

Business/Accounting Department Meeting Minutes

ATTENDANCE: Alisa Callahan, Miguel Rivera, Dolores Batiato, Alicia Law, Keith Quackenbush, A. Locantaro, Peter Ocsody, Bill Van Glabek, Adam Davis, Tim Lucas, Dorothy Thompson, Michael Kohl

MEETING MINUTES: Monday, August 18, 2025

- SUMMER HOMEWORK CONTINUED:** Our Program Learning Outcomes for the AS degrees and certificates were approved at Curriculum Committee on February 28. Our next step is to determine how these program outcomes will be assessed. We must:
 - Identify which course(s) within the program will evaluate each of the program outcomes.
 - Identify / create an assessment to measure that outcome that is most appropriate (pre tests, post tests, qualitative student evaluations, individual assignment(s), overall capstone assessment, etc.)
 Alisa is putting together a spreadsheet and distributing for faculty to work on before the September meeting.
- SUMMER HOMEWORK CONTINUED:** In March, faculty reviewed all Business/Accounting courses and finalized the GenEd competencies using the FSW descriptions (<https://www.fsw.edu/facultystaff/assessment/genedcompetencies>). See table below. The next step is to review the current CLOs for each of our courses and determine:
 - Are there any updates/changes needed for the current CLOs.
 - Which of the CLO(s) aligned to the GenEd core competency identified in March 2025.
 - Investigate & Think are the General Education core competencies for assessment this year. For any course using Investigate or Think, we must identify an assignment for assessment in the event the course is randomly selected (see Dr. Myers' 8/15/25 email).

For example, in the current ACG 2021, the GenEd competency is "Think" and the CLO aligned to it is "Apply accounting principles to financial statement elements". But, we have now decided it is more appropriate to change the GenEd competency to "Communicate" (which I think is the right call, given the course description and CLOs). But this CLO now doesn't fit as nicely as perhaps these CLOs: Explain the characteristics of financial accounting or Describe the basic principles of accounting systems. So, we are tasked with identifying the most appropriate CLOs that align with our newly identified GenEd competency as listed 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
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

3. We reviewed the planned course updates or redevelopments for Summer 2025 for Fall 2025 adoption.
 - 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)

4. AI Topics & Resources
 - We need to have a deliberate focus this year on continuous improvement of courses for authentic assessments and proctored exams due to the proliferation of students' use of AI.
 - Honor Lock to be adopted in Summer 2026 in place of Proctorio. Transitioning to Honorlock for remote proctoring (on campus training 8/19 and 8/20).
ProctorU contract expires 1/5/2026.
Proctorio contract expires 5/1/2026.