

PALM BEACH STATE COLLEGE

BACHELOR'S DEGREE PROGRAMS CLUSTER MEETING

October 19, 2011

1:00pm

TE204

ITEM 1. Each Cluster must reflect on the round table discussions and indicate their three most useful ideas which were highlighted.

Discussion: The bachelor's degree faculty shared a number of ideas and activities which they thought to be effective:

- 1. Incorporate creative, engaging techniques, such as movie clips etc. to assist students in demonstrating analytical skills.
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- 2. Use Simulations as a method to enhance Students' critical thinking skills.
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- 3. Provide Learning opportunities that challenge students' perception and truths.
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- 4. Model critical thinking strategies and encourage students to employ these skills.

Data/data source: (where appropriate): Bachelor's degree faculty round table discussions

Action: The faculty indicated the activities would be effective and would incorporate within their courses.

ITEM 2. Business Writing Concerns (GEB3213)

Discussion: Dr. Barbara Mehl, BAS adjunct faculty for GEB3213 was invited based on concerns raised by BAS faculty regarding students' writing abilities. Dr. Mehl indicated the current text '*Excellence in Business Communication*' (Thill & Bovee) aligns itself well with the nature of the course. Dr. Mehl expressed that Business Communication is a difficult subject and Dr. Kaplan (Dean), added that the underlying issue may be standards versus expectations.

Dr. Mehl suggested that there are two issues with the Capstone course, 1). Students are writing a business project and 2). Students are required to write in APA format – and this she explained 'does not exist.' Dr. Gossman explained that the 1st chapter of the Capstone is a 'business plan' but the remaining chapters are the research paper. Regarding the design of the GEB3213 online course, Dr. Mehl suggested a review may be necessary as there are challenges in getting information to students in that format. Dr. Gossman added plagiarism and grammatical issues factor greatly in how much time faculty expends to correct students' paper – all faculty concurred this was a concern they each face.

Data/data source: (where appropriate) 'Excellence in Business Communication' (Thill & Bovee, 9/E).

Action: All faculties present were in favor of Dr. Kaplan's suggestion on shuffling the current sequence of courses where GEB3213 Business Writing will be a 'first semester' course requirement of all bachelor's degree students. Also, the text '*Research Matters*' (Howard & Taggart) will be a required text along with the current '*Excellence in Business Communication*.'

ITEM 3. Committee Participation/College Service

Discussion: The faculty were asked to share on which College committees they currently serve:

- Dr. Gossman (Department Chair)
- Dr. Lam Nguyen (E-Learning Advisory and Search/Hire Committee for Vice President of Student Services position)
- Dr. Capers (Honors Committee; nominated for QEP Committee; Discipline Committee and Sigma Beta Delta Honor Society)
- Dr. Reardon (QEP Committee; Honors Committee; 3 other committees: E-learning, Grievance, and Resource)
- Dr. Rueda de Leon (Curriculum Committee; AS/IT Advisory Committee; Transitioning and Supporting Hispanic Educators (TASHE))
- Dr. Hoggins-Blake (Gen Ed Assessment Committee; Sigma Beta Delta; E-Newsletter for bachelor's degree program; BAS Advisory Board)
- Dr. Weismann, BSN (to be determined)
- Dr. Peifer-Neil, BSN (to be determined)
- Laura Gainer (Staff & Professional Development)

Data/data source: Faculty and staff

ITEM 4: Plagiarism Policy Consistency

Discussion: This is a continued discussion for BAS faculty to review the College's current plagiarism policy. Faculty reviewed documents previously assembled by Dr. Gossman and will use them as foundation for a comprehensive plagiarism policy. Dr. Lam Nguyen will head a work group consisting of: Dr. Reardon, Dr. Nancy Piefer-Neil, Dr. Hoggins-Blake, Dr. Tom Capers and Laura Gainer to streamline the policy, complete with a disciplinary committee.

Data/data source: PBSC Catalog, Student Handbook, syllabi resources and Dr. Gossman's previously submitted recommendation to Dr. Sass, 2010.

Action: The committee members named above will formulate a policy

ITEM 5: Curriculum Consistency

Discussion: Dr. Lam Nguyen discussed the importance of sequencing GEB4891 Strategic Management as an upper division common core course, replacing MAN4162 Customer Relations as an elective in its place. All faculty in favor and Dr. Nguyen will submit appropriate paperwork ensuring the change is effective.

Data/data source: Curriculum policies and faculty members.

Action: Dr. Nguyen will complete and submit necessary documentation to make the change effective.

ITEM 6: Honor Society/Newsletter updates

Discussion: Dr. Hoggins-Blake is currently working on final documentation and registration of Sigma Beta Delta as well as a bachelor's degree newsletter. Additionally, there is a contest geared towards students who will submit names for the newsletter – gift prize will be awarded for the name chosen.

Data/data source: Dr. Hoggins-Blake

Action: Dr. Blake is leading this project, contest will be announced soon.

ITEM 7: Accounting Pre-requisite determination (Managerial Accounting)

Discussion: Currently there is no set pre-requisite for FIN3400 Principles of Financial Management. Dr. Gossman has researched other Colleges and found that ACG2022 is a pre-requisite for FIN3400. Speaking for the BAS/Information Management, Dr. Rueda de Leon indicated FIN3400 may not be the best course for students enrolled in that program and suggested 'Managerial Finance' in its place.

Data/data source: Other bachelor's degree programs at Florida's educational institutions

Action: Faculty moved to (4-1) to implement ACG2022 as a required pre-requisite for the course FIN3400. Dr. Gossman cited other Florida educational institutions as having ACG2022 as a requirement before taking FIN3400.

ITEM 8: Cross-enrollment/Pre-requisite concerns

Discussion: Students enrolled in the BAS Information Management program who are taking courses common to Supervision & Management.

Data/data source: Current bachelor's degree course sequence document.

Action: Dr. Lam Nguyen will review the current sequencing of courses and will share outcome accordingly.

ITEM 9: 8 Weeks vs. 16 weeks Student Survey

Discussion: Dr. Kaplan contacted Jeff Nowak, Snr. Research Analyst for developing a survey to ask students their preference for 8-week semester versus 16-week semester.

Data/data source: Dr. Kaplan, faculty members and Jeff Nowak.

Action: Dr. Kaplan will roll out the survey at the end of the current fall semester.

ITEM 10. Master Book List/Course Update Responsibilities/Mentors

Discussion: With the increasing new edition updates of previously adopted textbooks, faculty members will be assigned to various courses (of their choosing) to review and update courses accordingly.

Data/data source: Master textbook list

Action: Laura Gainer will be updating the master textbook list and distribute to faculty for review and assignment accordingly.

ITEM 11. Discussion

OTHER.

Attendance:

**Dr. Anita Kaplan,
Dr. David Gossman
Dr. Lam Nguyen
Dr. Hoggins-Blake
Dr. Tom Capers
Dr. Rueda de Leon
Dr. Reardon
Dr. Weismann
Dr. Peifer-Neil
Dr. Barbra Mehl
Laura Gainer**

Submitted by:

Laura Gainer, Academic Coordinator
Scribe

c. Minutes Distribution List
Karen Pain; Helen Shub