

University of San Francisco

School of Management

Department of Accounting / _____ Committee

Meeting Summary

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| Date: | 8-18-11 | Start Time: | 2:55pm | End Time: | 3:25pm | Location: | LM 244A |
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Who was there (*Indicate attendees and who chaired the meeting.*) Diane Roberts [chaired the meeting], John Koeplin, Carol Graham, Todd Sayre & Claudia Roehl

Topic of Meeting (*Attach a copy of the agenda if possible.*)

- Spring 2012 schedule distributed for everyone to give their preference for courses/sections
- Electing a Dept. Chair
- Staffing of future accounting courses: given that Denis Neilson is on sabbatical for fall 2011 and may extend through spring 2012, Diane needs the help of the other dept. faculty to find Academic Qualified adjuncts to teach in spring.
- Master of Accountancy: Diane wrote the proposal and gave to Mike Webber. She will email it to her department faculty.
- Assurance of Learning: Diane is attending the workshop on Monday so further discussion will take place after that.

Decisions Made and Policies Approved (*Provide a clear statement of decisions and policies. If a vote was taken, indicate the vote count.*) Diane Roberts was nominated to be Dept. Chair; vote was 5 yes

Action Items to be addressed after the meeting (*State the action item; indicate the name of the person responsible for it, and the date it is to be completed.*)

None

NOTE: I just wanted to put on record the unprofessional behavior by Todd Sayre during the meeting. He had his feet up on the desk and was disrespectful to Diane. Not a "team" player and was always interrupting Diane asking "what else was on the agenda and if any of it applied to him". Didn't want to have a discussion about the department at all unless it was to his benefit.