

**Minutes of Academic Staff Meeting  
May 21, 2010**

**PRESENT:** D. Anderson, B. Anderson, M. Costiuk, J. Foley, E. Hampton, H. Horan, E. Johnson, S. Khan, A. Lavack (Chair), W. Lockhart, S. Lukasewich, J. Mason, A. Meis Mason, J. Nkongolo-Bakenda, G. Peng, M. Rennie, D. Senkow, G. Sylvestre, S. Tucker, L. Watson, Z. Zhang

**REGRETS:** R. Giberson, A. Pitariu, B. Shupe, Y. Kim

The meeting was called to order at 10:00 a.m.

**Anne gave an update regarding the budget – Some of the key points were the following:**

- In addition to the 2 positions that we have filled for new faculty members who are starting on July 1, 2010, we have also been given to fill two additional faculty positions. One of these is for the position that will be filled by Peter Moroz on January 1, 2011, and the other position will be in Finance to start July 1, 2011. If the Finance search is unsuccessful, then we will try to fill the vacancy by hiring someone in the HR area instead.
- Undergraduate students have been charged an extra \$10.00 as a type of surcharge along with their tuition. We have requested this money to be used for two more APT positions as well as staff positions. Out of the approximately \$200,000, we have only been allotted \$75,000 of this money.
- The New MBA International program cannot go ahead unless funding is secured. This will be determined at the next June 3<sup>rd</sup> Budget Meeting. We will be able to actively promote this program when and if the money is available.
- The total Faculty budget for this year stands at \$4.4 million.

**Discussion regarding the BUS 100: Should it become part of the BBA Curriculum**

- BUS 100 – Introduction to Business – discussion on whether this class should become part of the required curriculum for the 4-year BBA degree and 2-year Business Diploma.
- The BUS 100 course can play a key role in achieving three main objectives:

1. To give new students entering our faculty a broad, general picture of business, management, and the different core functions of management that they will learn about over their program. With this broad (though only general) foundation, they will be better able to relate what they are learning through their core courses to a broader perspective of business and management.
  2. To help students through the transition year of starting university, and prepare them for the types of work that will be required of them in subsequent courses (pre-class reading, individual research & preparation for class discussions, individual assignments and group work). We have a very diverse mix of students in our faculty - different cultural backgrounds, different levels of academic preparedness, and very different expectations of university life / work. The BUS100 course can be valuable for helping students through that transition and preparing them for life in our faculty.
  3. By taking BUS100 in their first year, students will feel they are part of our faculty from the time they start university. This may help in improving student engagement, as well as participation in faculty & student activities.
- With those objectives in mind, the course can be effective through:
    - Broad, general coverage of topical areas;
    - Pre-class quiz (online) to ensure students come to class prepared;
    - In-class activities which require students to do research / other preparation;
    - Individual assignment / paper as well as group project to prepare students for the types of class work they will have in subsequent classes.
  - We will need 6 sections of BUS 100 in the Fall and Winter to accommodate all of the students if we make this class a requirement. Right now the class is an elective for Excellencet students and then opened to qualifying students at a later date in the registration period.
  - The curriculum committee will discuss and give their recommendation at the September 2010 Faculty Council Meeting.

### **Discussion regarding the ACAD 100 for probationary students**

- The recommendation is thatl BBA and Dip Bus Admin students who are on Academic Probation be required to take this course since it focuses on tools for successful communication.
- Glenys will follow up on the possibility of requiring probationary students to take ACAD 100. She will consider the impact of a change in policy by looking at scenarios involving current students, and considering the impact on students struggling with math requirements

rather than writing or communication issues, and whether or not ACAD 100 would be beneficial to these students.

**Discussion regarding the feasibility of introducing writing labs for BUS 100 & BUS 205**

- The recommendation is that all students would be signed up for the Mandatory Writing Lab along with their registration in BUS 100 and BUS 205. The Writing Lab would be scheduled to meet twice a week for 75- minutes each time. On the first day of class the students would write a short 1 page essay. The essay would be graded to determine whether the student would be exempt from the Writing Lab or would be required to take the Lab.
- Many of our students are coming into our classes without the writing skills that they need to succeed. If this class becomes mandatory, it would give students the extra help that they need.
- Assuming that about one-third of students in BUS 100 and BUS 205 need the Writing Lab, we would have to have one section of the Writing Lab each semester to support BUS 100 and one section of the Writing Lab each semester to support BUS 205.
- International students have already passed their language skill testing and all of their requirements as an international student, but it would be beneficial for them to be given specific help with writing skills as it pertains to our Faculty courses. Students would be introduced to basic business terms in the Writing Labs.
- Faculty teaching these classes could do some testing in the Fall 2010 to see where we would need to 'set the bar' for Fall 2011.
- The ACAD 100 as well as the writing labs would work together to contribute to the success of all students.

Since time available did not permit discussion of the Honours BBA option involving a 6-credit hour research project, another Academic Staff Meeting will be scheduled in the future.

The meeting was adjourned at 11:30a.m.