

PALM BEACH STATE COLLEGE

CLUSTER AGENDA

August 20, 2014

10:45am – 12noon

Lake Worth Campus

ITEM 1. Over the past two-three years, there has been an increase in the number of instances in academic dishonesty. Because there is not one standard college policy that clearly identifies the student consequence for academic dishonesty, more issues seem to increase in the equitable treatment of students. Therefore, we are requesting that each discipline/program cluster develop one standard policy for the consequence of academic dishonesty. The policy should be approved by the cluster by the October 15 Development Day, for time to have appropriate review by the college General Counsel and inclusion in the 2015-16 Student Handbook and Catalog.

Discussion: The cluster discussed developing a policy for the BAS program. Concerns were voiced relating to what should be contained in the policy, the consequences of academic dishonesty, and how the policy should be enforced. After some discussion, the following policy for BAS was recommended. When a student engages in academic dishonesty, the consequences will be applied using a step process. During any course, the first instances of academic dishonesty will result in a grade of zero for the assignment. A second violation of academic dishonesty will result in a failing grade for the course. A third or subsequent violation could result in expulsion from the BAS program.

Additionally, it was recommended a statement regarding the consequences of academic dishonesty be included in all syllabus.

A vote was taken and the cluster voted unanimously to adopt the above policy.

Action: Department chairs are to check all syllabi to ensure the statement pertaining to academic dishonesty is included in all syllabi posted.

ITEM 2. Capstone Experience

Discussion: Should both seated and online student be required to complete an in person oral presentation as part of the Capstone stone experience. The cluster decided that all seated classes must complete their oral presentation in person at the Lake Worth campus. The cluster voted on requiring online students to present in person at the Lake Worth campus. The vote was one in favor and 7 opposed. Consequently, it was decided that online students should be afforded the opportunity to present in person or via a live virtual presentation. This information relating to oral presentations must be included in the course syllabus.

Action: Live virtual presentation will required the installation of cameras and in installation of Skype or other media to view live presentation.

ITEM 3. Final Grades (WX, WN, I)

Discussion: Some adjunct faculty are using incorrectly. When and how to use WX, FX, NX, etc. for grading students. When should “I” (incomplete) be used and the circumstances surrounding its use.

Action: Department chairs are to monitor the use of these grading method to ensure their proper use.

ITEM 4. Attendance / Excused Absences

Discussion: The policy for reporting attendance was discussed. The policy should be contained in the syllabus.

Action: Remind all Adjunct of PBSC policy relating to reporting attendance

ITEM 5. Adjunct Orientation Agenda

Discussion: Faculty was solicited for input for the adjunct orientation. Data/data source: (where appropriate)

Action: Faculty member should provide input for the adjunct faculty meeting

ITEM 6. Student Complaints

Discussion: Responding appropriately to students complaints were discussed. Faculty was advised of some of the inappropriate responses to student complaints such as “I am just a faculty member, I have no control, take your problems to the department chair/dean, or I did not design this course. Faculty should attempt to resolve student complaints immediately. Oftentimes a student may not understand the course required, instructions, or what is contained in the syllabus. Many time providing the student with clarification can resolve the issue. If you or not sure of the proper solutions, advise the student that you will look into the matter and get back to them. Do not failed to get back to the student as this could cause another issue and complaints.

Action: Advised all adjunct faculty about properly responding to students.

ITEM 7. ACBSP Accreditation

Discussion: ACBSP is an accrediting organization that reviews the quality and integrity of business degree program. The BAS program has been accepted as a candidate for accreditation. There are many reason why colleges and universities pursue accreditation. In addition to

prestige and credibility, accreditation reinforces our commitment to continuous improvement, innovation and scholarship, enhances our focus on the quality of student learning, renews our commitment to our educational mission, and helps to identify our strengths and weaknesses in the program. We have reached the point requiring the completion of the Preliminary Visit Questionnaire. This questionnaire is designed to assist us in determining our readiness to complete the self-study that is required for accreditation. This process will require participation of the entire faculty.

Action: The Department Chair will forward a copy of the Preliminary Visit Questionnaire to each faculty member who will select a portion of the questionnaire to be responsible for completing.

ITEM 8. Internship Program [update]

Discussion: The Internship Coordinator provided an update on the program. We have 4 students current enrolled and placed as interns. One student will be placed with a customer services firm called Happy or Not. One student will be placed with the West Palm Beach Chamber of Commerce, One at PBSC HR, and the fourth is tentatively scheduled to intern at the Vinceremos Therapeutic Riding Stables.

Action: Confirm placement of intern at Vinceemos Riding Stables.

ITEM 9. Grant Activities [update]

Discussion: Professor Chance provided an update on challenges related to grant funding such as staffing and cyber security issues. He also provide information concerning a new cyber security club.

Action: N/A

ITEM 10. Course Review

Discussion: The cluster reviewed course that are in need of revision due to outdated text books. The cluster agreed that the following courses needed to be updated. BUL3130 – Legal and Ethical Environment of Business, FIN3400 – Principles of Financial Management, MAN4504 Operational Decision Making. Additionally, the cluster agreed that GEB3213- Business Writing should be re-developed using a credential English faculty member. Further, the cluster suggested that when developing course, only faculty credential to teach the course should be used for course development. In the event a credential faculty member is not available, the cluster must meet to determine if the developer has the experience necessary to develop the course. A vote was taken and the cluster voted unanimously to adopt the above policy.

ITEM 11. Program Audit

- Discussion: The cluster discussed compliance assist and our current process of using GPA as a means of determining student learning outcome. The cluster discussed other means of evaluating student learning outcome.
- Action: The cluster decided that all course should have a pre-test and a post-test as a means of evaluating student learning outcome.

ITEM 12. New Program Development

- Discussion: The cluster discussed ideas for new program development. The following suggestions were offered:
- Early Childhood Development
 - Accounting
 - Property Management
 - Human Resources Management
 - Certificate and professional certifications

ITEM 13. Cluster Goals

- Discussion: The future goals of the cluster were discussed. The cluster suggested developing a greater bond between the industries, the community, local entrepreneurs, and small businesses. To increase efforts to grow our internship program and develop a relationship with the Small Business Development Center. Focus on developing a high performing team.

ITEM 14. Lockdown Browser

- Discussion The faculty voted on whether to use the lockdown browser for all grade quizzes and exams. Additionally, the cluster was asked to vote as to allowing students to use their notes and textbook while taking exams.

The result of the cluster vote are as follows:

Using the lockdown browser and webcam for all quizzes and exam
7 in favor - 1 opposed

Allowing students to use notes and textbook when taking exams
3 in favor - 5 opposed

Based on the cluster vote, the lockdown browser and webcam will be used for all exams and quizzes and students will not be allowed to use notes and textbooks when taking exams and quizzes.

- Other** The faculty discussed the idea of allow faculty members to rotate duties in relations to chairing the monthly faculty meeting and the cluster meeting. The Faculty indicated rotating this responsibility would be a means of professional development. A vote was taken and the cluster voted unanimously to adopt the above policy.

Attendance:

Dr. Anita Kaplan
Professor Richard Chance
Dr. Dave Gossman
Dr. Tom Wilson
Dr. Gordon Haley
Dr. Michelle Tiggle
Dr. Roger Blair
Dr. Maikel Espinosa
Ms. Laura Gainer
Dr. Tom Capers

Submitted by:

Dr. C. Thomas Capers
Scribe

c. Minutes Distribution List

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