

Business Department Meeting

October 26th

Draft Minutes

Faculty Members present:

Valerie Jones, Kathy Kerstetter, Fran Kubicek, Sheila Baiers, Ron Young, Steve Walman, Roxanne Bengelink, Rick Kraas

Others (non-voting): Suzanne Gardner, Lasonda Wells, Nicole Reed

1. The meeting was called to order at 10 AM
2. The Minutes for Aug. 29th, 2018 were approved as presented
3. There were introductions from the academic and pathway advisors present.
4. The order of agenda items was changed to accommodate department members who had to leave by a certain time. There were no additions or deletions to the agenda as presented.
5. The Department chair reported on the MiTransfer Conference held at Albion College on Oct 19th. Main points included:
 - The courses agreed to for transfer include: Financial Accounting, Managerial Accounting, Computer Applications, Micro Economics and Macro Economics.
 - There is considerable discussion at the conference about whether a basic business principles class would be included. Some Universities no longer offer it, instead offering principles of management course. Other Universities offer both. The number of Universities not offering a basic principles class was judged to be few. There was no clarity as to the content of a principles class versus a management class used as an intro class. Some Universities felt that the management class was actually a more focused subset of a Org behavior course. It was decided that the discussion would continue online and that everyone should provide the course objectives for their relevant classes. It appears that this is an attempt to find commonality between the principles and management courses such that agreement on a into business course can be reached. The chair advised waiting to see what direction the MiTransfer Agreement takes before making any changes to the business program.
6. The chair informed the department that the department has been requested to include in its pathways the First Year Experience course (TRS 104).
 - It was moved and second to include TSO 104 as an elective in the business AAS degree.

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- Val Jones, who has been involved with the course, explained that the course was only targeting students who have had no prior college experience. Val also informed the department that statistics are demonstrating the course is having a significant favorable impact on student success rates.
- Discussion ensued:
Faculty expressed concerns that there was enough content for a 3 credit course. Vale responded with a list of items covered and that the class has been running successfully in the three credit format.
- Faculty also expressed concern for the need in the business programed the target audience for the course.
- The chair informed the department that this was a college request and that there is a functioning committee for the initiative. The Chair further stated that faculty members with concerns should get involved with that committee.

The motion was approved

7. An update on progress for the online business degree was given, by Fran Kubicek. A request to sanction the program is being prepared. A standard online template is being developed for use across all Web classes in the department.
 - It was moved and seconded that the design of a common template for utilization in all online courses be approved.
 - It was explained that a common template would help ensure quality and also help ensure compliance with the need to accommodate students with disabilities. Some discussion ensued and as a result the motion was amended to include blended classes.

The motion was approved

- It was moved and seconded that the Business Department create a Department Expectations and Guidelines document to address consistency and best practices in the Online Business Program Courses.

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- It was explained that this would help ensure quality online practices across the department's curriculum.

The motion was approved

- It was moved and seconded to form a subcommittee to develop a checklist of guidelines, expectations, quality, and accessibility standards as well as other processes necessary to move the Online Business Program forward. This subcommittee can report back to the Business Department.
- This motion was made to facilitate the prior motions.

The motion was approved

8. The chair made available the proposed list of classes for an Entrepreneur Degree (2nd reading) and asked for feedback and suggestions.
9. The chair announced that the Summer/Fall Semester schedules would soon be due. The chair asked every one to look at the current schedule and prepare any changes.
10. The Chair informed the department that there is a need to change the strategy for BUS 132. The course is a hold over from the period where it was operated as a lab course. The current strategy only permits running it as an open lab course. BUS 132 is a requirement of the Business Administrative Assistant AAS degree so the course needs to run with either lecture/standard Lab, online or blended strategies.
 - It was moved and seconded that the open lab strategies be replaced by a lecture/standard lab strategy and that online and blended strategies be added as alternative strategies.

The motion was approved

I don't have any notes for the following agenda items:

- I. Other
- II. Next meeting
- III. Adjourn (time?)