

**Accounting & Management
Department Meeting
August 23, 2013**

Attendees: Dan McGeough, Ralph Jagodka, Tom McFarland, Brenda Domico, Paul Hischar, Bonnie Jeffers

- 1. Department members talked about their summer vacations**
- 2. Department members each gave a summary of the Flex day activities they attended**
- 3. Adjunct Faculty Evaluations:**
 - Dan McGeough was assigned to be the adjunct faculty evaluation coordinator. He will work on the schedule and it ready for the next department meeting.
- 4. ADA Compliance Statement:**
 - Department was reminded about having an ADA Compliance statement on their syllabus. Tom offered to forward Jennifer Galbreath's email that had an example of a statement that meets the requirements.
- 5. Fall enrollments:**
 - Course section enrollment levels were discussed. Only one section (BUSA 76) is at risk of being cancelled. All department members were asked to promote this course.
- 6. Full-Time faculty hiring was discussed:**
 - Department members discussed the need for 3 full-time faculty. The priority decided on was 1. Management 2. Accounting 3. Management.
 - Tom and Brenda are finalizing the Full-time faculty request forms and meeting with Joumana for review. The form is due and will be submitted on time.
 - On September 26, a special division meeting will be held where full-time faculty priority will be determined at the division level.
- 7. Transfer of BUSS courses to BUSM**
 - Department members discussed the move of the following BUSS classes from the Business Administration department to the Accounting and Management department:

BUSS 35 Professional Selling
BUSS 36 Principles of Marketing
BUSS 50 Retail Store Management and Merchandising
BUSS 79 Work Experience in Marketing Management
BUSS 85 Special Issues in Marketing

- It was agreed that since the business administration department has no full time faculty who are qualified to teach the classes or do curriculum and SLO updates the transfer makes sense.
- Dept members did express concern about the additional workload for the department and how it would relate to our ability to hire additional full time faculty for the 2013-2014 school year.
- Department members decided to formally accept the transfer of the courses if all parties agree (Business Administration and the Dean) feel it would be in the best interest of the division.