

# PALM BEACH STATE COLLEGE

**BAS Cluster  
March 26, 2015  
1:00PM-3:00 PM  
CBP204**

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## **ITEM 1. Linking courses to College-Wide Outcomes Assessment for General Education**

- I. Discussion: Dr. Kaplan pointed out that several bachelor degree courses support the assessment of general education. Suggested a meeting be scheduled with Karen Pain for clarification of the process.

Action: Dr. Kaplan to schedule a meeting with Karen pain for April 9, 2015.

## **ITEM 2. Capstone Experience**

Discussion: The cost of textbook for the Capstone course is approximately \$242.00 plus tax. This is a burden for many of our students and we should be looking for additional sources to replace the use of the current text. The use of open source material and case studies were discussed.

Action: Dr. Capers will attempt to identify additional sources that can be used to replace the current textbook and work with the published to reduce the cost of the text used for the Capstone course.

## **ITEM 3. Update on New Faculty Position**

Discussion: Dr. Capers and Dr. Wilson provided an update on new faculty position for business writing and finance

Action: Continue scheduling interview for each position.

## **ITEM 4. Internship Program**

Discussion: Dr. Wilson provide an update on the internship program followed by a discussion to offer the internship course in a condensed 12 week period during the summer. The challenge was to identify a faculty member who was available to teach the course during the summer.

Action: Identify a faulty member to teach the course during the summer. It was eventually determined that Dr. Roger Blair would teach the Internship course during the summer.

## **ITEM 5. ACBSP Update**

Discussion: An update on ACBSP was provided by Dr. Capers. We have submitted the preliminary questionnaire to our mentor and are awaiting a response. The next step in the process involves the approval to conduct the self-study. Much of the information that we submitted in the preliminary questionnaire will be used to complete the self-study once we have authorization to proceed.

Action: N/A

**ITEM 6. Respondus Lockdown Browser**

Discussion: Make sure all faculty and adjunct professor provide clear direction for taking exams using the lockdown browser. This information should be included in their syllabi. Students should be advised what is considered inappropriate behavior while taking quizzes and exams and the results of engaging in such behaviors during an exam or quiz.

Action: Department chairs are to ensure adjuncts are aware of and are complying with policies and procedures relating to the use of the Lockdown Browser.

**ITEM 7. Dean's Advisory Council Agenda**

Discussion: The agenda for the advisory council meeting was discussed. One suggestion was an update from Ms. Erin McColskey regarding the latest information on the legislative action for adding additional program and concentrations. It was also suggested that we invite students to attending the meeting and that we invite the members of the council to providing topics for future meetings.

Action: Dr. Kaplan to schedule a meeting to further define the agenda for the meeting.

**ITEM 8. Facilities Request**

Discussion: In the event equipment is need in a classroom, conference room, or any part of the facility, a request should be submitted to Sandy Livingston.

Action: Sandy Livingston submit a request for a camera in the second floor conference room (CBP215) and a second request to have the soap dispenser in the second floor men's room repaired.

**Attendance:**

**Dr. Anita Kaplan**

**Dr. C. T. Capers**

**Dr. D. Gossman**

**Dr. Richard Chance**

**Adina Diferico**  
**Roger Blair**  
**Dr. Michelle Tiggle**  
**Dr. Gordon Haley**  
**Dr. Tom Wilson**  
**Dr. Kellie Bassell**  
**Dr. D. J, Marshall**  
**Dr. Mary Biderman**

Submitted by:

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Dr. Tom Capers

c. Minutes Distribution List

**Dr. Anita Kaplan**  
**Dr. C. T. Capers**  
**Dr. D. Gossman**  
**Dr. Richard Chance**  
**Adina Diferico**  
**Roger Blair**  
**Dr. Michelle Tiggle**  
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**Dr. Kellie Bassell**  
**Dr. D. J, Marshall**  
**Dr. Mary Biderman**  
**Dr. Don Gladney**