



Business and Technology Department Meeting Minutes

Date: October 9, 2009

In Attendance: Nay, Dubetz, McNulty, Foy, Vanselow and Kooi. Wilkison, Williams and Callahan phoned in. Ambrose excused due to a personal emergency and Oliver had a dentist appointment. King, Biggett and Bugger were attending an Accounting conference.

Meeting convened at 1:00 pm in building K 211.

Associate Dean Dennette Foy opened the meeting with a discussion of assessment and the upcoming visit of Ms. Ruth Stiehl October 26th and 27th. She emphasized Ms. Stiehl is a hands-on assessment expert who will help in efforts to improve, and help prepare us for the Program Outcome audit to be conducted shortly by Dr. Atkins. Full time faculty need to arrange to attend Ms. Stiehl's training session in the afternoon on the 26th and in the morning on the 27th.

Department Chair Dr. Douglas Nay went over some highlights of the Curriculum Review Project which is due and will be submitted by October 15th. In the Spring Semester the new Common Course Syllabus will need to be used and any new practices will need to be implemented in the syllabus preparation. For example, when the Curriculum Review Project was being completed in phase I and phase II in the Fall and Spring semesters it was acceptable to group all assessments in column 2 of the course outcomes section. It has since been decided that each outcomes should have a specific assessment attached to it in column 2; as we begin to prepare Spring Semester Syllabi any needed corrections will be put in place.

The new travel form was discussed briefly and reminders were given for the upcoming Job Fair, Open House and Advisory Committee meetings. The philosophy committee is finishing its foundational work.

The group discussed internship programs and the suitability of reviving our internship program for the benefit of both the students for real life experiences and as an assist to small business and government, who may be more welcoming at this time than in the past. We also covered the likelihood that the Capstone experience may be another good application of internships, either as a 2 year Capstone or 4 year programs. We also discussed internships within the college for technology students and in other business situations within the college. We debated whether the internship should be required for graduation as in some schools or optional.

This was our first team conversation about this area and we resolved to research the topic, look at the interest expressed by students in our student survey currently underway and include this topic on the agenda again in the near future.

Reviewed: Business and Technology Community Partners

Next Meeting: November 13, 2009, 1:00 pm – 2:00 pm

Meeting adjourned at 2:00 pm.