Meeting Minutes

# ACCT/BUS ADMIN DEPARTMENT MEETING

## February 27th, 2020

Room A105

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| Attendees: | *Jinhee Trone, Tommy Strong, Mark McCallick, Linda Sung* |

1. Updates from 2/19 chairs meeting:

* Orientation night – ideas on format, etc.
* See HIGHLIGHTs in Spring class schedule re Orientation Night.
* Counselors can run an 80% report. How to use.
* CAP Summit 3/20/20 at 9 am – Interested should attend.

1. RAR’s – deadline coming up soon – think about what to request. Want to include Proctorio & Pronto, etc.
2. SLO’s must be to Division Office by March 6th, which means into Meta March 4th
3. Fall Schedule and beyond – Fall schedule – we eliminated BUS 130 online, ACCT 104 online, ACCT 101 12 weeks online. Will ask re: ACCT 210.

BLOCK scheduling will be changing – meeting on 3/11/20 (I can attend)

1. CPL
2. Approval of transcription for tax certificates – discussion was held regarding need to updated certificates to transcripted certificate to align with new standards regarding how schools obtain credit for certificate completion.
   1. Tax Preparer Certificate – transcription of certificate was approved unanimously
   2. Enrolled Agent Certificate – transcription of certificate was approved unanimously
3. SLO Reviews