



Business and Technology Department Meeting Minutes

Date: February 11, 2011

In Attendance: Tony Valvo, Ed Smith, Alisa Callahan, Al Williams, Shamel Chandler, Jim Wilkison, Bill Van Glubek, Kelly Eakins, Charles Hidalgo, Martin Dubetz, Gary Rodgers, Albert Dambrose, Maria Maddelena, Sandi towers, Dave Oliver, Glen Salyer and Robert Chilmonik.

Meeting convened at 1:00 pm.

Dr. Browder addressed the Department at today's meeting stating that "we are becoming more of a deliberate institution". He spoke of the college's growth (52% in 4 years) being a strain on finances. There have been significant cuts in funding for education while SACS will recommend adding more full time staff.

Today's meeting will be more of a discussion format beginning with the question "**how do we cut costs for students on books?**"

Dr. Browder suggests adopting a text book for 4 years. He will potentially mandate this new strategy to replace the 1-2 year plan we currently have for textbook use.

Department Faculty suggested creating a competitive market by encouraging students to visit other markets to purchase their books (other than the college bookstore) to aid in cutting costs for the student. Other suggestions included renting the actual text and digital rental.

Book order is coming up on March 14th be sure to put ISBN in the syllabus.

The textbook conversation continued with Dr. Nay inviting suggestions from all professors including adjuncts. Dr. Browder favors this approach with respect to dual enrollment for consistent education.

Orientation Presentation: Kelly Eakins & Sandi Towers

- Students admitted
- Holds placed-students notified to register and they attend orientation
- Holds released and then they can register for classes

Dr. Towers gave an overview of the information given to students at the time of orientation including all the requirements.

SACS: All are diligently working on meeting the requirements by March 15th for the offsite team to review. The onsite team comes in November

Program Purchases: time to submit requests for department needs.

Adjunct Portfolios are due February 25th

Summer Semester Schedule: Dr. Nay wants to be able to offer all required courses every semester

There was a brief discussion about upgrading to MS Office 2010 for all on campus. .Operating systems up grades must be requested from Tech if needed. Martin recommended staying with Windows 7 because most students are using this system.

Per Dennette Foy – we have a vendor contract with Follett but we can make the students aware of the ISBN for Textbooks to be sure they get the correct book when shopping elsewhere.

Send Dr. Nay a question of the day for next staff meeting's open discussion.

Meeting adjourned at 2:00 pm