

AGENDA/MEETING MINUTES
BAS Cluster Meeting
03/22/2012
1:00 PM – 4:00 PM
TE202

Item 1 New Building

Discussion: Dr. Kaplan discussed the purchase of furniture for the new building. Move-in time was estimated around mid-summer. Some classes could be offered in the new building. Some other classes could be offered in TE building in Fall.

Action: Dr. Kaplan and Ms. Gainer were reviewing furniture for the new building. Order could be made by the end of April or early May.

Item 2 Budget Updates

Discussion: Dr. Kaplan talked about budget cut and flat (even down) enrollment college-wide; however, BAS enrollment was good. Dr. Kaplan also discussed the inverse relation between economic growth and student enrollment. Dr. Kaplan asked questions about college budget and BAS operating budget. Dr. Kaplan mentioned the increase of the library budget. Dr. Kaplan discussed the replacement of the BAS librarian position

Item 3 New Information Management Position

Discussion: Dr. Kaplan updated the cluster on the interview process: phone interview: 14 candidates; recommended 6; received an approval to move forward with next round of interviews credentials: Master degree and an agreement to serve as the Department Chair if hired.

Item 4 New Programs

Discussion: Dr. Kaplan discussed the Highest Ranked Occupations Report; she mentioned that Dr. Robert J. Van Dervelde, Associate Dean at PBG Campus lobbied for a paralegal program. Drs. Kaplan and Nguyen discussed the possibility of an Entrepreneurship concentration; Dr. Gossman suggested that Entrepreneurship concentration has to be justified; Education field was discussed; the “online course” survey results were reviewed; Ms. C mentioned that BSN students also received the survey, which was intended to survey BAS students only; Drs. Reardon and WEISSMAN mentioned that the first course in the BSN program was online and discussed hybrid for transition course. The survey results showed that more students were in favor of the 8-week online course. Dr. Gossman concerned about the statistical significance of the results. Dr. Capers concerned that students struggle with time to finish course materials. Dr. Hoggins-Blake stated that the online delivery format was irrelevant and that it needed to be addressed

with the E-learning Department. Dr. Kaplan mentioned that Ms. Anne Guiler negotiated between E-learning and faculty in terms of what assignments were relevant. Dr. Kaplan said that there would be a new Instructional Specialist working directly work the BDP in the new building and that person would be more likely Mr. Todd Price. Mr. Beitler has changed to use more publisher materials now than before. Dr. Kaplan talked about the possibility of a one-day Friday program options.

Action: Dr. Nguyen will put together the rational and proposal for the Entrepreneurship concentration after his conference attendance in April. Faculty voted for the choice of 8 week versus 2 week on line courses: Dr. Reardon, Hoggins-Blake, WEISSMAN, Gossman, Rueda-de-Leon, and Nguyen preferred 8-week; Dr. Capers and Ms. Peifer-Neil chose 16-week. The cluster decided to stay with 16-week until Fall.

Item 5 Enrollment Data

Discussion: Dr. Kaplan informed that enrollment was up 20-25% and that the program was growing.

Action: The BDP will try its best to maintain the growth

Item 6 Higher Education Trends Article

Discussion: High school graduates transfer, graduation rate, student services were discussed.

Action: N/A.

BSN group adjourned at 2:10pm

BAS SESSION

Item 7 Capstone Course

Discussion Drs. Capers and Nguyen stated that students did not understand how to write a research paper and recommended some changes: Reducing Strategic Management (H&J) materials but keeping the Research Proposal; providing more materials in research methodology. Dr. Hoggins-Blake questioned why we do not teaching research methodology earlier in the program and stated that the program lacks consistency. Dr. Sass mentioned the use of rubric and also suggested a split of credits: 1 credit is for research/APA writing emphasis and 2 credits are for the course. The rubric was suggested to be added to the syllabus. Suggestion was to include a greater focus on research in the Business Communication courses.

Action: Dr. Gossman will discuss with other full-time faculty to revise the Capstone course. The program will check with Ms. Kathleen Gamble regarding the credit issues. Revisit the outcomes of Business Communications.

Item 8 Course/Textbook/Faculty resources

Discussion: Ms. Gainer confirmed that textbook updates were on target and that some updates would be done over the summer. Compensation for online course update was discussed. Dr. Kaplan confirmed continuing course release even though all courses have been developed with special project activities.

Action: Dr. Kaplan will collect data on the pay rate for course development.

Item 9 Pre-Requisites Updates

Discussion: Dr. Gossman and Ms. Gainer provided an update on curriculum changes that will be in effect in Fall.

