

Accounting & Management Department
Department Meeting
Wednesday, May 21, 2014, 1PM

Minutes

Department Members Attendance:

X Brenda Domico X Tom McFarland X Ralph Jagodka
X Bonnie Jeffers X Dan McGeough

Guests in Attendance:

X Joumana McGowan X Jennifer Galbrath

I. Department Chair Elections:

Joumana and Jennifer thanked Brenda and Tom for their excellent service as department chairs this past year, took nominations, and conducted department chair elections for the coming year. Brenda and Ralph were unanimously elected.

II. Announcements and Status Updates:

-- e-PIE: Tom thanked everyone in the department for quickly collecting the necessary e-PIE information. The completed document has now been submitted.

-- Upcoming schedules: Winter and Spring schedules are in process. Department members are asked to e-mail Ralph any additions or changes ASAP.

-- Class scheduling: Schedule downloads are being streamlined and fewer changes will be allowed after the first download. Please make any changes ASAP.

-- Business Division Staff: The current student assistants in the Business Division office are moving on to other positions. New assistants will be hired for the fall.

III. Upcoming Meetings:

-- Building Committee: The Building Committee will meet this week and next week to continue work on the business building. It will not meet over the summer. Tom will attend the meeting this week; Bonnie will attend the meeting next week.

-- Award Ceremonies: Academic Senate will present awards and honor retirees on Wednesday, May 28, at 3 p.m. in Sophia Clark theatre. The Faculty Association Tea to honor retirees and new tenure faculty will be Tuesday, May 27, at noon in the Faculty Association Office.

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IV. Training Sessions:

-- Distance Learning Training: Ralph represented the department at the recent DL training. He brought back new information regarding interaction with DL students through news forums and discussions as well as e-mail messages.

-- Adjunct Orientation: Due to the popularity of previous sessions, the Business Division is planning an adjunct orientation meeting this summer or fall.

V. Faculty Update:

-- New Management Faculty: Congratulations to Regina Martinez, the new Business Management faculty member for Fall 2014.

-- Adjunct Faculty: All adjunct evaluations have been completed.

VI. Miscellaneous:

-- Perkins Funds: New Vtea funds may be available effective 7/1/2014.

-- E-Brochures/Websites: E-brochures and websites for departments and programs are being updated. These may be viewed on line. Send any changes or suggestions to the department chair.

VII. AFM Club Update:

The AFM Club continues to provide service and networking opportunities for students. Mr. Lou Caron, CPA, CFO, spoke to the students on May 20.

VIII. SLO's Update:

Department members have worked hard on developing and revising SLOs for the marketing classes. These are now ready for data collection in the fall.

XI. Action Items:

-- The department approved changing the description of BUSA 75 to reflect the recent change in accounting software from Peachtree to Quickbooks.

-- The department discussed and approved the new accounting honors course BUSA 7H.

- Tom Mentioned his office was burglarized over the weekend and textbooks were stolen. A report was filed with campus security.