

DEPARTMENT MEETING MINUTES

Department of Business and Economics

Roderic Campbell Conference Room

Erlanson 304, May 9, 2011, High Noon

Present: Chuck Richert (Acting Chair), Ethan Christensen, Connie O'Brien, Andres Marroquin, Jerry Hembd, Bob Beam, David Johnson, Rick Moran, Diek Carlson, and Mei Cao.

Absent: Kay Biga

Reichert called the meeting to order at 12:01 PM. Minutes of the previous meeting were approved (Stewart/Hembd), and the following items of business were discussed:

New Business

Duplicate Course Policy Exception (see attached)

Diek Carlson proposed that exceptions be made for the economics major to the Duplicate Course Policy the DBE adopted in its December 13, 2010 department meeting. According to this policy, department members agreed that duplicate courses be allowed if they are core courses needed to complete a major, but "for courses where options exist, students may not use the same course to meet requirements in two majors.....Exceptions will be dealt with on an individual basis."

The proposed exceptions are:

- That Economic Development (Econ 435) and International Economics (Econ 430) be allowed to satisfy the optional course requirements of both the economics major and the international business major.
- That Transportation Economics (Econ 333) and International Economics (Econ 430) be allowed to satisfy the optional courses requirements for both the economics major and the transportation and logistics major.

A motion was made (Beam/Marroquin) to approve these exceptions to the DBE Duplicate Course Policy. The motion passed unanimously.

UAAC Report and Representative for Next Year

Chuck reported that UAAC approved the articulation agreements for the Business Administration and Transportation and Logistics majors. He stated that his term as DBE representative to this council expires in June, and that the DBE will need to appoint a replacement for next year. Department members decided to wait until they had received their committee assignments in the fall before deciding who the UAAC rep will be. Reichert stated a decision must be made before the first UAAC meeting in the second week of September.

Assessment

Rick Moran, the DBE Assessment Liaison, requested that each program area complete and return its assessment report to him as soon as possible. The university would like to have three DBE representatives attend the Assessment Workshop on June 27 – 28. Rick and Jerry volunteered to attend.

The DBE Schmooz-A-Palooza is scheduled for Thursday, September 9. The DBE is partnering with the Alumni Association and Career Services to host this event. A panel of Alumni has been invited to speak at this event, and Rick explained how important it is to have a large DBE student turnout. It was suggested that DBE instructors require students to attend either this event, or the Etiquette Dinner in the spring semester. The details of monitoring and enforcing this requirement will be discussed at the department's first meeting in the fall.

Successful T & L Hire

Richard Stewart reported that Dr. Jenny Hu has been hired as a tenure track Assistant Professor in the Transportation and Logistics major. Department members congratulated Richard on a successful search and expressed their eagerness to work with Dr. Hu in the future.

Richard also announced that he will be willing to serve as DBE Chair for next year. He distributed a draft of the Department of Business and Economics 2011 – 2012 "Chairs' Discussion Points" (see attached) and asked department members to review and discuss in the fall. He also requested that department members send him as soon as possible the times and dates of all scheduled department events so that he can include them on his DBE Calendar of Events for next fall and spring.

Department Chairs Update

Jerry Hembd reported that all departments have been asked to review their departmental personnel procedures for promotion and tenure to make sure that departmental policies are consistent with university policies. He stated that Richard Stewart's term as DBE Chair will officially begin as of the July 2011 department chairs meeting.

Other Topics Discussed at Department Chairs Meeting:

- Staff instructed to take all unused furlough days
- Staff instructed to attend commencement
- Courses with low enrollments (8 – 10) will be tracked and cancelled if necessary
- Send requests for Ad Hoc staffing needs for next fall and spring

Graduate Program in Sustainable Management

Jerry also noted that Department Chairs discussed where to house the new graduate master's degree program in Sustainable Management which will begin a year from next fall. He felt that it made sense to house it in the DBE, because the undergraduate SM degree program is already housed there. Stewart noted that a typical full time Ph.D. graduate faculty position is contracted to teach only six credits a semester, and

that additional funds to support faculty loads to teach these additional graduate SM courses must be committed by the university before the DBE accepts home responsibility for the program. All department members were in agreement. Jerry stated he would discuss with Eri Fujieda, the University Assessment Coordinator, what requirements are needed to assess this sustainability program.

Fee for Applications and Petitions to the DBE Appeals Committee

Chuck Reichert proposed that the DBE charge students a fee for applying for admission to the DBE and for submitting an appeal to the DBE Credits Committee. Discussion ensued by no decision was reached.

Miscellaneous Items of Business

Additional Half-Time DBE Administrative Assistant Position

Concern was raised about the necessity of adding a half-time assistant in the DBE office. New assessment and budgetary mandates have increased the work-load well beyond what the DBE Office Administrative Associate, Kathy Pettingill, can handle. Student helpers are not qualified to deal with these new responsibilities and Beam suggested that every effort be made to hire a qualified administrative assistant on a half-time basis as soon as possible.

On-Line Evaluation Process

Beam also requested that the department consider switching to a Qualtrix on-line evaluation process similar to what has been adopted by the Distance Learning Center. This would save the DBE's Administrative Associate many hours spent transcribing and aggregating student comments in hard copy so as to protect their anonymity. Jerry Hembd expressed concern that students would not participate in the on-line evaluation process as fully as they do when they fill out evaluations in class. Beam responded that on-line courses will become more common as university budgets tighten, and that instructors who teach these courses need to develop ways to give students more incentive to complete these on-line evaluations, possibly as a condition for receiving their grade in the course. Otherwise, there will be insufficient evidence to make well-informed retention and tenure decisions about instructors' on-line teaching effectiveness.

Donations to Heart Business Development Fund

Rick Moran asked department members to consider making personal donations of, say, \$10/month to the UW-S Foundation Business Development Fund established by Ross and Heather Heart. Beam added that the money in the Heart Fund would help pay for banquet expenses as well as the DBE's share of Schmooz-A-Palooza expenses, plus it would show outside donors that DBE faculty and staff are doing their part to enhance extracurricular learning opportunities for DBE students.

Bob Beam moved to adjourn the meeting at 12:53 PM.

Minutes respectfully submitted by:

Bob Beam (Econ Man)

