

DEPARTMENT MEETING MINUTES

Department of Business and Economics
Roderic Campbell Conference Room, Erlanson 304,
September 12, 2011, High Noon

Present: Richard Stewart (Chair), Kay Biga, Edie Plasch, Shawn Osell, Jerry Hembd, David Johnson, Anne Podgorak, Zamira Simkins, Rick Moran, Diek Carlson, Ethan Christensen, and Mei Cao.

1. Chair Stewart called the meeting to order at 12:00 PM.
2. Minutes of the previous meeting were approved (Hembd/Podgorak) with a couple of corrections submitted as amendment to the minute: Ethan Christensen's name should be added to the attendance list and "Inclusive Excellent" in Item 11 should be "Inclusive Excellence".

The following items of business were discussed:

3. Personnel Changes (Chair Stewart)

Chair Stewart informed that Dr. Jenny Hu resigned for personal reasons. We now have a Search & Screen for T&L also. Patrick Dorin picked up TRSP 315 Land Transportation and Richard Stewart picked up ECON 333 Transportation Economics. LeAnn Brown would pick up BUS 270 Business Statistics. Rick Moran is interested in teaching TRSP 305 Air Transportation in Spring 2012.

4. Reminders (Chair Stewart)

- a. Travel requests need to be sent to Chair Stewart. A travel request/plan for a full year is preferred. Driver Authorization is required for employees whose job requires them to drive on university business. This includes a university vehicle, any rented or leased vehicle while on university business, or personally-owned vehicle. If you would like to be authorized to drive for UW-Superior, you must fill out a Driver Authorization Form and get clearance from the Parking Services Office.
- b. Chair Stewart reminded DBE members to update the websites with improved things. Ethan observed that the online planning sheets need to be checked for an update on the 2008-2010 Catalog. There will be a professional photographer set up at the YU, room 201 for the new staff to get their picture taken and anyone who would like to update the one they took last time.
- c. All catalog changes are due by October 15th. It means that any proposed catalog changes that require any approval by a body beyond the department level are unlikely to happen on the Catalog 2012-2014. Jerry is going to check with the Registrar's Office on the new policies on catalog changes, e.g. what proposed changes must go to the UAAC or Faculty Senate for consideration and possible approval? etc. Jerry mentions that there are some proposed changes in the catalog of Economics program that will require just UAAC consideration but not the Senate consideration/approval. Chair Stewart will make request for UAAC calendar to see if these proposed changes can meet the new Catalog deadline.

- d. Senior Experience dates need to be sent to Chair Stewart.
- e. Chair Stewart is willing to accommodate any suggested changes to the Spring term class schedules. Having classes in Swenson Hall was requested.

5. UW-S Personnel Council's proposed templates on retention, tenure, promotion, evaluation (Chair Stewart)

Chair Stewart did a draft response (attached) to the proposed templates on retention, tenure, promotion, evaluation and is open to any comments from DBE members. Jerry comments that there is nothing in the current templates that reflects outreach appointment, which is different from services. A department letter embedded with the comments received from DBE members and voted for by DBE members electronically will be sent to the Faculty Senate.

6. Department Annual Report on WEAVE (Chair Stewart)

Chair Stewart thanked for the quick responses from DBE members to Department Annual Report on WEAVE.

7. Catalog Changes (Chair Stewart)

Chair Stewart is not opposed to adding sections provided that we have the resources, scheduling time, and we can document that. This is going to be long term (3-5 years). A group of catalog changes (attached) was submitted by Kay. There were discussions on the proposed name change of BUS 405 from Small Business Management to Entrepreneurship, offering BUS 430 International Business in both fall and spring semesters, and adding BUS 363 Business Ethics as a requirement only for the management concentration. DBE curriculum committee will meet to discuss these and other proposed catalog changes.

8. Request for Entitlement to Plan for a New Major for Sustainable Management (Jerry Hembd)

The Request for Entitlement to Plan was emailed to DBE members. Jerry explains that the request represents the first in a number of steps leading to an M.S. in Sustainable Management program. Additional steps that will require department approval will be the courses that are to make up this major/degree and ultimately the "Request for Authorization to Implement a New Major." Following department approval, the remaining steps in each case are Graduate Council approval, Faculty Senate approval, Chancellor approval, and UW System approval (by the Board of Regents). DBE needs to make decision on whether our department would be the home for the program. Jerry would like DBE members to take time to consider this opportunity by the next department meeting. Chair Stewart indicates this is a graduate program that may bring significant changes to the department and it requires further resources for faculty and staff. We currently don't have resources for a graduate program; we need to consider what resources we need if passed.

9. Learning Assessment Program updates (Rick Moran)

Information about learning assessment and tools are ready to help on D2L. Examples are posted. Rick is working on a simplified process.

10. Articulation agreements updates (Chair Stewart)

Last year we passed articulation agreements at the departmental level with LSC that authorize to the transfer of 300 level courses. They were not approved by UAAC and Faculty Senate. Chair Stewart requests to have them revisited. A motion (Kay/Ethan) was made not to accept 300 or above level credits from a two-year institution. The motion was approved with one abstention.

11. Search and Screens – (Chair Stewart)

Chair Stewart informs that Mei will be the chair of the new T&L Search & Screen Committee. We are given verbal approval to hire an LTE to assist Kathy Pettingill during the hiring process and a letter has been sent to the Provost by Chair Stewart. David needs an outside person to form the Accounting S&S Committee. Ethan is seeking two DBE members for the Management S&S Committee.

12. Events:

- a. Schoomze-A-Palooza on September 29, 2011, 4 – 7 p.m.
- b. Bake Sale on September 13 & 14, 2011, 9 a.m. – 1 p.m.
- c. Documentary show on September 28, 7 p.m., about the early adopter projects (sustainability project) in Twin Ports; UWS is featured. Location: Swenson 104.
- d. Volley Ball on September 30, 2011

A motion was made (Jerry/Rick) to adjourn the meeting at 12:55 PM.

Minutes respectfully submitted by:

Mei Cao
Recorder