

**Minutes of the All College Meeting
Haworth College of Business**

December 2, 2011

Recorder: Tina Smith-Balanda, Office Associate

Convened: 3:00 p.m.

1. Staff transfers:

- Geralyn Heystek transferred from Academic Advising to the Career Center.
- Danielle Field transferred from the Career Center to Academic Advising.
- Shawna Cassada transferred from the Communications Team to the Career Center.

2. Faculty Governance Committee (FGC) – Alan Rea

- Alan Rea is the chair of the FGC as well as the faculty representative at the Policy Council meetings. The goal of this group is to be a conduit between administration and faculty. Faculty with issues or concerns should contact their department representative on the committee.
- Course release guidelines have been developed by the Policy Council and the FGC is now collecting faculty comments on the guidelines for further consideration. Faculty input is requested before Tuesday, December 6, 2011.
- A review of peer and aspirant schools is being conducted to compare AQ/PQ requirements. The FGC will be distributing proposed changes to administrative AQ/PQ requirements to the faculty for approval via email before the end of the semester.
- Handouts regarding course release guidelines and AQ/PQ requirements were provided.

3. Summer Revenue Model – Kay Palan

- This model was implemented in 2007. The model is based on three-year averages of summer tuition revenue and teaching expenses.
- Although HCoB generates profits during summer sessions, in the past two summers, the college has not generated enough revenues to meet the university's targeted revenue for the college—this has resulted in the college having to pay money back to the university to cover the deficits. In Summer 2011, HCOB paid back ~\$232K.
- HCOB needs to maximize summer revenue by managing enrollments and expenses. For example, class size needs to average 30 students per section for a ratio of revenue to expenses of 2:1.
- Miscellaneous comments and/or suggestions:

- Colleges with year-round programs have fewer problems with low summer revenues.
 - Some colleges restrict enrollment of required courses during Fall and Spring to force students to take classes during the summer terms.
 - Eckert suggested increased marketing efforts for summer classes; emails, posters, flyers.
 - Orsolini suggested earlier notification of class offerings during the summer terms.
4. Plaque Presentation - LTC Zoltan Krompecher and LTC Brett Johnson
- A plaque was presented to Paul Hildenbrand to express appreciation for Academic Advising. With the help from the academic advisors, the Military Science students stay on track and graduate on time.
5. Changes in Communication Instruction – Kay Palan
- The UPC and Curriculum Committees have approved removing BCM 1420 from the HCOB curriculum. Freshmen will take an English equivalent instead.
 - The junior level writing intensive class will remain, and, in addition, the BCM faculty will be deployed to work with departments to embed communications throughout the curriculum.
 - Jo Wiley is working on creating a communications center to tutor students, provide classroom presentations, and improve communication skills.
 - The communications center consultants will not grade communication assignments.
6. Assessment – Tim Palmer
- Assurance of Learning is a priority over assessment.
 - BBA and MBA goals have been streamlined and clarified.
 - Spring 2012 – Pilot rubrics. Ideally, all faculty members will use the same rubric so that students will know what is expected of them. Provides consistency and a competitive advantage.
 - Fall 2012 – Evaluate pilot, revise rubrics and/or course content.
 - Spring 2013 – Implement changes and repeat measures.
 - Faculty, by a show of hands, voted to affirm continuing our assessment process using the new goals, objectives, and rubrics as developed this semester.
 - Handouts regarding BBA and MBA goals, objectives and rubrics were provided.
 - Class assignments using student teams:
CATME – an online program that allows students to evaluate their team members and themselves. The program provides feedback. This program is free for any faculty member to use.

7. Closing Comments

- Holiday Potluck – Tuesday, December 13, Sign up for a dish to pass in departments.
- Loaves and Fishes - Canned food drive continues through the Holiday Potluck. A trophy will be award to the department with the most donations.
- HCoB has adopted a family for Christmas. Cash and check donations will be accepted by each department through December 16. Look for the red, green, and white collection boxes in your department.
- Graduation Breakfast – Saturday, December 17, from 10:00 am to 11:30 am at HCoB for faculty, graduates, and their guests.
- Graduation – Saturday, December 17, 12:30pm.