Edison State College

Business & Technology Department

Minutes
Business and Technology Department Meeting
Dr. John Meyer, Associate Dean
September 14, 2012 at 2:00 p.m. in U-109

	Present	Absent	Excused		Present	Absent	Excused
Administration				**Staff**			
John Meyer	x			Lisa Dick			x
Mary Myers			x	Kelly Eakins			x
Department Chair				Charlene Wolfe			x
Douglas Nay	x			Michelle Zamniak	x		
Faculty				**Adjunct Faculty**			
Munir Al-Suleh		x		Philip Coale	x		
Andrew Blitz	x			Jim Babcock	x		
Leroy Bugger	x			Mike Quaintance	x		
Victor Butler	x						
Alisa Callahan	x						
Jennifer Cohen	Skype-x						
Michael Hayden			x				
David Hoffman	x						
Deborah Johnson	x						
Stephanie King (Sam)	x						
David Oliver		x		**Present**	16		
William VanGlabek	x			**Excused**	4		
Scott VanSelow	x			**Guests**	0		

Advisory Committee Meetings (Meyer)
- Schedule-2 Advisory Committee Meetings per year, Spring and Fall, Meyer suggested the department agree on a common schedule.
- Structure-Meyer proposed we structure the meetings similar to the way we have been holding our department meetings. First meet as a whole Business and Technology Advisory Committee and then break out into the 3 sub committees Business, Computer, and Drafting. Hoffman suggested inviting Mark Morgan, Career Specialist, to speak to the Advisory Committees about the internship programs.
- Attracting Members-There was a brief discussion about expanding the committees and recruiting members from Charlotte, Collier, Lee and Hendry/Glades. Meyer suggested beginning the expansion on the Collier Campus.

Grade Changes: Meyer explained the current grade change form states the only reason to change a grade is for a professor's mathematical error. He indicated that COP appears to be silent on the procedures and asked if an internal policy would be supported by the faculty. After much discussion, the faculty agreed to attach justification to each grade change form. Guidelines for acceptable grade change justification will be proposed by Meyer to be approved at the next meeting (Bugger, Meyer).

Attendance Policy: Meyer presented his plan to develop a departmental student attendance policy and incorporate it into all Business and Technology syllabi. There was a discussion surrounding the DOE requirements for student contact hours, and the impact an attendance policy would have on Online, Ground, and Blended Courses. Questions concerning attendance for students with VA and Federal financial aid were considered. Meyer believes we need a mechanism to ensure students are coming to class to ensure Student learning Outcomes and to remain   in compliance with all requirements. After lengthy discussion, consensus could not be reached; consequently, the subject was tabled. Meyer will propose language for faculty approval at the next department meeting.

Syllabi: click on icon to view sample document.

Meyer reviewed the prior communication concerning syllabi submission and review. The syllabi for online classes must be sent first to the Business & Technology Department and then to Edison Online after they have been approved by the academic department. Faculty were asked to focus on the following areas as they proof syllabi prior to submission: Grammar, Spelling, Punctuation, Proper APA Format and the inclusion of a Course Schedule as part of the syllabus and the use of the most recent version of the syllabus template (document manager). King suggested including "Syllabus" in the naming of the file. For the ease of review and filing syllabi in archive, files are to be named as follows:

LastName_CRN#_coursecodesyllabus_Term-Year_campus/online/blended (examples below)

Sample Syllabi Handout

- Zamniak_13618_MAN2021Syllabus_FallB-12_CollierBlended
- Meyer_12131_ACG1001Syllabus_SpringA-12_Online
- Nay_14702_MAN4915Syllabus_Spring-12_Charlotte

Important Syllabi submission Deadlines:

- **Spring 2013 due October 12**
- **Summer 2013 due February 15**
- **Fall 2013 due March 15**

Spring Schedule: Meyer, along with Lisa Dick, will begin working on the schedule for the Spring Term next week. They are creating a revised process for scheduling to be consistent with new 2-year Education Plans and provide the best use of the college's classroom space. New 2-year Ed. Plans will be in place once the program reviews are complete (Meyer, Zamniak) assuring all Certificate and AS programs are in alignment with FLDOE.

