

Business/Accounting Department Meeting Minutes

ATTENDANCE: Alisa Callahan, Miguel Rivera, Dolores Batiato, Alicia Law, Keith Quackenbush, Bill Van Glabek, Tim Lucas, Dorothy Thompson
Absent: Andrew Locantora, Adam Davis, Peter Ocsody

MEETING MINUTES: Friday, September 12, 2025

[\(for items 1-4, see the Google Spreadsheet\)](#)

1. Review CLOs for all courses.
2. Alignment of Program Learning Outcomes - Determine how these program outcomes will be assessed:
 - Identify which course(s) within the program will evaluate each of the program outcomes. DONE
 - 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.) IN PROCESS
3. SMAN Program Learning Outcomes (new task – recently added)
 - Review the old PLOs and revise as necessary.
 - 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.)

OLD SMAN PLOs

1. Make strategic management choices and evaluate results.
2. Apply ethics in decision making and problem solving.
3. Use budgeting and financial analysis concepts to optimize management choices.
4. Utilize information technology to maximize business processes and return on investment (ROI).
5. Effectively lead human resources and use capital assets to achieve company objectives.
6. Employ marketing processes to identify profitable opportunities and create value for customers.
7. Make management decisions based on the company's risk management and cost-benefit framework.

Dorothy found 5 additional SLOs relating to the SMAN as part of the FSW Effectiveness Plan. She will inquire to understand where they came from. Hypothesis: these are actually CLOs from various of the degree core requirements.

1. Calculate and interpret key financial statement ratios and apply these ratios within a financial analysis to assess a company's financial health and performance to aid decision-making
2. Develop strategic recommendations for multinational corporations based on global market analysis
3. Analyze organizational structures to enhance efficiency.
4. Describe how leadership and ethics influence human resources management
5. Examine the various leadership theories and how they shape effective leadership practices

4. GEN ED COMPETENCY REVIEW PROJECT: In March, faculty reviewed all Business/Accounting courses and finalized the GenEd competencies using the FSW descriptions (<https://www.fsw.edu/facultystaff/assessment/genedcompetencies>). Use the [Google Sheet](#) 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.
5. Continuing Contract Review Committee – Dr. Dolores Batiato, meeting November 21 @ 12pm.
6. Spring 2027 Schedule – get your preferences to Jennifer Baker by September 17 (see email sent to you on 9/9/25).
7. Mentorship Assignments:
 - The Faculty Mentoring workshop is a required one-time training for all mentors and is scheduled for September 26 during PD Friday from 2-3pm with Dr. Martin Tawil. Even if you’ve served as a mentor previously, repeat training is encouraged.
 - Please introduce yourself to your mentees at your earliest convenience. I previously provided a sample email which you can modify to suit your needs (see email dated 9/1/25).
 - Schedule a classroom or course observation this semester and ensure it is documented using the correct observation form. Use the *Ground Faculty Observation Form* for in-person classes and the *Online Faculty Observation Form* for online classes (both forms are attached). Once completed, provide your mentee with the signed and finalized form, as it is a required component of their adjunct portfolio.
 - Remain proactive and available to your mentee during the academic year.
 - Use the Adjunct Faculty Mentor Completion Checklist to monitor your mentor activity and submit this information electronically here in Spring 2026: <https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=55230>. Only electronic forms will be accepted and processed for stipend payments.

MENTOR ASSIGNMENTS

Quay Longs – ENT – Adam Davis

Michael Beda – MTB & finance - Alisa Callahan

Peter Bergeron – MTB & finance - Alisa Callahan)

Laurence Caucho - (onboarded Fall 2024) – business – Alicia Law

Tracy Hemrick – business – Dolores Batiato

Daniel James – accounting – Dorothy Thompson

Andrew Locantora – ENT – Adam Davis

Keith Quackenbush – business – Adam Davis

8. Search Committee volunteers needed: a hiring committee for the vacant management faculty position will post soon. Applications are due by January 31 and then the search committee work begins.
9. AI Topics & Resources
 - Please consider enrolling in [FSW's AI Toolkit and Community of Practice](#) Canvas “course”.

- Please consider enrolling in [FSW's AI Playground](#) sponsored by the Institute of Innovative and Emerging Technologies. The best way to learn how to use AI is to play with it. Each week they launch a new activity.
- Please consider enrolling in FSW's [AI Upskilling](#) where we can learn to amplify our impact by collaborating with AI. Various sessions are held as PD opportunities. The next one is Thursday, September 18, 2025 @ 9:00 AM (60 minutes)
Zoom: [Register](#)
- Keith Quackenbush recommends faculty to check out Notebook LM for creating videos from publisher PowerPoints. Also produces podcasts.
- 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.