

## Business/Accounting Department Meeting Minutes

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

**MEETING MINUTES:** Friday, October 10, 2025

1. Discussed wrapping up the project to align Program Learning Outcomes - Determine how these program outcomes will be assessed:
  - There are still holes in the spreadsheet that we need to finalize:  
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.)  
[\(refer to the Google Spreadsheet\)](#)
2. We need to confirm the master shells for these courses:  
MAN 2021 – Dee Batiato will follow up with Mary F.  
ACG 2071 – get from Dorothy  
TAX 2000 – no master shell. Changes every semester. Use Bill’s course from the previous term.  
ACG 2450 - no master shell. Changes every semester. Use Bill’s course from the previous term.  
MAN 3301 – Dee Batiato will follow up with Mary F.
3. Alisa is finalizing new SMAN Program Learning Outcomes and will present them at the November meeting for approval. Then we will need to identify which course(s) within the program will evaluate each of the program outcomes, and 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.).
4. Bill & Alisa will participate in a Professional Development panel discussion on 403(B) benefits. If anyone else wants to participate or contribute, please let me know.
5. Solicited any planned curriculum updates for 2026-2027.
6. Reviewed the conclusion of the GEN ED COMPETENCY REVIEW PROJECT: We will move this information onto Dr. Rebecca Harris for Curriculum Approval next week so please finalize any loose ends. Recall that 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.
7. Ongoing Mentorship
  - 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.

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

- We had a collaborative discussion on AI tool, tips, and tricks for improved instruction and productivity.
- I recommended that faculty consider enrolling in the following FSW PD opportunities:

[FSW's AI Toolkit and Community of Practice](#) Canvas “course”.

[FSW's AI Playground](#)

FSW's [AI Upskilling](#)

- 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.