

Business/Accounting Department Meeting

ATTENDANCE: Dolores Batiato, Alisa Callahan, Tim Lucas, Jennifer Patterson, Miguel Rivera, Whitney Walker, and Bill Van Glabek

MEETING MINUTES: Friday, September 8, 2023

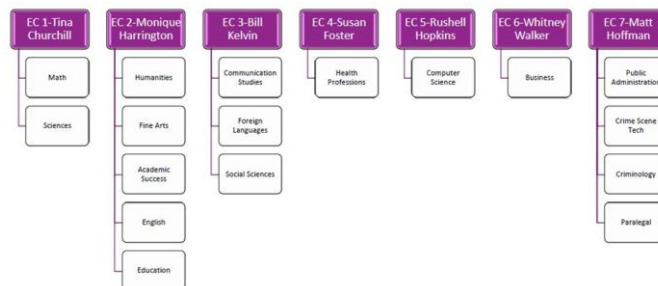
- Assigned mentors to adjuncts requiring faculty portfolios in AY '22-'23.
Mentor Assignments

Last Name	First Name	Faculty Mentor
Castellanos	Abigail	Whitney Walker
Villaverde	Nelson	Bill Van Glabek
Discenza	Tobias	Miguel Rivera
Doeble	Gina	Tim Lucas
Jones	Andrae	Tim Lucas
Matury	Rhonda	Alisa Callahan
Reinert	Cristina	Jennifer Patterson
De Oliveira	Samuel	Jennifer Patterson
Hechl-Novak	Catrin	Alisa Callahan
Padilla	Jena	Miguel Rivera
Shnider	Neil	Alisa Callahan
Stelfox	Sarah	Whitney Walker
Williams	Alexander	Dee Batiato
Harvey	Janet	Dee Batiato
Rytlewski	Jenna	Bill Van Glabek
Smith	James	Alisa Callahan

- Discussed Effectiveness Coordinator organization chart and new model.

As the College is moving towards the new Effectiveness Coordinators (EC) model as described in Dr. Bilsky's leadership meeting on Friday, August 11, here is the list of the coordinators and what areas they serve. Whitey Walker is our EC.

Effectiveness Coordinators Organization Chart



3. Update - AS in Supply Chain Management and college credit certificate (CCC) in Logistics and Transportation Management (Tim Lucas). RAF submitted to Rebecca Harris on Thursday, 9/7 with a follow up meeting scheduled for Tuesday, 9/10.

4. Reminder: Retention Initiative - Meeting Wednesday @ 10am via Zoom

Goals

1. Ensure alignment between programs' curriculums with State Frameworks.
2. Review for continuous improvement of ALL syllabi and course content.
3. Examine grading policies for all classes and sections.
4. Ensure consistency and identify any changes that need to be made to specific courses/sections.
5. Review DWF data from 2022-2023 to identify areas of improvement to improve course-to-course retention.

<https://fsw.zoom.us/j/89151808271>

Meeting ID: 891 5180 8271

September 13, October 11, and November 8

THIS TERM

- 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.
5. Fall scheduling issues were discussed and Alisa will request a meeting with Mary and/or Jennifer to address full time faculty's ability to pick up a replacement course when a course is canceled due to low enrollment. Consider a solution to "hold back" certain high enrollment courses like MAN 2021 and GEB 1011 so that there are sections to offer full time faculty in the event of canceled classes without having to take from an adjunct scheduled to teach. Another potential solution is to tentatively schedule adjuncts to certain courses conveying that it is provisional on enrollment in full time faculty's courses.

This problem may be exacerbated with the requirement to teach ground classes that may struggle to fill seats. Also discuss the timing of when to cancel classes that give administration flexibility to fill seats but before faculty have invested too much time prepping the course. T

6. Alisa requested that full time faculty submit syllabi to the department chair at least one week prior to course start date with any revisions due at least 2 days prior to the course start date. The fall submissions were A LOT to handle when the bulk of them are submitted just prior to the course start date. However, faculty countered that it isn't reasonable to have to prepare a syllabus in advance with assignment due dates, etc. only to have the class canceled at the last minute. Alisa will address this also with Mary/Jenn.
7. FSW's Personal Finance & Business Club had 35 students at its meeting today and Alisa asks that faculty continue to help spread the word about the monthly meetings.