**Meeting**

**Accounting Department**

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| **[9/11/2013]** | **[2.15-3.15pm]** | **[MH 236]** |
| **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, Fedyk & Roberts |

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| **[15 minutes]** | **[Informational Items]** |  |
| 1. Meet the Firms – MTF will be held tomorrow 9/12/2013 from 5pm-8pm. Faculty are encouraged to attend. Approximately 20 firms are attending this year. |
| 2. Accounting Advisory Board – Carol is trying to re-establish an advisory board. Will be working with John Nicolai to identify USF alumni & others in the profession who might be suitable. Diane noted that we did have a board many years ago. Goal is to have the Board established in time for an inaugural meeting at the end of this academic year. |
| 3. Meeting with Recruiters – Carol has been meeting with recruiters from the top 20 accounting firms in the Bay Area. Notes from these meetings will be distributed as soon as all meetings are complete. Carol noted that some of the feedback has been somewhat negative especially in regards to our students being on track for the 150hrs, being professional at MTF and being less well prepared than other Bay Area students for interviews etc. |
| 4. Alumni Mixer – An alumni mixer has tentatively been planned for October 21st. Faculty are invited to attend. More details to follow. |
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| **[15 minutes]** | **[Decision Items]** |  |
| 1. Accounting Major Description - Current description was determined to be appropriate. |
| 2. Accounting Courses (Catalog Description) – The only change noted was the grade restriction (C- Min) for entry to BUS 321 (from BUS 320) and to Bus 429 (from BUS 321). |
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| **Conclusions** | Both the accounting major and the course catalog descriptions were ratified. Change regarding grade description must however be reflected. |
| Faculty asked to provide names of people who might be appropriate advisory board members.  |
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| **Items of Action** | **Responsible Person** | **Deadline** |
| Include grade restriction in catalog description | Carol |  |
| John to email Carol names for advisory board | John |  |
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| **[30 minutes]** | **[Discussion Items]** |  |
| 1. Accounting Program Mission Statement – wording and implications |
| 2. Advising Strategy |
| 3. Other business – Brief discussion of BSBA revision and implications for accounting department. Diane noted the problems for students in terms of on-time graduation that arose when economics went to 3 units. |
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| **Conclusions** | Revisions to Mission Statement were suggested to ensure that it was shorter, better-worded and more suitable for assessment purposes. |
| It was suggested that we could have our own room for advising during the McLaren Fare in order to better address concerns over the 150hr requirement.  |
| Faculty agreed that it was important for the department to be represented at the BSBA Revision skunkworks. |
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| **Items of Action** | **Responsible Person** | **Deadline** |
| Mission statement to be revised and re-distributed for comment | Carol |  |
| Contact CalCPA to request a presentation on campus regarding the 150hr requirement | Carol |  |
| Carol to discuss implications of BSBA revision on the accounting department with Dean Webber. | Carol |  |
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| **Observers** |  |
| **Resource Persons** |  |
| **Notes:** |
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