

DEPARTMENT MEETING MINUTES

Department of Business and Economics

Erlanson 304, September 20, 2010

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

1. Chair Trudeau called the meeting to order at 12:02 PM. Department members unanimously approved the minutes of the August 27 meeting with the addition of the word "failed" before "search process of the T&L position" in Item 10 (Richard).
2. Bob and Greg, representing DBE, will be attending the "Family Weekend" event on Friday, September 24th from 6-8pm in the YU Atrium.
3. Chair Trudeau indicated that the start date in the Catalog for Summer was incorrect. It will be May 31st instead of May 23rd.
4. The Strategic Plan Ad Hoc Committee requested resources for next three years by November 2010. Chair Trudeau advised that DBE members look at the staff we may need, costs associated with accreditation, and resources needed for sustainability management program, etc. Jerry informed that the DBE Strategic Planning Committee was scheduled to meet next week and the most recent version of our 2007-2012 strategic plan and the executive summary had been emailed to the committee members.
5. Chair Trudeau informed that there was a new suggested format for the Four Year Plan. DBE would keep ours unchanged.
6. Chair Trudeau informed that all three faculty searches (T&L, Economics, Management) had been officially approved and the Search and Screen procedure was changed. The red file meeting is held before completing the paperwork. Exception is the Committee which needs approval prior to red file meeting. Copy Sharon Sullivan, Peter Nordgren, Faith Hensrud, and Rhoda Robinson.
7. A motion was made (Chuck/Richard) to recommend Greg Trudeau to be on the Graduate Faculty Committee. The motion was unanimously approved.
8. Chair Trudeau informed that he had received responses from DBE members to the draft of teaching schedules for the academic year 2011-2012. An updated draft will be sent to DBE members again. There will be changes in the 2012-2013 teaching schedule, such as, two day (Tuesday and Thursday) schedule, to provide convenience for faculty members who conduct research. Jerry mentioned the effect of the schedule change on classroom availability and Richard mentioned its effect on the three year degree plan.
9. Chair Trudeau requested that each of the programs, Accounting, Business Administration, Economics, and T&L, to review the Assessment by looking at what we have and what we don't have on the assessment and provide feedback.

10. Chair Trudeau requested that each of the programs, Finance (Dave & Rick), Management (Kay & Bruce), and Marketing (Ethan), to look at the three year degree plan and provide feedback. Economics and T&L are considering joining the three year plan but internship would be an issue for T&L majors (Richard). Students need to declare their three year degree plan in advance but it is not certain if priority registration is set up for students in the three year degree plan.
11. DBE members unanimously are in favor of the automatic conversion of the “Incomplete” grade to “F” if the coursework is not complete and a grade change is not submitted by the instructor by the end of the subsequent term. The due date for grade change shall be May 5th for Fall “Incomplete” and December 5th for Spring and Summer “Incomplete”. Chuck will report to the Academic Affairs.
12. Richard suggested that the proposed changes to the Faculty Personnel Rules should be highlighted and all terms, such as faculty, administrator, etc. should be well defined. Comments from DBE members to the proposed revisions need to be sent to Jerry, who will keep us posted of the changes made to the Faculty Personnel Rules.
13. The DBE volleyball tournament will start at 5pm Friday, 10/1 at ACE’s.
14. Chair Trudeau adjourned the meeting at 12:30 PM.

Minutes respectfully submitted by:

Mei Cao
Recorder