

Accounting Management Department Meeting

November 21.2013

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

Topic	Discussion
Spring 2014 semester	Tom McFarland led a discussion about the heavier workload that the department will face in Spring 2014 semester. We will have 5 members, as Paul Hischar is retiring this semester. We will miss him. In the meantime, Spring will bring two hiring committee schedules, PIE, SLO, additional adjuncts (all requiring full evaluations) and work on the new AST Degree. Department consensus is that we are ready to meet this challenge.
Curriculum	Tom mentioned that there are new guidelines regarding curriculum. Bonnie will need a list of all courses that have any type of prerequisite, which will need to have a 2-year review process implemented. This involved Advisory Committee approval of courses. Our intent is to complete this process in Spring 2014 during our Advisory Committee meeting.
Academic Senate	Bonnie related to department members issues from the Academic Senate which included discussion of course approvals, AST Degree and leadership transitions.
Accounting Finance and Management Club	AFM will be having a Thanksgiving food sale, and flyers were disbursed. AFM recently participated in a conference in San Francisco. AFM officers presented highlights of the trip to the Business Division staff, which was well received.
SLO	Ralph reviewed SLO progress to date. The department is ahead of schedule, as we have identified three SLOs for every course in our disciplines. We decided upon which SLOs will be considered the "key" SLO for consolidation into Certificate and Degree-level SLOs. Further work on this process will take place during Spring 2014 semester.
Adjunct Evaluations	The department discussed the many additional adjunct faculty brought in, due to retirements. Full time faculty expressed a strong commitment to assist and work with adjuncts, regarding instructional techniques and evaluation procedures.
Supplies	Paul Hischar reviewed the latest supply order status. Additional discussion took place regarding supplies that can help make our classrooms and instruction more effective.
December Department Meeting	Our next department meeting will be on Thursday, December 12, 2013 at 11:30 am at Applebee's. This will also be a white elephant event. All are looking forward to sharing the holiday cheer.