**University of San Francisco**

**School of Management**

**Department of *Hospitality Management***

**Meeting Summary**

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| Date: | 2/8/13 | Start  Time: | 10:30am | End Time: | 11:45am | Location: | LM 108 |

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

Emily Doyle, Jeff Scharosch, Michelle Millar, Sun-Young Park, KO Odsather, David Jones\*, Jean-Marc Fullsack

**\*** Chaired the Meeting

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

Attached.

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

* Course fees will be charged for the following courses and taken by the registrar’s office beginning Fall 2013: Bus 181 Strong Interest Survey $20, Bus 387 Servesafe Book $22, Bus 487 Chef Coats $20. All class related fieldtrips will be charged as an additional fee based on the total amount of the experience divided by the number of students in the class. They will not be covered in our operating budget and we will need to find another revenue source.
* Emily suggested asking Annual Giving, phone a thon callers to make donation calls on behalf of these specific fieldtrips (etiquette luncheon and the Wine Trip) to Alums which would supplement the cost for the student.
* David confirmed that ROI (Return on Investment) will be taught in the following courses: Hotel Operations, Revenue Management, and Food Management. Financial statements and the Debt/Value of Money topics will be covered in the B-core Finance courses.
* The new course offerings should be referred to as “tracks” not emphasis.
* Brochure for International Students is complete. We can use this PDF to send to other students as well.
* Faculty search is on. We received 75 applications, and the search committee is in the process of interviewing 11 candidates.

**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.)*

* Proposed curriculum will be presented to the Undergraduate Curriculum Committee by February 19th.
* Emily to send new course descriptions to all faculty and ask that they state if the learning objective met in each course will be E (emergent), D (developing) or P (proficient). Faculty to send responses to Emily by Wednesday, February 13.
* We will have another meeting to discuss advising straight scoop dates and who will be able to cover which session. Emily to send sign up schedule to all students in the beginning of March.