



Business and Technology Department Meeting Minutes

Date: September 10, 2010

In Attendance: Coale, Hidalgo, Bugger, Farah, Oliver, Van Glabek, Hoffman, Callahan, Creger, Maddalena, Towers, VanSelow, Dubetz, Dambrose, Suleh, Wilkison, Esmond, Babcock, and Foy.

Meeting convened at 1:00 pm.

The following agenda items were touched on briefly after our guest; Melissa gave a Safe Assign presentation to our department meeting attendees.

- Full time Appendix A
- STEM Talks: offering weekly visits, Dennette – first group in Lee and Charlotte High School
- Program Review (beginning this month): Assessment conference with Dr. Stiele, reviewed process, books, syllabus and learning outcomes
- General Education Assessment GSR (please submit assignments): Dennette reviewed process
- Spring and Summer Schedule (deadlines and turnaround time): overview given by Dennette
- New Faculty Load Form: Dennette reviewed
- Mentoring Program: Hoffman and Bugger will hold side meeting (keep time commitment in check)

Dean Foy also touched on the following items. Course development and the curriculum committee new processes were updated and the timeline was reviewed. The pre and post test result data was reviewed (9/17), and a sample report was requested for the next department meeting. Internships will be discussed at the next meeting as well.

Next Meeting: October 8, 2010, 1:00 pm – 2:00 pm, Robinson Hall, Building I, Room 132, Lee Campus

Meeting adjourned at 2:00 pm