Action: Ms. Gainer, Drs. Gossman and Nguyen will present the pre-requisite recommendations at the next Curriculum meeting. The department chair will discuss the course with the GEB3213 faculty.

Item 10 Project/Committee Updates

Discussion: Dr. Rueda-de-Leon: E-learning Advisory Committee and Curriculum Committee
 Dr. Gossman: 2012-2013 E-learning Advisory Committee
 Dr. Hoggin-Blake: Gen Ed Assessment Committee
 Dr. Capers: QEP Committee, Honor College
 Dr. Nguyen: E-learning Advisory Committee; Search Committee for VPSS
 Ms. Gainer: SPD-A Committee
 Sigma Beta Delta: Full chapter status received
 Newsletter: still working on the design; one issue for Spring and one for Fall

Item 11 Plagiarism Updates

Discussion: Ms. Gainer and Drs. Kaplan and Nguyen talked about making a model/guideline of best practices for writing and plagiarism.

Action: Ms. Gainer and Dr. Nguyen will work on this model and suggest it to the cluster for approval

Item 12 Department Chair

Discussion: Dr. Kaplan announced that Dr. Nguyen would be the Department Chair for the 2012-2013 academic year and that Dr. Capers would be the Department Chair for the Summer

term. Dr. Kaplan also thanked Dr. Gossman for his legacy as the first Department Chair in the program

Action: N/A

Item 13 Online Course Survey

Discussion: See Item 4

Action: See Item 4

Item 14 New Course/Concentration/Program Developments

Discussion: See Item 4; Dr. Kaplan requested input in Project Management and Entrepreneurship Concentrations

Action: See Item 4; Drs. Gossman and Rueda-de-Leon will provide information for Project Management Concentration. Dr. Nguyen will provide information for Entrepreneurship Concentration.

Item 15 New Guides/Tutorials for Adjunct Faculty

Discussion: Dr. Gossman and Ms. Gainer handed out the “Guides & Tutorials: Adjunct Faculty Resources Webpage-BAS program.” Full-time faculty assistance provided to Adjunct faculty, especially for the first 8 weeks, was discussed. Adjunct Faculty Meeting in Fall was also discussed. Dr. Kaplan suggested a separation between new and returning adjunct faculty during the meeting. The cluster emphasized the consistency between full-time and adjunct faculty.

Action: Dr. Gossman and Ms. Gainer will assist Dr. Nguyen, the new Department Chair, in the transition time. Ms. Gainer, Drs. Nguyen and Capers will work on the Adjunct Meeting Agenda.

Item 16 Professional Learning Community Program

Discussion: Dr. Gossman and Ms. Gainer handed out the “Professional Learning Community Advisors: Focus on Adjunct Faculty Development.”

Action: The program will make a booklet and web link to provide adjunct faculty with sufficient resources

Item 17 Adjunct Faculty Hiring and Training Process

Discussion: Dr. Nguyen asked for more input from the full-time faculty in the hiring process. Dr. Nguyen asked about the format of the Adjunct Faculty Orientation process

Action: Full-time faculty members will be invited to participate in the hiring process.

Item 18 Essay/Written Paper Format Checklist

Discussion: Dr. Nguyen suggested using a checklist for essay/written paper format that should be used across the board to maintain consistency. This checklist could be provided to students as well.

Action: Dr. Nguyen will recommend a checklist for the cluster's review and approval

Item 19 International Business Student Project

Discussion: Drs. Nguyen, Hoggins-Blake and Kaplan discussed the possibility of having an IB student project as a part of the IB course assignments. BAS students could travel to a foreign country to learn about business and cultural differences. Dr. Nguyen suggested Vietnam as a pilot country because he has established relationship with prestigious universities in Vietnam

Action: Drs. Nguyen and Hoggins-Blake will conduct a small survey and write a proposal for an International Student Project.

Attendance:

Dr. Anita Kaplan

Dr. Gary Reardon

Dr. David Gossman

Ms. Laura Gainer

Dr. Lam Nguyen

Dr. Robin Hoggins-Blake

Dr. Rolando Rueda-de-Leon

Dr. C.Thomas Capers

Dr. Georgann Weissman

Ms. Nancy Peifer-Neil

Submitted by:

Dr. Lam Nguyen, Scribe

c. Minutes Distribution List

Dr. Anita Kaplan; Dr. Gary Reardon; Dr. David Gossman ; Ms. Laura Gainer; Dr. Lam Nguyen; Dr. Robin Hoggins-Blake; Dr. Rolando Rueda-de-Leon; Dr. C. Thomas Capers; Dr. Georgann Weissman; Ms. Nancy Peifer-Neil