Department of Economics, Finance & QA
Department meeting minutes
August 10, 2016

Attendees: Lucy Ackert, Aniruddha Bagchi, J. C. Bradbury, David Bray, Dimitri Dodonova, Murat Doral, Ann Gillette, Randy Goodwin, Govind Hariharan, Rongbing Huang, Xiao Huang, Brett Katzman, Alison Keefe, Zeynep Kelani, Amine Khayati, Ladd Kochman, Xuepeng Liu, Leo MacDonald, Marcus Marktanner, Tim Mathews, Mikhail Melnik, Tom Miller, Huan Ni, Mike Patrono, Jomon Paul, Gabriel Ramirez, Patty Robertson, Abhra Roy, Ben Scafidi, Jesse Schwartz, James Tompkins, Roger Tutterow, Vic Wakeling, Zhaoguo Zhan, Minjiao Zhang, Cynthia Sweitzer


- The meeting began at 12:02 PM

- Brett Katzman opened the meeting and minutes were approved from May 10, 2016.

- Dr. Katzman introduced new Faculty.

- Dr. Katzman discussed ECON 1000 and mentioned that the course was previously ECON 1100 and that it went from a 3 credit hour course down to a 2 credit hour course, and that it is a new general education class.

- Dr Katman discussed summer teaching and said that courses could be cut down to 2 courses instead of 3 per Faculty member in the near future.

- Dr. Katzman mentioned that he is receiving a lot of requests from Faculty to teach online classes. He said that more offerings will come about, but that preference will be given to Faculty currently teaching the courses. He mentioned that some sections can be offered online, but not every semester. He also mentioned that we can develop enough classes.
- Finance to get a degree, and that if Faculty are interested, a meeting can be held to discuss.

- Dr. Katzman discussed checking emails and said that Faculty must check their emails more often.

- Dr. Katzman discussed the procedures for class scheduling.

- Dr. Katzman discussed overrides and said that faculty should send students directly to him if they ask for closed course overrides but not to say things like “it’s ok with you” as it sets up false expectations with the students.

- Dr. Katzman discussed Annual Reviews and said that our department is doing good and always on time getting them in. He said that he will be meeting with new faculty soon to explain the process in more detail.

- Dr. Katzman mentioned FERPA and told the new Faculty that they should have been explained this in new Faculty Orientation, however they weren’t aware. He said that the Federal laws state that academic information should not be given to anyone, including parents, unless the student has given permission by signing a FERPA waiver. He also mentioned that Faculty should not post grades, etc. outside of their offices, nor should they email or post grades any grades on D2L that allow one student to see another student’s grade. The D2L gradebook protects against that so it is ok to use. Dr. Katzman said that Faculty can stop by and talk to him or email him if they have any questions on the matter.

- Dr. Katzman mentioned that Debbie Burdett would like all Faculty to know that the computers in the classrooms will be imaged by the time classes start on Monday, August 15th.

- Meeting adjourned at 12:37 PM