



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

Date: January 5, 2010

In Attendance: Vanselow, Nay, Wilkison, Dambrose, McNulty, Hubbard, Babcock, Dubetz, Kooi, Coale, towers, Bugger, Biggett, King, Proverbs, Oliver, Smith, Johnson, Creger, Callahan, Hidalgo, Foy, Maddalena and Chilmonik.

Meeting convened at 2:45 pm in building K 211.

Professor classroom and lab needs were discussed, and a plan put in place to fulfill individual requests in this area.

The e book discussion was revisited and other textbook needs and changes were discussed as well.

Tutors are needed in the Business and Technology Department. Accounting and Computer professors gave input to the criteria for tutors to meet prior to working with students. For example what level of knowledge they each must have in the subject area in which they will be (tutoring) supporting student learning. How directly will the staff and faculty be expected to work with the tutors?

Checked in to see how everyone was doing with the Program Outcome Assessments.

Associate Dean Dennette Foy gave an update on the Outside Accreditation and Industry Certificates for Programs within the Department.

Reminders for those in attendance, tomorrow, Wednesday, January 6<sup>th</sup> is the Program Outcomes meeting at 11:00 am. Please plan ahead for the TLC workshops.

Next Meeting: February 12, 2010, Noon – 1:00 pm

Meeting adjourned at 3:45 pm