[**https://fsw.zoom.us/j/89151808271**](https://fsw.zoom.us/j/89151808271)

**Meeting ID: 891 5180 8271**

September 13

October 11

November 8

January 10

February 14

April 10

*\*If you have any conflicts with these dates/times, please let me know ASAP, but this time slot has been pre-vetted with fall course schedules.*

***Timeline***

September/October/November

* Review curriculum (certificate and degree programs) and ensure alignment with State Frameworks.
* Review ALL Syllabi and Course Content for consistency across sections.
* Examine grading policies for all classes and sections.
* Review DWF data from 2022-2023 to identify areas of improvement in order to improve course to course retention.
* Identify High Impact Courses for each Certificate and degree program that impact continuation in the program.
* Review HIC content and ensure it is consistent in all sections for course-to-course retention.

January/February/April

* Continue with any work not completed above.
* Process any necessary curriculum changes that were identified from above.
* Review and discuss any new programs and how they fit within the existing programs (College Credit or Degree).
* Chair will provide a report of findings prior to the end of the Spring 2024 term.

***Results:*** Findings will be entered into compliance assist for tracking purposes Aug 2024