

DEPARTMENT MEETING MINUTES

Department of Business and Economics

Erlanson 304, August 31, 2009

Present: Greg Trudeau (Chair), Connie O'Brien, Kay Biga, Richard Stewart, Ethan Christensen, Chuck Reichert, Rick Moran, Bob Beam, Jerry Hembd, Bruce Kibler, Diek Carlson, and Mei Cao

Guests: Natalie Lutmer, SIFE (Students In Free Enterprise)

Chair Trudeau called the meeting to order at 10:00 AM.

1. Chair Trudeau introduced new Ad Hoc instructors, Anne Podgorak, Rebecca Butter, Timothy Seelos, who teach Acct 200, Econ 250 and 251. They were hired to resolve the overload issues. Trudeau informed that the administration doesn't want an overload and an overload should be used in the case of emergency. Chair Trudeau stated that advertisements were run in local newspapers to recruit the new Ad Hoc instructors and these three new instructors were known to some DBE faculty members. Jerry Hembd inquired about procedures and policies to hire new Ad Hoc instructors if overloads become more common in the future.
2. Department members unanimously approved the minutes of the previous meeting held on May 5th, 2009. Department members were reminded by Chair Trudeau that the assessments of the senior experience projects and presentations should be submitted to Provost Markwood. A one page summary is sufficient.
3. Natalie Lutmer made a presentation and answered questions concerning SIFE (Students In Free Enterprise, <http://www.sife.org>), a student organization educating people on concepts like entrepreneurship, sustainability, financial literacy, business ethics, market economics, and environmental sustainability through educational outreach projects. SIFE needs 1-4 faculty advisors who give recommendations for students. Department members were advised by Chair Trudeau to get words to students about SIFE during advising. Faculty members can email Natalie inviting her to class to speak at the beginning of classes about SIFE. Bruce Kibler and Bob Beam made the offer. Natalie Lutmer will email Chair Trudeau more information about SIFE and the Chair will forward the email to DBE members.
4. Department members were advised by Chair Trudeau to submit travel requests and anticipated budget to the department as soon as possible.
5. Chair Trudeau reported that the Work Study allocation for the 09-10 School Year is \$12,000 and Student Assist allocation is \$8,000, a substantial increase from last year. Requests for Work Study or Student Assist should be submitted to Chair Trudeau by Wednesday, 9/2/09.
6. A list of journal subscriptions was attached with the agenda for review. Chair Trudeau stated DBE members should cancel journals that are not needed. Richard Stewart stated that T&L journal subscriptions will not be cancelled and they are supported by T&L research fund.
7. A new official department calculator, Texas Instruments Business Analyst II Plus, is used, as suggested by Rick Moran and agreed by DBE members.

8. Chair Trudeau stated that besides the university policy on drop date, which is Wednesday, 10/28/09 for this semester, there was a department policy: Students have to have the petition to drop after the university drop date.
9. Chair Trudeau reminded that the final exam schedule was split into two weeks. DBE members were advised by Chair Trudeau to mention the final exam schedule to students now. Exceptions to this final exam schedule must be approved by the Provost. Bob Beam suggested asking the student to email the request and put the request in writing if a student requested to reschedule an exam.
10. Chair Trudeau announced that the designated “fixed” furlough days for DBE were 11/27/09, 12/30/09, 3/15/10, and 4/2/10. Two more furlough days are needed. Chair Trudeau pointed out that furloughs could be used in lieu of sick days. If faculty/staff are sick for that day (as requested with the anticipated flu outbreak), they can use a furlough day.
11. There was discussion on accommodations for students who are reporting in with cold or flu-like symptoms due to the outbreak of the H1N1 influenza.
12. At the request of Chair Trudeau, Charles Reichert reported on the 40 hour work week schedule for sick leave purposes. Chair Trudeau stated that if a faculty member does not submit a 40 hour work week schedule, the assumption could default to standard University hours of 7:45am-4:30pm, five days a week. Bob Beam suggested that if there was no change in the 40 hour work week schedule for the whole semester, submit the schedule for once for the whole semester. Richard Stewart inquired about how to deal with conferences on Saturday or Sunday.
13. Chair Trudeau provided the future meeting dates: Monday at noon 9/14, 10/12, 11/9, and 12/14.
14. Chair Trudeau informed that he would provide the dates/time for the second year review very soon. He also mentioned about Richard Stewart and Chuck Reichert undergoing the post tenure review process. The dates for submitting materials and retention decisions are not known yet.
15. Chair Trudeau reported on the number of articulation agreements under consideration by UWS with area and regional community colleges. He is working on Alexandria, MN and Normadale CC, MN to seek further agreements.
16. Chair Trudeau reported that DBE was active in developing strategic plan and was ahead in developing the rubric for senior experience assessment. Chuck Reichert inquired if the rubric for senior experience assessment is the same for capstones. Chair Trudeau explained that if senior experience is built into the capstones, then yes; otherwise, not necessary. He also stated that he would work with Chuck Reichert and Connie O’Brien on the rubric developed by Chuck Reichert for an accounting course and provide a rubric example for DBE members. Chair Trudeau also requested a one page summary of senior experience that faculty did for last year.
17. Department committee assignments were reviewed and no changes were made from last

year.

