



Business and Technology Department Meeting Minutes

Date: November 12, 2010

In Attendance: Coale, Valvo, Hidalgo, McNulty, Oliver, Van Gtabek, Hoffman, Callahan, Creger, Maddalena, Towers, VanSelow, Dubetz, O'Leary, Wilkison, Nay, Dick and Foy. Joined in by phone King, Johnson, Fanslau, Dambrose and Biggett were excused from today's meeting. K. Zimmerman joined our meeting today as a guest.

Meeting convened at 1:00 pm.

Today's meeting began with a very informative presentation on Information Technology and what we can all do to enhance student learning and increase our efficiency in the technology department. We gained more knowledge on the use of Skype and Smart Boards as well as other information concerning technology in the classroom.

Dr. Doug Nay gave a comprehensive update on IACEB.

We touched briefly on the following:

- Program Review
- Summer Semester Schedule
- Adjunct Portfolios
- Gen Ed Assessment (GSR)

It is important to note the following Advisory Committee meetings in November

- Drafting – Monday, November 15th from 9am – 10am in building K130
- Computer – Tuesday, November 16th from 4:30pm – 5:30pm in building K127
- Accounting/Business – Monday, November 22 from noon to 1pm in building S117

Please make your contribution to the Department Thanksgiving Basket that will help families in need during the holiday.

Short conversation about our department holding a "Holiday Get Together" sometime in December, there will be more information to come concerning this subject in the next 2 weeks.

Next Meeting: January 14, 2010, 1:00 pm – 2:00 pm, Robinson Hall, Building I, Room 132, Lee Campus

Meeting adjourned at 2:00 pm