



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

Date: February 12, 2010

In Attendance: Oliver, Nay, McNulty, Babcock, Vanselow, Hidalgo, Gigget, Dambrowe, King, Johnson, Wilkison, Smith, Towers, Biggett, Foy and Rochon.

Meeting convened at 1:00 pm

Dean Roshon kicked the meeting off with a Spring SACS Program Checklist as a reminder to all in the Business and Technology Department to think about our daily activities and tasks in light of the bigger picture. He encouraged us to be able to provide documentation and evidence in preparation, not only for ourselves but also for the upcoming SACS visit. Dean Roshon will be working through the Professional and Technical Division with the review checklist program by program.

The following agenda items were covered which included a review of a draft summer schedule intended to go out this week. Associate Dean Dennette Foy commented that everyone's summer requests had been accommodated. Dennette encouraged us to make sure we have what we need in classrooms and email any requests. She also covered R25 and the classroom assignment software to maximize our limited classroom space. The feedback was that we all felt we could do a better job optimizing classrooms with our blended classes, sharing one classroom among two or more blended classes. Also, some courses are 4 hour courses with labs so it will be a challenge to maximize use of classrooms. R25 should help.

- Dean Roshon's remarks
- SACS checklist
- Summer Schedule
- Classroom and lab needs
- Summer textbooks
- Tutors
- Program Outcome Assessments
- High Impact Course Level Assessment
- Full time and adjunct portfolios
- MAPP assessment

We found no major issues with summer textbooks, reviewed the need for additional tutors in accounting and technology, talked through the Assessment process for the high impact courses and reviewed the due dates for Adjunct and Full Time portfolios of NOW (February 15<sup>th</sup>) if still outstanding for adjuncts and March 1 for full time. We also discussed the MAPP assessment process which will be a random sample with more information to come later in this area.

We finished our meeting by discussing a Summer Academy possibility for high school students with school districts as partners of 2 or 3 days or half days for a full week, perhaps with a leadership academy focusing on management as a career. We asked for staff suggestions on the Technology Academy (partnered with HAS last year), Environmental science "Green Academy and on any Summer 2010 possibilities by April 1.

Next Meeting: March 19, 2010, 1:00 pm – 2:00 pm

Meeting adjourned at 2:00 pm