18. Chair Trudeau reported on the online Sustainability Management degree program stating that the demand was strong and additional sections were added. There are international students from Germany and China enrolled. He also stated that the program needed the approval from the Higher Learning Committee, who raised questions about which university is the leading institution and where is the site of instruction. Since it is a collaborative program among UW system universities, there is no leading institution. It is a distance learning program run by multiple campuses so there are not physical sites. The program does have an advisory board meeting. Richard Stewart informed that the UW-Superior and Sustainable Management co-sponsored the 2009 International Conference on Ecology & Transportation, to be held on September 13-17, 2009. We will have a booth at the event. He also informed that sustainability was a hot topic on the 2009 Mid-Continent Transportation Research Symposium. Mei Cao stated that she attended the Annual Distance Teaching & Learning Conference in Madison and learned current resources and best practices in distance learning. The materials on distance learning from the conference were available for sharing. Bruce Kibler stated that he could distribute the sustainability handout obtained from the Academy of Management Annual Meeting. Jerry Hembd and Greg Trudeau teach online Sustainability Management courses this semester and both said that preparing online courses involved huge amount of time than expected.
19. Advisor loads were reviewed. Richard Stewart reported he had fifty advisees. Mei Cao has 19 advisees.
20. Rick Moran reported no action was taken on FIN 320 and 321. He presented a proposal to modify the course description by deleting “working capital management” from the FIN 320 course description and adding FIN 320 as a prerequisite for FIN 321. He also proposed to realign the topics covered in each course to eliminate repetition. Chair Trudeau indicated FIN 321 was offered in both fall and spring only for this school year and it would be offered only in spring in the future.
21. Rick Moran proposed to find ways to help students find a job. He did a couple of seminars for business graduates. He suggested coordinating with the Alumni Association on service learning, internships, and student consultants because the Alumni Association expressed interests in coordination with DBE on these matters when he talked with them during last year’s commencement. Richard Stewart indicated that foreign students could not get paid without prior approval from the instructor and the Office of International Programs. According to the federal law, the instructor needs to sign a form stating such things like internship/work is required for the student to graduate. Two signatures are required on the form: one from the instructor, the other from the Office of International Programs.
22. Chair Trudeau informed an Alumni Board meeting would be held on 10/8-10/9 and encouraged networking projects with the Alumni Board. If a faculty member would like to invite an alumni board member to speak in the class, email John McNeil at mcneas@tds.net and copy the Chair.
23. Richard Stewart provided the Department with information on the grants awarded to T&L research center (a total of \$365,000) and GLMRI (a total of \$1,200k). He also reported on the

scholarships won by students as well as T&L's activities in summer and scheduled activities in fall 2009.

24. Chair Trudeau distributed catalogue to every DBE member for review and requested DBE members to get back feedback in two weeks. Richard Stewart inquired what changes needed outside department review. Chair Trudeau provided an example that changing the number of credit hours needs outside review. Chuck Reichert stated title changes do not have to go outside but better to do so as a courtesy. Bob Beam suggested inserting Admission to DBE requirements into the catalogue. Richard Stewart suggested whether sustainability management should appear in the catalogue. Chair Trudeau stated that main curriculum change needed departmental approval for next meeting.
25. Ethan Christensen was the DBE senator last semester and was able to attend five out of nine meetings due to schedule conflicts. He looked for someone to take the duty from him for fall semester. The senate meets on the second Tuesday of each month from 2.30pm to 4pm. Jerry Hembd was willing to represent in the fall and Chair Trudeau agreed.
26. Chair Trudeau requested the department members to send Kathy P. the accomplishments in the 08-09 school year (Fall 08 and Spring 09), including publications, presentations, services to university and communities, awards, and anything outstanding.
27. Richard Stewart informed that there would be a research page on the UW homepage next month. Nothing is from DBE right now. He stated that the CTL Academic Learning Service Award for 2008 was won by Dr. Randy Gabrys-Alexson and Richard Stewart for their student's rail research project.
28. Bob Beam reminded DBE members that the DBE volleyball tournament would start at 5pm Friday, 9/25. Diek Carlson reminded that registration started at 4.30pm.

Greg Trudeau adjourned the meeting at 12:00 PM.

Minutes respectfully submitted by:

Mei Cao
Recorder