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| **[8/15/2013]** | **[11-11.45am]** | **[UC 305]** |
| **Meeting Called BY:** | Carol Graham |
| **Meeting Type:** | Monthly departmental meeting |
| **Meeting Facilitator’s Name** | Carol Graham |
| **Time Keeper’s Name** | Carol Graham |
| **Number of Attendees** | Graham, Koeplin & Roehl. [Fedyk – moving; Roberts – sick; Sayre – Sabbatical) |

**Meeting**

**Accounting Department**

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| **[15 minutes]** | **[Informational Items]** |  |
| 1. ***Department budget*** – The Department budget is $10,000 for this year. Each faculty member will be allocated $500 to use at their discretion for activities that support and develop our accounting program (e.g. teaching materials, teaching conferences, development activities). The money should not be used for research support. The rest of the money will used for general departmental expenses. |
| 2. ***Spring schedule*** – The spring schedule will be sent out to full-time faculty next week to indicate their preferred classes. |
| 3. ***Accounting department webpage*** – All faculty should look at their faculty profiles as soon as possible. Some profiles are not worded as well as they perhaps should be in attempting to convey the research focus and expertise of each faculty member . |
| 4. ***Possible loss of databases*** – The WRDS database subscription will be reviewed this year. Anyone interested in this database is encouraged to use it and to let Heather White know that it is being used. |
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| **[10 minutes]** | **[Decision Items]** |  |
| 1. ***UPC opening*** – AD Stackman indicated that if we wanted, we could elect another person from the accounting department to serve on the UPC. Diane, John and Claudia are all currently serving on other committees.  |
| 2. ***Accounting department mission statement*** – Is there support for development of a departmental mission statement? |
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| **Conclusions** | Tatiana would be the ideal candidate to serve on the UPC if interested. |
| Mission statement is a worthwhile endeavor. |
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| **Items of Action** | **Responsible Person** | **Deadline** |
| Tatiana will be invited to represent the department on UPC | Carol | Before first UPC meeting |
| Draft will be made of a suitable mission statement | Carol | Before next meeting |
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| **[20 minutes]** | **[Discussion Items]** |  |
| 1. ***BSBA Revision*** – the revision may require us to allocate only 6 units to our core accounting classes. Discuss how to best approach this issue in the context of the BSBA revision discussions. |
| 2. ***Teaching Evaluations*** – beginning with the spring semester, requests to hire adjuncts who have already taught for us must contain an explanation if that person has not achieved evaluations that are at least average (4.2 for USF).  |
| At the recent Chairs meeting, asking full-time faculty for voluntary disclosure of their evaluations was proposed. |
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| **Conclusions** | We should lobby for accounting in the context of what an undergraduate BSBA student would need for their upper level classes and also as they begin their careers. There have been more and more calls for increased levels of accounting in business not less. |
| Regarding the adjunct teaching evaluations, we should work as a group to help suggest and provide teaching resources to our adjunct colleagues to enable them to be as successful as possible in the classroom. |
| The members of the department present felt that voluntary disclosure of full-time faculty evaluations would have potentially more negative than positive implications and was not viewed as something we would support. |
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| **Items of Action** | **Responsible Person** | **Deadline** |
| Advocate for accounting units in BSBA revision from a strategic perspective (rather than a “turf war” perspective) which considers the necessary knowledge students need to be successful during their college career and in their chosen careers post-graduation. | All |  |
| Provide support in as many ways possible to our adjunct colleagues | All |  |
| Communicate to other Chairs that faculty were not supportive of voluntarily disclosing their evaluations | Carol | Next Chairs meeting |
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| **Observers** |  |
| **Resource Persons** |  |
| **Notes:** |
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