

Business/Accounting Department Meeting Minutes

ATTENDANCE: Alisa Callahan, Miguel Rivera, Dolores Batiato, Alicia Law, Jennifer Patterson, Peter Ocsody, Dorothy Thompson, Bill Van Glabek, Adam Davis, Tim Lucas

MEETING MINUTES: Friday, March 14, 2025

1. Officially and warmly welcomed Dorothy Thompson as our “new” accounting faculty member.
2. Below are the recommended course updates or redevelopments planned for Summer 2025:
 - MAR 2011 - Marketing (Katie O’Connor w/ input from Chris Marin)
 - FIN3401 - Personal Finance elective for the SMAN program (Alisa Callahan)
 - 9 ENT courses (Adam Davis and Peter Ocsody)
 - ACG 2500 - Nonprofit and Government Accounting (Miguel Rivera – but he is not DEV101 certified so he will create the formative and summative assessments and Bill will put the Canvas shell together)
 - ACG 3024 - Accounting for Non Financial Managers (Dorothy Thompson)
 - MAN 3046 - Leadership & Team Development (Tim Lucas)
 - MAN 3081 - Introduction to E-business (Jenny Patterson & Dee Batiato)
 - MAN 4113 - Understanding & Managing Diversity (Jenny Patterson & Dee Batiato)
 - MAN 4402 - Employment Laws & Regulations for HR (Jenny Patterson & Dee Batiato?) Matt Hoffman indicates an update is needed but that his hands are full with the paralegal updates.
 - MAN 4570 - Retail Logistics Management (Jenny Patterson & Dee Batiato)
 - MAR 2644 - Data Based Marketing (an update is probably needed but don’t have someone lined up for the redevelopment)
 - SLS 1301 & SLS 1331 – Career & Educational Exploration & Personal Business Skills (Jenny Patterson & Dee Batiato)
 - New 3000 level Business Analytics course for SMAN program (Tim Lucas, suggested by Dr. Myers for 2026-27)
3. Textbook Adoptions: Spreadsheet updated with final selections to be reviewed at the April 11 meeting in time for the April 15 deadline.
4. Our Program Learning Outcomes for the AS degrees and certificates were approved at Curriculum Committee on February 28. Faculty will now work inside their courses to develop mechanisms (pre/post student surveys, etc.) to address the following areas:
 - How were the results from the prior year used to develop this outcome?
 - Outcome Statement (goal to establish PLOs this AY)
 - Alignment to Strategic Directions 2020-2025
 - Assessment Method (not how the PLOs will be assessed, but how the goal to establish PLOs will be assessed)

With the remaining areas filled out by the end of August 2025:

- Results & Analysis (approved PLOs would go here)
- Goal Completion Status
- Use of Results (next steps)

5. Faculty reviewed all courses and finalized the GenEd of courses that require updated CLOs, particularly the General Education competencies (see below).

| GenEd CREATE Assessment | Course ID | | Course Name |
|-------------------------|-----------|---------|-------------------------------|
| Communicate | ACG | 2021 | FINANCIAL ACCOUNTING |
| Communicate | ACG | 2071 | MANAGERIAL ACCOUNTING |
| Communicate | ACG | 2450 | ACCOUNTING SOFTWARE APPL |
| Communicate | ACG | 2500 | GOVERNMENTAL ACCOUNTING |
| Communicate | ACG | 3024 | ACCTG FOR NON ACCTNG MAJORS |
| Communicate | FIN | 2001 | BUSINESS FINANCE |
| Think | FIN | 2100 | PERSONAL FINANCE |
| Communicate | FIN | 3400 | FINANCIAL MANAGEMENT I |
| Think | FIN | 3401 | PERSONAL FINANCE |
| Communicate | GEB | 1011 | INTRODUCTION TO BUSINESS |
| Think | GEB | 2430 | ETHICS IN MANAGEMENT |
| Think | GEB | 2930 | SPECIAL TOPICS/CAPSTONE - BUS |
| Research | GEB | 4375 | FOUNDATIONS OF INTERNATL BUS |
| Investigate | ENT | 2000 | INTRO TO ENTREPRENEURSHIP |
| Investigate | ENT | 2012 | ENTREPRENEURSHIP MANAGEMENT |
| Investigate | ENT | 3003 | ENTREPRENEURSHIP I |
| Investigate | ENT | 4004 | ENTREPRENEURSHIP II |
| Investigate | ENT | Various | ALL NEW ENT NEW COURSES |
| Think | MAN | 1023 | MANAGEMENT FOR NON-PROFIT ORG |
| Research | MAN | 2021 | MANAGEMENT PRINCIPLES |
| Think | MAN | 2500 | OPERATIONS MANAGEMENT |
| Think | MAN | 2582 | PROJECT MANAGEMENT |
| Think | MAN | 3046 | LEADERSHIP & TEAM DEVELOP |
| Think | MAN | 3081 | INTRO TO E-BUSINESS |
| Research | MAN | 3120 | ORGANIZ BEHAV AND LEADERSHIP |
| Think | MAN | 3301 | HUMAN RESOURCES MGMT |
| Research | MAN | 3303 | LEADERSHIP & MGMT PRACTICES |
| Think | MAN | 4113 | UNDERST & MANAGING DIVERSITY |
| Think | MAN | 4402 | EMPLOYMENT LAWS & REGS FOR HR |
| Think | MAN | 4570 | RETAIL LOGISTICS MANAGEMENT |
| Think | MAN | 4701 | BUSINESS ETHICS AND SOCIETY |
| Research | MAN | 4723 | STRATEGIC MANAGEMENT CAPSTONE |
| Research | MAR | 2011 | MARKETING |
| Think | MAR | 2644 | DATA BASED MARKETING |
| Think | MAR | 3231 | RETAILING MANAGEMENT I |
| Think | MAR | 3232 | RETAILING MANAGEMENT II |
| Research | MAR | 3802 | MARKETING FOR MANAGERS |
| Research | MAR | 3860 | SALESMANSHIP & CUST REL MGMT |
| Think | MKA | 1161 | INTRO TO CUSTOMER SERVICE |

