

TO: Chair Richard Stewart
FROM: Kay Biga
RE: DBE Minutes of August 31, 2011
DATE: September 5, 2011

In Attendance: Richard Stewart, Diek Carlson, Anne Podgorak, Rick Moran, Zamira Simkins, Jenny Hu, Mei Cao, David Johnson, Edie Plasch, Jerry Hembd, Shawn Osell, Kay Biga, Ethan Christensen

Meeting held in Roderic J. Campbell Conference Room (Erlanson 304) from 1 p.m. – 4 p.m.

- 1) Introductions of folks in Erlanson, including Kathy Pettingill, Kathy Derick, Jean Rutherford, Julianne Raymond and the Upward Bound staff,
- 2) Accomplishments
 - Ethan Christensen received tenure. Congratulations and a cake presented by our new chair Richard Stewart
 - Mei Cao received an award (**need name**)
 - Chuck Reichert and Bob Beam both received professor emeritus status
- 3) Upward Bound staff reported on a financial literacy workshop that they will be offering in November. They have requested help from DBE faculty,
- 4) Approved the minutes of May 9, 2011. Motion by J. Hembd, 2nd by E. Christensen. Approved unanimously with a couple of corrections: Chuck Reichert's name is misspelled and Bob Beam should be listed regarding the Heart Fund instead of Rick Moran,
- 5) Faculty Status was discussed. Chair Stewart reviewed page 15 of the April 1999 version of the DBE Handbook regarding who can and cannot have faculty status (ex. Ad Hoc staff cannot have faculty status). Motion by Chair Stewart and 2nd by Rick Moran that all department members can vote on department matters unless prohibited by the handbook. This applies for the 2011 – 2012 school year. Unanimously approved by those eligible to vote,
- 6) Calendars. Reviewed upcoming events like volleyball and bowling that are already listed on the DBE calendar. Also reviewed Chair Stewart's calendar, because he will be gone several times in October and November for conferences and events,
- 7) DBE Status Report as of August 1, 2011. Chair Stewart presented a status report to the new chancellor. There have been several pieces of good news:
 - DBE budget increased from \$ 23,000 to \$ 33,000
 - Student assistant budget increased from \$ 12,000 to \$ 45,000
 - Travel budget increased to \$ 10,000
 - Additional money for international students available from the Beecroft fund
 - Hire students as work study first before adding them as student assistants

- Additional money for tutors is available (**check this with Richard**)
- 8) Official calculator for DBE is the Texas Instruments Business Analyst II Plus. Cost is approximately \$ 28,
 - 9) No Automatic Drop Date starting in Fall 2011. Department members expressed concern about the new policy. Students are to receive a grade of XF if they don't drop by the 10th day and an F if they don't drop by the 60th day,
 - 10) Fall 2011 finals schedule is very late compared to other years. Put in a request if you want to offer an alternate exam time. There was some discussion regarding an online option,
 - 11) Updates
 - Inclusive Excellence
 - Growth Agenda
 - CIPT
 - HLC 2012 – 2013
 - Assessment (Senior Experience needs to have all students involved, the public should be invited, should be team oriented, send dates to K. Pettingill for the DBE calendar)
 - 12) New Policies for 2011 – 2012 are available at: www.uwsuper.edu/registrar,
 - 13) UWS Personnel Council's proposed templates for retention, promotion, tenure and evaluation were provided by J. Hembd,
 - 14) Bring proposed catalog changes to the September 12th meeting,**
 - 15) Class schedules for Spring 2012 are needed by **September 15th**. Still looking for folks to cover Acct 465 and Acct 466,
 - 16) Admission to DBE and petitions will be discussed at the next department meeting,
 - 17) Learning Assessment Program. R. Moran is the main contact and there is a special meeting scheduled for September 1st from 2 p.m. – 3 p.m. with Eri Fujieda,
 - 18) Entrepreneurship Program. R. Moran is putting together some ideas about packaging our current courses into an entrepreneurship program. K. Biga said that she is going to suggest a name change for Bus 405 Small Business Management to Entrepreneurship. J. Hembd recommended that R. Moran talk to Julianne Raymond in the SBDC,
 - 19) Articulation agreements were discussed. Present any ideas to Chair Stewart,
 - 20) Personnel committee and mentoring. Chair Stewart reviewed items for the personnel committee meeting such as mentors, process streamlining and standardizing and using a clearer Boyer table. The mentoring program will be added to the DBE Faculty Handbook. All new faculty have been assigned a mentor,
 - 21) Department Committee Assignments. DBE will review the current Ad Hoc Committees on strategic planning, assessment, performance evaluations and transfer articulations at the **September 12th meeting**,

- 22) Need to develop information for WEAVEonline. Also need information for the Annual Report concerning the July 1, 2010 – June 30, 2011 school year by **September 15th**,
- 23) Sustainability program. Received a handout from J. Hembd concerning the Sustainable Management program for both undergraduate and master's levels. Will be discussed at the **September 12th** meeting,
- 24) Discussion regarding advising. You should schedule a minimum of 5 hours for office hours if you are full time. Keep an eye out for prerequisites that might affect a student's schedule,
- 25) T & L Update. Chair Stewart reported that a grant for \$ 5 million (\$ 1 million per year for 5 years) has been received. Department members congratulated R. Stewart and M. Cao for making this possible,
- 26) There are five search and screens that have been authorized for this year (2 for accounting, 1 management, 1 management/business law and 1 sustainable management). If Greg Trudeau does not return, then an additional accounting person would need to be hired. Chair Stewart met with the new chancellor and secured her support so that DBE can pay competitive wage so that our searches do not fail as in the past,
- 27) The Business Alliance online courses are offered in conjunction with other UW schools. David Johnson will take over from Chuck Reichert as the UWS representative for DBE. Usually there are five spaces reserved for UWS students in each course at an additional cost of \$ 135 per credit (that figure might already be increased),
- 28) Strategic Plan initiatives are listed 1 – 6. Goal of 2020 for accreditation for DBE. Will need to decide which accreditation to pursue and a full understanding of the time and resources this effort will require.,
- 29) Academic Policies are available at: www.uwsuper.edu/hr/unclassified-staff/handbook/upload/Chapter6-Academic-Policies.pdf,
- 30) Photos for the website and other university publicity will be taken on September 13th & 14th,
- 31) Chair Stewart requested business attire be worn during the school year,
- 32) Mark your calendars for Schmooze-A-Palooza which will be held on September 29th starting at 4 p.m. Please encourage your students to attend. You might consider offering credit or an extra credit project for your class,
- 33) Social Events
 - BBQ at Richard Stewart's house on September 9th
 - DBE Bake Sale on September 13th and 14th
 - DBE Volleyball on September 30th
- 34) Provost Search. Please let chair Stewart know if you are interested in serving on the search and screen for this very important position on campus,
- 35) Student clubs can apply for SUFAC funds,

- 36) Board of Regents meeting will be April 12th and 13th, 2011. DBE will discuss whether we can organize an event to interact with the Regents,
- 37) First Year Seminars will be mandatory starting in Fall 2012. K. Biga has offered a business ethics FYS for the past 4 years and is very familiar with the special requirements,
- 38) Briefly discussed the topic of performance measures and received some handouts. Will be discussed more in depth at a future meeting,
- 39) Adjournment. Motion by S. Osell, 2nd by J. Hembd. Unanimously approved.