



Business and Technology Department Meeting Minutes

Date: April 8, 2011

In Attendance: Vin Faris, Stephanie King, Ed smith, David Hoffman, Dave Oliver, Shamel Chandler, Sandi Towers, Leroy Bugger, Tony Valvo, Kelly Eakins, Alisa Callahan, Bill Van Glabek, Glen Salyer, Albert Dambrose, Martin Dubetz, Kristen Zimmerman, Scott VanSelow, Doug Nay, Maria Maddelena, Charles Hidlago, Gary Rodgers, Tom McNulty and Dennette Foy.

Meeting convened at 1:00 pm.

Dennette Foy: Welcome and review of agenda and expansion of general announcements.

SACS Update: SACS report has been delivered-awaiting response from offsite team-onsite team will be here in November.

Lab Fees and Program Purchases: Emails are being sent out by Lisa Dick regarding this agenda item. Remember Lab Fees must be used in the classroom. All campus classrooms will be facilitated (email Dennette with specific requests). Office 2010 and Windows 7 upgrades are in process.

Site license for SAM discussed briefly, and will be brought up at advisory meetings.

Business Card requests-generic available for Part-Time Professors: Stationary requests-see Jane or Lisa.

Full time Faculty need to look at the fall rollover schedule.

Summer Schedule: online and students are registered – button for “closed” courses is now available for students view – for BAS programs we will offer every required course (except CAPSTONE) in the summer.

Textbooks: April 15th is the deadline for book adoptions. Dr. Nay discussed the availability of rental/purchase/e-book options, and urged professors to utilize the best option for students (cost cutting). **Announcement,** “Textbook committee-All textbook providers now will customize chapter selection and costs will be reduced. Custom texts can be adopted; for example 3years and just update case studies” (bookstore will not likely buy back custom books).

Crystal Revak: Office of Institutional Research-we are streamlining the course assessment process and Crystal will explain. (Scan-tron format changed and will be piloted in the summer). Look for a memo (entire department) with instructions which will include new scan-tron sheets.

Robert Anderson: Guest speaker from Edison Online (Course Designer) welcomes emails and all questions concerning the following short presentation.

- CE6-purchased by Black Board-Black Board is discontinuing CE6 in fall 2012.
- Actively searching for a new system
- Canvas LMS-the newest of learning management systems
- Totally web-works with Facebook, Google Docs seamlessly and communication preferences-lots of options-Great customer support with Canvas LMS
- Pilot schedule of faculty members will pilot for summer-16 more chosen for pilot in Fall
- CE6 will run the entire pilot time of Canvas LMS through 2012
- Scott Martin began pilot and finds the system user friendly
- Send Robert Anderson an email if you want to begin the pilot
- Blackboard 9 140k per year vs. Canvas 40k per year including customer support
- Training will be added to e-learning eventually, done in an online course format

Dean Bill Roshon: Dean of Workforce Development spoke of the importance of this “external” dean position to do the necessary work in the community. He is sitting down with companies looking to expand or move into our local area to improve the economy and develop the workforce with the employer community. Dean Roshon is currently making decisions about future training to offer at ESC and is helping to make connections to foster

- Community support
- Financial support
- Opportunities for students

Germaine has made a donation to develop the Automotive Academy that will begin in the next few months. Other focus groups will begin to verify job opportunities and corresponding skill sets to identify training gaps and get ahead of the curve to produce people that can perform and add value to the community.

Professor Dave Hoffman: Sigma Beta Delta is all set to go. We need to identify the top 20% of the students who are eligible to be inducted into this business honor society (for Baccalaureate students only).

Dr. Doug Nay question of the day: Does anyone Proctor Exams?

Professor Bigget is the only one who proctors online courses.

David Oliver-mechanics to proctor exam-arrangements with testing center for students to test

Proctors can be contracted overseas according to Professor Bugger.

Meeting adjourned at 2:00 pm.