MINUTES: School of Professional Studies Meeting, January 12, 2011, 3:30 p.m.

PRESENT: Dean Galardi, Dr. Asmussen, Dr. Devaney, Ms. Edris, Dr. Gardner, Mr. Griffin, Dr. J. Grotrian, Ms. S. Grotrian, Mr. Jackson, Dr. Hutchison, Dr. Nevitt, Dr. Snyder, Dr. Wray

GUEST: Dean Jodi Kupper

I. Dean Galardi called the meeting to order. He wished faculty members a Happy New Year.

II. Minutes of the December 13, 2010 meeting were approved with motion and second from Drs. Asmussen and Nevitt.

III. Dr. Jodi Kupper, Dean of the School of Education, discussed the BMIT Endorsement offered under Rule 24 by the Nebraska Department of Education. The endorsement addresses the needs of small secondary school systems needing teachers who can teach a broader range of subjects. This field endorsement includes business administration, marketing, and information technology. The Basic Business Subject Endorsement (BBSE) currently available to students at Peru State College does not produce as broadly trained a graduate.

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<th>Business, Marketing, and Information Technology Field Endorsement (BMIT)</th>
<th>Basic Business Subject Endorsement (BBSE)</th>
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<td>Requires a minimum of 48 semesters including:</td>
<td>Requires a minimum of 36 semester hours in business administration and information technology systems of which a minimum of six (6) semester hours must be in information technology systems coursework.</td>
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<td>24 semesters hours in business administration</td>
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<td>Nine (9) semesters hours in marketing</td>
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<td>12 semesters hours in information technology systems</td>
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<td>Three (3) semesters hours in the principles of career education and supervision of work-based learning</td>
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<td>Work Experience: The endorsement is available only to those who have either (A) 1000 verified hours of volunteer, internship, or paid work experience; or (B) at least 300 hours of supervised work experienced under the direction of the college or university recommending the endorsement.</td>
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The vocational career course is offered online at various institutions. This is the only additional course not currently offered by Peru State College. It would have to be added to the college catalog.

Dean Galardi and department members will be considering whether to add the BMIT program to the current curriculum.

IV. Mr. Jackson briefly summarized his interim assessment program report for Policy (BUS 495). The Fall 2010 Policy Class was the fifth class to use the Business Strategy Game (BSG). This was the first semester in which PSC students did not earn honors in the BSG International Competition. Mr. Jackson indicated that there were significant deficiencies in their skill sets. Other comments:

A. Students lacked knowledge of APA style; APA style should be enforced consistently across the School of Professional Studies courses, as a high percentage of students have indicated that they intend to pursue graduate education.

B. Library business databases are helpful to students expected to perform corporate research. Library staff should provide electronic handouts providing training and tutorials for use of the business information available through the PSC library.

C. Student suggestions included videotaped lectures and more collaborative learning/teaching techniques – making greater student/instructor contact.

D. Analytical business writing of students taking the course has improved over prior semesters with improved critical thinking an average Flesch-Kincaid grade level score on the final case papers averaging 15.1 – an improvement of .8 from the spring of 2010.

V. Dr. Hutchison briefly addressed the Fall 2010 Capstone Program Review of her class, Organizational Leadership (BUS 496). Two Harvard complex case studies and additional single-issue assignments were studied by the class. Case analysis for this class wasn’t as deep as past classes. Ability to analyze the financial information was rare. Analysis from most students was shallow. Nontraditional students delved more into the outside research. Writing skills were about the same.
Dr. Hutchison advised that she will make changes for future capstone classes:
A. She will ask more probing questions in the future.
B. She will review the instructions with each of the assignments to encourage students to perform outside research related to the case studies.
C. She will be adding a survey of the students, so quantitative data can be collected.

Dr. Hutchison asked why Organizational Leadership (BUS 496) is made available to the general student body when the class requires prerequisites from the business core classes for success.

VI. Mr. Wray discussed qualifications for the Certified Public Accountant (CPA) licensing/Permit to Practice in Nebraska. Mr. Wray stressed the three Es – education, examination, and experience.
A. An accounting degree (150 hours in Nebraska).
B. The CPA examination is in four parts. Passing the examination is required only one time. Each part of the examination can be taken separately if needed to pass.
C. In not less than a two-year period, 4,000 hours of public accounting experience is required. The experience can be accrued before and/or after taking the examination.
D. In Iowa only the examination with no experience is required.
E. The examination is offered in the 50 states, Guam, Puerto Rico, and the Virgin Islands.
F. Forty-five states have the 150-hour requirement for the accounting degree.

Mr. Wray indicated that many accounting jobs not requiring the CPA are available – working for corporations is an example. The FBI likes Criminal Justice majors with accounting degrees.

Dean Galardi said that there are currently 110 accounting majors. More accounting majors have been graduated this past year than in the previous five years. The department is moving away in numbers from the Bachelor of Applied Science to the Bachelor of Science in Accounting, Human Performance and Systems Management, etc.

VII. Dean Galardi reminded faculty members that the Program Evaluations are due to Vice President Drew on January 30th. Faculty input should be submitted to Dean Galardi by January 15th. Input can be placed in a Blackboard shell discussion board.

VIII. Updates from Dean Galardi:
A. Faculty should email advisees to remind them to apply for graduation.
B. If a student delays graduation later than the original term indicated on the graduation application, the student should notify the Office of Student Records, so the existing graduation application can be updated.
C. Faculty searches
   1. Accounting – in progress – five good applicants
   2. Economics – in progress. Thirty to 40 applicants held PhDs.

IX. Reminders from Dean Galardi:
A. Outlines/forms for 2010 Professional Activity Reports are being revised. Ten days from receipt of the revised forms from the Vice President of Academic Affairs, PARs should be submitted to Dean Galardi.
B. The Dean’s classroom visits continue during the spring semester 2011.
C. Master syllabi are being developed for the shells of all online classes.

X. Dean Galardi reported on student numbers for the beginning of the spring semester.
A. One-hundred-sixty new students - overall
B. Two-thirds of the new students are online students.

Dean Galardi said that the increase in enrollment is good for programs and for revenue.

XI. Dr. J. Grotrian reported that the Business Contest will be Wednesday, February 16, 2011. Business and CMIS classes do not meet that day. Dr. Snyder indicated that he would meet Principles of Macroeconomics (ECON 222 000A) at 2:00 p.m. that day.

XII. Dean Galardi reported that Dr. Goebel-Lundholm was attending a conference in Hilton Head, South Carolina.

XIII. Dr. Asmussen reported that his class at the Tecumseh State Correctional Institution (TSCI) would begin that night. The Governor was aware of the new class/program and even the name tags created by the students and was excited about it.

XIV. Meeting was adjourned at 4:35 p.m. with motion and second from Drs. Asmussen and Devaney.