



## **Business and Technology Department Meeting Minutes**

Date: September 11, 2009

In Attendance: Oliver, Nay, Bugger, Dubetz, Dambrose, McNulty and Foy. King phoned in. Schaeffer excused due to presentation at Education meeting. Biggett and Vanselow had a conflict in their schedule, but will be present at the October meeting. Polycom was unavailable; will ensure availability in the future for other campus members.

Meeting convened at 1:00 pm in building K 137.

Fall startup issues were discussed. Software and labs setup went smoothly. The textbook ordering is still an issue. Not enough books or books not in on third week of classes. The suggestion was made that the textbook ordering needs to be streamlined or transitioned to electronic format.

Dr. Nay provided update on the Curriculum review (batch 3 third column on syllabus) project. We are on the last 20 + courses. He will be following up with each faculty member for feedback.

Gen Ed Course Assessment implementation was discussed. Oliver, Bugger, Nay and Dambrose provided updates of pre/post-tests and rubrics. Foy asked that all instruments or questions to be cross walked to course outcomes and submitted to Dr. Nay for review. Oliver and Bugger are piloting pretests by October 15, 2009 to suggest a district implementation method and data collection process. This will be reviewed again at the next department meeting.

The faculty was reminded that Appendix A is due to Associate Dean Foy ASAP.

Spring schedule strategies were discussed. Spring rollover has been sent to faculty; need preferred schedule within next two weeks. Faculty asked to consider what classes made this Fall, last Spring and our 2 year degree plans when configuring personal schedule. All were reminded that two F2F are required in base load.

Foundations of Excellence and SACs subcommittees were discussed. Faculty was encouraged to respond to Foundations of Excellence survey and to become involved.

Next Steps Determined: Submit requested Spring Schedule, Appendix A, Pre/Post-test documents.

Reviewed: September Highlights

Next Meeting: 2<sup>nd</sup> Friday of the month, October 9, 2009, 1:00 pm – 2:00 pm, Building K 137 with polycom capability.

Meeting adjourned at 2:00 pm.

## **Business and Technology Department**

### **September 2009 Highlights**

- Announcement of Dr. Douglas Nay as Department Chair
- Curriculum Review (3<sup>rd</sup> column) is in the final phase. First discipline will be submitted to Curriculum Committee next month.
- Program Review has begun and will be completed by Thanksgiving break.
- First monthly department meeting held. Next meeting scheduled for October 9<sup>th</sup>.
- Fulltime faculty has completed Appendix A for portfolio evaluation.
- Business and Technology adjunct faculty outnumbered other disciplines represented at Lee Campus Adjunct Orientation.
- Entrepreneurship Taskforce has met 3 times. Next step is to review brainstorming session and begin prioritizing strategies.
- Met with Dean Roshon to discuss Community Partnerships.
- Edison represented this month at the Jewish Men Council, Lee County School District foundation, Horizon Council's Industry Appreciation lunch, Workforce Board and LCEC, FGCU, CISCO, LEED, Hispanic Chamber of Commerce After Five and the City of Cape Coral.
- Finalizing process to hire Accounting and Computer Science tutors for each campus to increase retention issues.
- Met with NSF Deputy Oates to kick off Edison's first NSF award as ATE for Green Building and Alternative Energy Solutions.
- Began SACs and Foundations of Excellence committee involvement
- Piloting pre/post-tests and rubrics for high impact courses (GEB1011, ETD1320, CGS1100 and ACG1001)
- Finalized mini B courses for Cape Coral location
- Reviewing lab fees.
- Met with School District of Lee County district leaders and Dr. Atkins to implement College Readiness strategies.