**University of San Francisco**

**School of Management**

**Department of Hospitality Management**

**Meeting Summary**

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| Date:  | 8/15/2012 | StartTime: | 3:30pm | End Time: | 5:15pm | Location: | LM 108 Kitchen Classroom |

**Who was there** *(Indicate attendees and who chaired the meeting.)*

\*David Jones – Chaired Meeting

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Emily Doyle

Jeff Scharosch

Jean-Marc Fullsack

Michelle Millar

Sun-Young Park

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

This was a beginning of the semester department meeting and welcome by David. See attached sheet for full agenda.

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

* Administrative Role will be to maintain the quality of the program, recruit new students and grow the program, and develop UGRD/GRAD curriculum.
* Task forces will be created to further explore curriculum and review current classes. We will work with Alums and the Advisory Board to ensure we are teaching competencies that are measureable in the field.
* David will be meeting with various people on campus and looking to use social media for marketing our program and creating dialogue and word of mouth.
* David will be reviewing available data on our alums and where they are working
* HMA will be the umbrella organization but students will be encouraged to get sponsorships that allow them to attend other club functions and report back to the HMA organization. David Jones will be the new faculty advisor for HMA.

**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.)*

* Emily will send out an email to everyone confirming the advising dates.
* Emily will review the other electives and send David the data.
* David will form task force teams to start the discussion on UGRD/GRAD curriculum
* David and Michelle to meet and discuss Symposium
* We will have Department meetings 2x a semester (beginning and end) In addition we will hold the 2nd Friday of the month from 11-12pm in case issues arise and we need to meet.
* Additional brainstorming sessions and task force meetings will take place.