

# University of San Francisco

## School of Management

### Department of *Accounting*

#### Meeting Summary

Date:	2/15/12	Start Time:	1:45 p.m.	End Time:	3:00 p.m.	Location:	MH 236
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#### Who was there:

Carol Graham; John Koeplin, S.J.; Diane Roberts; Claudia Roehl

#### Topic of Meeting:

Fall schedule; MBA Core Course Proposal and Waivers; Catalog Changes due February 23<sup>rd</sup>; Update on Faculty Search; new business.

The fall schedule is coming together and we're pretty much where we are with the instructors we have. The issue is that we need to know who is teaching. Diane will review the evaluations; adjunct faculty members are doing well. No definitive answer yet as to whether or not a non-AQ instructor can teach MBA; this is currently in John Veitch's corner.

Per Dean Webber, we need a waiver for both Managerial and Financial Accounting; we are not going to have a prerequisite course. He told Diane that all programs must offer waivers. Diane passed out a syllabus for MBA 6101 (Financial Accounting, 2 units) from the last semester it was taught, and she passed out a syllabus for MBA 607 (Managerial Accounting, last taught Spring of 2006). She also passed out an old Challenge exam for BUS 604, which was the prerequisite course. The pass rate for the 604 exam was only 20%; the issue is that if 40 - 50 students take the test, we need to score it overnight (maximum 48 hours). If a student has taken an equivalent course in the last 5 years and received a grade of "C" or better, they do not need to take the waiver exam. John reminded everyone that even if a student passes the exam, he or she are still required to make up the units by taking another course. Claudia noted that students can waive a maximum of 2 courses.

Diane already submitted catalogue changes (due 2/23/12): 201 & 202 course name changes were sent to Deanna. UPC not up and running yet; therefore, we may not know about the decision for the 22-unit Accounting major. Diane will e-mail our proposal to Dean Webber.

John suggested that we look at the BUS 202 test; some material is similar to 607. Diane said that we want this course up to the 607 level. If we are going to teach this in the fall, then we need to make a decision and tell Betsy what we plan to do so she can have this information for recruiting purposes.

Per Claudia: one-year accelerated MBA numbers are up. Also, the core class in Accounting for MBAs must have an AQ instructor.

## **Decisions Made and Policies Approved:**

All in attendance agreed to go with 8 sections of BUS 201. Also, one section of BUS 329 will be changed so that they are offered at different times; Claudia will teach the course. Information Systems will remain as is. Once approval has been received from the dean, Diane will ask Cheryl to place all of the applicants' information onto Google Docs. Diane, Carol, and John, and one yet unnamed outside person, will make up the search committee. It was agreed that we want a 2 - 2 split (4-unit) core MBA course. We would offer both a 2-unit and a 4-unit version of the course so that a student could join part way through.

We need to locate and review the waiver test for MBA 6101. Diane suggested that Claudia, Carol, and John take the test. Claudia and Carol volunteered to grade the waiver exams once we offer that option to students (48 hour turn around time to score them).

John can teach both sections of MBA 6101 (2 sections of 2-unit courses running the length of an entire semester). Per Diane, John will need 3 exams to make the 2 + 2 format work. We need to decide very soon about this.

## **Action Items to be addressed after the meeting:**

Diane will look at the teaching evaluations and check the fall schedule before sending to Katherine Green.

Claudia said that the prerequisite question was brought up at GPC; she will check with Kathy Kane and John Veitch about it. Also, Diane will check with Frank O'Hara as to whether or not his department's Financial Statement Analysis course is going away, will be offered as an elective, etc.

Claudia will review the waiver exam for 604 (the template), as well as look at MBA 6101 and 607; we need to create two waiver exams (for 607 and 6101).

We'll put forward the 4-unit MBA core course (though we may need to stay with 2 + 2).

Diane will send out the date for the next meeting.