***Minutes***

Business and Technology Department Meeting

Dr. John Meyer, Associate Dean

August 21, 2012 at 1:30 p.m. in U-109

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|  | Present | Absent | Excused |
| **Administration** |  |  |  |
| John Meyer |  |  |  |
| Mary Myers |  |  |  |
| **Department Chair** |  |  |  |
| Douglas Nay |  |  |  |
| **Faculty** |  |  |  |
| Munir Al-Suleh  |  |  |  |
| Andrew Blitz |  |  |  |
| Leroy Bugger |  |  |  |
| Victor Butler |  |  |  |
| Alisa Callahan |  |  |  |
| Jennifer Cohen |  |  |  |
| Michael Hayden |  |  |  |
| David Hoffman |  |  |  |
| Deborah Johnson |  |  |  |
| Stephanie King  |  |  |  |
| David Oliver |  |  |  |
| William VanGlebek |  |  |  |
| Scott VanSelow |  |  |  |
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|  | Present | Absent | Excused |
| **Staff** |  |  |  |
| Lisa Dick |  |  |  |
| Kelly Eakins |  |  |  |
| Charlene Wolfe |  |  |  |
| Michelle Zamniak |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Bob Chilmonik |  |  |  |
| Alexandra Nikishin |  |  |  |
| Michelle Munro  |  |  |  |
| Philip Coale |  |  |  |
| Jim Babcock |  |  |  |
| Maria Maddalena |  |  |  |
| Tony Valvo |  |  |  |
| Carrie Smith |  |  |  |
| Mike Quaintance |  |  |  |
| Melissa Miller |  |  |  |
| **Guests** |  |  |  |
| Susan Hibbard |  |  |  |
| Kevin Coughlin |  |  |  |
| Dobin Anderson |  |  |  |
| **Present** | 29 |  |  |
| **Excused** | 1 |  |  |
| **Guests** | 3 |  |  |

**Welcome (Myers, Meyer)**

Division of Professional and Technical Studies Dean Mary Myers welcomed the department to the new academic year and expressed gratitude for the commitment and service shown by Business and Technology Department Faculty and Staff. Myers introduced new Associate Dean of the Business and Technology Department, Dr. John Meyer. Department members introduced themselves, and Meyer provided a brief professional bio to the group.

**QEP/Cornerstone Experience Update (Nay, Hoffman)**

Dr. Douglas Nay provided a brief overview of the college’s QEP (Quality Enhancement Plan) which has been approved by SACS. The completion of 10 one-hour sessions is required for faculty to teach the Cornerstone Experience Course, SLS 1515. There are 27 sections of SLS 1515 being offered this semester, opportunities to teach once the 10 hours of training is complete are available, and QEP sections also fulfill professional development criteria for staff and faculty.

David Hoffman provided key points from his 2012 summer professional development experience at a critical thinking conference that Scott VanSelow and Gary Rodgers also attended. Hoffman encouraged faculty to attend workshops and conferences that will improve teaching skills and prompt students to think more critically. Nay encouraged everyone in the department to attend the QEP workshops.

**Assessment (Meyer)**

Dr. John Meyer opened the assessment discussion and explained the direction the Business and Technology Department will take this semester to address some of the concerns raised by SACS.

* Assessment data helps us articulate to the outside world that we do what we say we do in a language that it can appreciate
* Assessment tools must match up with the course learning outcomes and program outcomes
* We must ensure we are accurate in our reporting
* As we find areas of deficiency, we need to address them

**Canvas Update (Anderson)**

Robert Anderson “Dobin” discussed the following points concerning Canvas and answered questions posed by faculty. By a show of hands, approximately half of the Business and Technology faculty present at this meeting is using Canvas or planning to use Canvas this semester. Nay suggested that a level of content standardization would help with assessment data collection and could be easily implemented via Canvas. Anderson will continue to provide support with the Canvas adoption process. Anderson updated the group on the last phase of the migration of the learning system support program from CE6 to Canvas. To that end, faculty members were encourage to backup any information they were storing in CE6 as access will be lost by January 2013. Anderson also provided the following information items:

* The overwhelming majority of online and blended classes have adopted canvas
* Official canvas training is available and all faculty members are encouraged to explore canvas tutorials
* Every FYE (First Year Experience) course is using Canvas for assessment

**Research and Planning Update (Coughlin, Hibbard):** click on icon to view power point

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* Each program needs a set of program level outcomes – course level outcomes should be tied to these program outcomes
* Student learning outcomes must be clearly defined and relevant; attainment should be supported by evidence
* The type of assessment used determines the quality of data
* Hibbard and Coughlin offered to help the Business and Technology Department ensure that its tests are valid and reliable; they agreed to provide workshops in support of building quality assessments
* They also explained the differences between, and the uses for Formative and Summative Assessments.

 After much discussion about course and program learning outcomes and their assessment, Hibbard encouraged the department to use a cycle of questions and act on the data collected to make improvements in the relevant areas. There was brief discussion concerning academic freedom, common rubrics and final exams, with an understanding of the definition of academic freedom and a consensus on the use of common final exams and rubrics.

**Goals and Objectives (Meyer)**

* **Collegial Environment –** work together for the best outcomes for students, Meyer has an open door to his office and welcomes phone calls
* **SACS –** assessment data by the end of this term (for this term)
* **2-Year Program Plans / Scheduling** – the plan is to create both
* **Roles and responsibilities of Business and Technology Coordinators, Student Retention and Success**
* Kelly Eakins: Focus - BAS, Supervision and Management.
* Michelle Zamniak: Focus - Business and Technology AS and Certificate (CCC) Programs.

Dr. Meyer provided faculty and staff with an important overview of his goals and objectives for the Business and Technology Department pointing out that he is impressed with the current quality of programs and instruction and faculty’s expertise as subject matter experts. Meyer wants to bring more process and organization to the department focusing on:

* Product, strategy, planning…processes ONCE AND DONE (develop a repeatable process)
* Development of standardized final exams
* Ensuring that each degree program is solid and planned
* Increasing enrollment via potential new programs and certificates
* Pursuing additional articulation agreements and other means of expansion

In closing, Meyer summarized our college president’s comments at a town hall meeting last week on the Lee campus. Dr. Allbritten pointed out that he would like to see us gravitate toward becoming a School of Business and Technology. We are uniquely positioned to refine our department this year during a time of positive change at our institution.

**Breakout Session by Program Area:** click on icon to view document

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Dr. Meyer asked faculty in each Program Area to focus on the following 4 points and be prepared for further discussion on these topics at the next meeting.

* Look at course listings and indicate what modality(ies) to use: Online, Ground, and/or Blended
* Look at the program outcomes to see if they are still valid. Please send most recent program outcomes to department office (Meyer, Zamniak)
* Is there a start to finish plan and is it assessed?
* Plan for generating and deploying the common assessment

VanSelow suggested break out meetings by discipline (Business & Management-Accounting-Computer (Information Technology)-Drafting & Design (Architecture & Construction) at each dept. meeting. (VanSelow, Babcock)

**Department Meetings:** click on icon to view document

The Business & Technology Department meetingswill be held this academic year on the second Friday of Each month at 2p.m**.** please see the embedded schedule for the location of each meeting.

The meeting adjourned at approximately 4:30 p.m. (Zamniak, Meyer). The next meeting is scheduled for September 14, 2012, at 2:00 p.m. on the Lee Campus.