

# University of San Francisco

## School of Management

### *Department of Hospitality Management*

#### Meeting Summary

<b>Date:</b>	11/17/2014	<b>Start Time:</b>	10:00 AM	<b>End Time:</b>	12:00 PM	<b>Location:</b>	MH 405
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**Who was there** (*Indicate attendees and who chaired the meeting*)

Michael Collins (MC), Interim Chair

Jean-Marc Fullsack (JF)

Thomas Maier (TM)

Michelle Millar (MM)

K.O. Odsather (KO)

Jeff Scharosch (JS)

Gina Alvarez (GA)

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

Please see attached Agenda.

**Decisions Made and Policies Approved** (*Provide a clear statement of decisions and policies. If a vote was taken, indicate the vote count.*)

- **Department Chair's Role (MC)**

1. To serve as a primary communication channel from University and School administration to faculty and from Department faculty to the administration.
2. To represent the Department in meetings with Dean Davis as well as the Department Chairs.
3. Ensure that the Department's objectives and priorities are aligned with the mission of the SOM.
4. Various administrative duties including administration of the department's budget, teaching schedules, and the like.

- **Departmental Budget (MC)**

1. FY 2015/2016 budget has been submitted to Erin Grogan for review and approval. Faculty/Staff may review the budget; a copy of the budget will be distributed.
2. Due to the reduction in the overall HM budget (from \$45,000 to \$25,000), there has been a course fee increase for BUS 387, BUS 389 and BUS 487 since the department's operational budget can no longer subsidize these classes. It is customary for students to pay course fees to cover expenses associated with delivering a course above and beyond the cost of faculty, the use of a classroom, and basic information technology (in-room technology and the Canvas learning management system). If faculty is concerned with any course fees associated with their respective courses, then they need to re-evaluate their needs of the course. Faculty must focus on delivering student learning outcomes and create a budget that delivers the outcomes as efficiently and cost-effectively as possible. The costs budgeted for delivering a course will then be passed along to students in the form of course fees based upon projected course enrollments. Fees will be collected by the University bursar (one-stop) along with tuition and other student fees; we should not be collecting fees directly from students—this is not the role of faculty.

- **Assessment of Learning (MM)**
  1. TracDat is the new on-line system. (TracDat is a flexible software system that helps institutions align planning initiatives, review and reflect on academic and non-academic outcomes, and take action to improve performance.
  2. TracDat supports data-informed strategic planning, program review, accreditation, and managing academic and administrative outcomes.
  3. What we have done in our paper plan will be included in TracDat next semester. HM Department to review its Learning Outcomes.
  4. This year's Annual Report is due May 2015 (not in October as in prior year's).
  
- **Faculty Credentials (TM)**
  1. There are four quadrants, Practicing Academic (PA), Scholarly Academic (SA), Instructional Practitioner (IP) and Scholarly Practitioner (SP) that have replaced the previous two Academically Qualified (AQ) and Professionally Qualified (PQ).
  2. The newly proposed structure will get presented to FGC and Dean Davis. It will be handed-out to faculty by the end of November 2014.
  
- **Curriculum**
  1. Currently, we have two tracks—Hotel and Restaurant Management (HORT) and Meetings and Event Management (MEMT).
  2. A third track has been proposed and approved by the UPC: Global Hospitality Management. This track is designed to have five (5) students participate in a cohort with ten (10) students from our two partner institutions in Maastricht and in Hong Kong starting in the fall of 2015. While there is a debate among the faculty as to whether or not we can (or should) support this third track, we have made an exchange commitment with our partner institutions, which has been signed by Provost Turpin. As a result, we will strive to identify five (5) students that would like to participate so that we may fulfill our commitment. We will closely monitor the impact of this track on our ability to fill classes in our two (2) on-campus tracks.
  
- **BUS 487**
  1. This course is a “faculty intensive” course. Currently we schedule two faculty members to co-teach this 4-credit course. When two full-time faculty members deliver a course, they each receive teaching credit for 2-credit hours despite the substantial (4-credit) time commitment required of each faculty member. In the past, we have also paid an adjunct teaching the course for 4-credit hours since the course requires a 4-credit hour time commitment, which is viewed as an “exception” to SOM policy.
  2. MC will look into dividing this course into two sections, one assigned to each faculty member, so that both faculty members teaching the course will receive teaching credit for delivering a 4-credit hour course. The two sections of the course will be scheduled concurrently so that they can work together to deliver the four (4) catering events.

Discussion: (JF) I have been teaching this course for 17-years and it has never presented a problem in the past.

(MC) We are not operating the department with the same people as 17-years ago. We have a new Dean and Interim Department Chair; we must be able to justify why two faculty members are teaching a 4-credit course with less than 30 students. In reality, the two faculty members are not splitting the class time and responsibilities. One faculty member is working with a portion of the students enrolled in the

course on the delivery of the catering functions from a “front-of-the-house” perspective, while Chef is working on the “heart-of-the-house” functions. So, delivering the class as two sections of 4-credits each is really the appropriate way to structure it, although the two instructors must work closely together to coordinate their activities and will also exchange students at various points throughout the semester to ensure that all learning outcomes are delivered to each student.

- **Remaining Agenda Items**

There are more items on our agenda than could not be adequately covered and discussed in our two-hour meeting, as was expected. Consequently, we will meet again prior to the end of the semester and will need to prioritize our agenda items. Consequently, MC will solicit input from Department faculty and staff as to what items should be prioritized.

**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.*)

- Michael Collins follow-up:
  - I. Send HM Department FY15/16 budget.
  - II. Follow up with Deanna Pachinger on next steps for the Global Hospitality Management track.
  - III. Follow-up with Dean Davis on the structuring of BUS 487: Catering and Fine Dining Management.
  - IV. Receive from faculty important topics of discussion for our December 4th Departmental meeting. .
- Next HM Department meeting: December 4, 2014; 10AM-12PM.