

**Accounting and Management  
Department Meeting Minutes  
Thursday, October 17, 1:00 p.m.**

**Present:** Brenda Domico, Ralph Jagodka, Bonnie Jeffers, Tom McFarland, and Dan McGeough

**Guest Speaker:** Lance Heard

- Lance asked to meet with the department to invite members to contact him at any time with questions or ideas.
- He answered questions from the department regarding adjunct faculty, negotiations, and the Association questionnaire currently being distributed.

**Discussion:**

I. On-line Student Contact Hours: (Tom)

- The department voted to ask Mary Johnson to a future department meeting to answer questions and provide guidelines regarding on-line student contact hours.

II. Overview of BUSS transfer: (Tom)

- All approvals have been obtained for transferring seven marketing classes to our department from the Business Administration Department. The transfer will take place within the next one to three semesters.
- This is not a merger of the two departments; it is simply a realignment of these seven courses.
- The transfer of these courses does not include transfer of any full time faculty. This will further exasperate the department's current shortage of full time faculty.

III. Adjunct Evaluation Update: (Dan)

- At our last meeting, Dan distributed the adjunct faculty evaluation schedule and assignments.
- He reminded the department that this is the eighth week of the semester, and all evaluations must be completed by the tenth week.

IV. SLO Update: (Ralph)

- Ralph thanked department members for submitting their SLOs so quickly.
- The department now has preliminary SLOs for 100% of our courses.

-- Ralph distributed a rough draft of the SLOs and asked that any modifications be sent to him before the next department meeting. We will discuss and refine these in coming meetings.

V. Supply Update: (Paul)

-- Paul reported the status of our supply budget, listed current requests, and solicited further purchasing needs.

VI. Advisory Committee Update: (Bonnie)

-- All paperwork is completed. The room has been booked and confirmed; menu ordered and confirmed; Hospitality funds requested and awaiting confirmation.

VII. AS-T / AA-T degrees: (Brenda)

-- Brenda is working on transfer degrees with CalPoly. We already have a business transfer agreement with CSUF. The agreement with CalPoly should be fairly similar.

**Announcements:**

Next department meeting: Wednesday, November 20, 4:00 p.m.