Business and Technology Department Meeting Minutes

Date: February 10, 2012

In Attendance:

Munir Al-Suleh, James Babcock, Leroy Bugger, Philip Coale, Albert Dambrose, Lisa Dick, Martin Dubetz, Kelly Eakins, Michelle Fanslau, Paral Faris, Charles Hidalgo, Dave Hoffman, Jane Hurst, Stephanie King, Amber McCown, Mary Myers, Andre O'Leary, Dave Oliver, Peggy Phetterplace, Michael Quaintance, Gary Rodgers, Glen Salyer, Diab Semreen, William Shuluk, Sandy Towers, Anthony Valvo, William VanGlabek, Scott VanSelow, Michelle Zamniak

Meeting Convened at 1:00 p.m.

1. Welcome: Dave Hoffman

2. Greetings: Mary Myers
   - Well wishes to Dr. Doug Nay who is having some health issues
   - College wide news - NLN site visit is set
   - March 31st is the Spring Faculty Forum

3. New Video Resources System in the Edison Library: William Shuluk
   - No longer support VHS content in the library. Librarians will assist you changing the classroom content you are currently using on VHS to video streaming content (equal or better)
   - 100-150 research presentations specific to your subject area, in the library or in your classroom
   - Journals and e-books are available and librarians are willing to train professors and students
   - Strong budget to develop resources for students or professors, just ask and if they don't have it, perhaps they can purchase it
   - Please reach out to the library for yourself, your students and your research
   - E-Readers: Library bought 10 Kindle Readers and is slowly and methodically developing this program for the college. If you would like to participate in this process contact the librarians.

4. Supervision and Management Library Presentation : David Hoffman/Michelle Zamniak
   - A power point presentation was shown that will be used to promote the BAS program internally in the college library.
   - Dave Hoffman narrated and also asked for feedback from the members of the department.
   - Michelle Fanslau has a big success story to add to the power point about a current student.

5. Discuss Changes to Fall 2012 Classes: Professor Scott VanSelow
   - CGS 1000 was approved as a prerequisite to CGS 1100 by the curriculum
   - We will add more sections of CGS 1000 courses for fall 2012
   - Scott has posed the question of standardizing portions of courses to meet state frameworks. There was discussion about the following Goals – Opportunities – Options and Considerations. Scott VanSelow presented a handout promoting standardization of courses is attached and was discussed in great length
   - Important for SACS and makes sure we meet the learning outcomes set by the state
   - Common grading scheme and syllabi and content being offered
   - Scott suggested forming a committee of interested faculty members to approach standardization. That committee was recommended.
   - Mary suggested that Edison online would help in the design of course content
   - Sandy Towers spoke to measure outcomes and exit exams were discussed
   - Dave Oliver has some concerns -- he believes we should approach this slowly and gently. Make sure we know what we are getting into when it comes to standardization as to not get in the way of academic freedom

6. Summer 2012 Schedule: Lisa Dick
   - Drew attention to the spreadsheet emailed to fulltime faculty. She mentioned that class meeting times may be adjusted slightly. K-building computer labs will not be open all day Public Safety will be locking labs when class is not in session.

7. Textbook Adoptions : Lisa Dick
   - Fall academic year adoptions due April 15
   - We should be adopting textbooks for 3 years (computer textbooks at least 2 years) which makes it easier for the bookstore to rent the textbooks to students at a lower cost
   - Contact Lisa for rooms for textbook publishers' demonstrations

8. Question of the Day: Group Discussion Facilitated by Dave Hoffman
   - Should we allow students to submit late work? Student cheating was discussed. Are we setting students up for failure in the real world? (Sam King) Each professor should have their own "ground rules" in their classes concerning late work
   - Should we have a group-consistent practice or leave it as individual course choice? See notes from number 5 there was a discussion concerning the information Scott VanSelow presented

9. New Business:
   - Update on Upcoming Recruiting Events: Amber McCown
   - We are all ambassadors for Edison State College
   - Go Higher event on Monday February 20th
   - Amber asked for volunteers from our department to help promote the February 20 event. Amber welcomed the faculty to come to the "meet the faculty" booth at the event this month.
   - Discussion ensued about how we can partner with the recruitment office to show parents and potential students how great Edison State College still is. Showcase the Professional and Technical Department
   - Can we link the power point presentations we do and other video streaming directly to the college website? This is key to the recruitment process brought up by Albert Dambrose
   - Sandy Towers asked what the recruitment office doing to positively promote Edison in our local community

Next Department Meeting: Friday, April 13, 2012

Meeting Adjourned at 2:20 p.m.