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|-------------|-----|-------|---------------------------------|
| Research | MKA | 2701 | VISUALIZING & PRESENTING DATA |
| Evaluate | MTB | 1103 | BUSINESS MATHEMATICS |
| Research | QMB | 2100 | BUSINESS STATISTICS |
| Communicate | RMI | 2110 | PERSONAL INSURANCE |
| Communicate | RMI | 2212 | PERSONAL BUS & PROP INSUR |
| Communicate | RMI | 2662 | INTRO TO RISK MGNT & INSUR |
| Think | SBM | 2000 | SMALL BUSINESS MANAGEMENT |
| Think | SCM | 1010 | PRINC. OF SUPPLY CHAIN MGMT. |
| Think | SCM | 1001 | TRANSPORTATION & LOGISTICS MGMT |
| Research | SCM | 2150 | PURCHASING & INVENTORY MGMT |
| Research | ISM | 2200C | BUSINESS ANALYTICS |
| Think | SLS | 1301 | CAREER & EDUCATIONAL EXPLOR |
| Think | SLS | 1331 | PERSONAL BUSINESS SKILLS |
| Think | SLS | 1350 | EMPLOYABILITY PREPARATION |
| Communicate | SLS | 1948 | WORK EXPERIENCE INTERNSHIP I |
| Communicate | TAX | 2000 | FEDERAL TAX ACCOUNTING I |
| Communicate | TAX | 2010 | FEDERAL TAX ACCOUNTING II |

6. Mission statements for AS Supply Chain & CCC in Logistics were prepared by Tim Lucas with input from Dorothy Thompson and submitted to Joe Van Gaalen.
7. Faculty course selection process. With our growing department and our various specializations, we will receive priority based on specialization (Entrepreneurship, Accounting, SMAN, Logistics, Business Analytics, and Business) then by seniority. Mary will discuss this more in August.
8. Faculty discussed what level of consistency should we strive for among faculty within a department for course policies such as late work and rigor (i.e. APA).
9. Awaiting update from SOBT administrators regarding the APA Module in Commons with our volunteers Alicia Law & Dee Batiato (plus Jane Charles & Ken Belcher).
10. AI Topics & Resources
 - Is this cheating? A student uses ChatGPT and other LLMs to download the professor's rubric for a research paper and asks the bot to grade it using their work using the rubric. Then the student uploads the evidence/research/sources in PDFs and ask the model for improvements and to grab out any quotes that should be added to beef up arguments/counter arguments.
 - Consider updating your course discussions with Harmonize, FSW's new platform to encourage student engagement. Where you can create an AI "story".
 - Feed AI facts about you and ask it to generate a story in a particular genre (comedy, horror, etc.)
 - Then do a harmonize video to comment on the story that was generated.
 - Goblin AI tools – for neurodivergent populations (and also a cool "professor" option to breakdown complicated topics.
 - Easy Podcasts to create for your students:
 - a) Use AI to create the text
 - b) Upload text to Google's Notebook LM: <https://notebooklm.google.com>