- Advising department is dedicating specific advisors to our Programs (Business and STEM)
- 2 year education plans will help with advising and with our scheduling

SIR II Evaluations: click on icon to view sample document.

Meyer provided a sample of the SIR II evaluation form to all Faculty members and provided brief instructions on the proper way to complete the informational cover document which is an essential accompaniment for the submission of the evaluation forms. The Faculty suggested a policy should be implemented for the electronic distribution of SIR II evaluation forms in Blended Courses to prevent duplicate submissions (one electronic and one paper) for the same blended course.

SIR II Example Handout

Travel Requests: Meyer asked faculty to submit travel requests as soon as possible as funds are limited.

Breakout Session by Program Area: click on icon to view document.

Meyer encouraged faculty to focus on program outcomes during the meeting's breakout sessions. Each group of faculty members (by program) should attempt to refine 2 or 3 program outcomes and remember to ensure the verbiage of the outcome is something definitive, quantifiable, and stated in the present tense.

Updated Bus &Tech Programs

Computer Technology (Zamniak-notes)

Present: Babcock, Blitz, Butler, Coale, Cohen (Skype), Johnson, VanSelow & Zamniak

VanSelow presented the following areas for discussion:

- Outcomes for 7 Programs (Computer Technology Certificates and AS Degrees): VanSelow indicated that outcomes should be based on the relevant FLDOE frameworks. After much discussion, the faculty came to agreement on language used for the various Program Outcomes. Meyer joined the group discussion and VanSelow finalized ESC program outcomes as group decisions were made.
- IC3 test – Under discussion was the CGS 1000 course's role as a prerequisite for all other technology courses. VanSelow proposed that the IC3 test could be used as a test-out exam for CGS1000 and could be offered in two iterations. The first is the "Fast Track" version of the IC3 and could be offered as a means to waive CGS1000 as a prerequisite. The more complete version of the fast track could be offered to students as means of testing out of

CGS 1000 for credit. After much discussion and the general approval of the faculty, it was decided that these proposals should be brought before the curriculum committee as an assessment tool for CGS 1000.

- Certifications: VanSelow presented a handout of all the FLDOE approved industry certificates for articulation and their alignment with our courses. He asked the Computer Science Faculty to review and discuss. VanSelow will present the faculty's findings to curriculum committee after all faculty come to agreement on which industry certifications could be accepted for articulation credits for which specific ESC courses. Final decision will be made at next meeting.
- Blitz and Johnson agreed to work on refining syllabi
- Johnson agreed to set up a test vehicle for the 3 IC3 tests with the testing center Online tests only
- VanSelow will provide the information to faculty on the IC3 test pilot this semester
- Certi prep practice tests: VanSelow is working on getting Certi-Prep practice tests added to computer labs and the library before students take the actual Certi Port test. VanSelow will check Hendry Glades Public area to assure access to the Certi Prep Practice.

Accounting (Meyer, Bugger-notes)
Present: Bugger, King, VanGlabek & Meyer
- The accounting faculty reviewed the program outcomes for the AS in Accounting program, and recorded them as follows:
    1. Develop, organize, and maintain financial records in order to prepare financial statements in conformity with Generally Accepted Accounting Principles.
    2. Apply accounting principles to the managerial business decision process; i.e. purchasing versus leasing, sell or process further, keep or replace equipment, make or buy, and eliminate product/segment decisions.
    3. Apply breakeven analysis in appropriate business decision making process.
    4. Apply cost accounting processes to capture product and services costs.
    5. Use current Internal Revenue service regulations to prepare individual and corporate tax returns.

- The accounting faculty agreed on two program-level outcomes to assess for the 2012-2013 academic year, numbers 1 and 2 above.
- The accounting faculty determined the assessment methods for the course learning outcomes and determined their tie to the program learning outcomes. Outcomes are to be assessed using final exams and common accounting projects graded by rubric.

Business and Management (Callahan-notes)
Present: Hoffman, Nay, Callahan & Quaintance
- Continuation of Ruth Stiehl course and program mapping project from early 2010
- Goal: revisit and rework previously defined program outcomes for AS, Business Administration (BAMA) & BAS, Supervision and Management (SMAN) Programs, making certain AS program outcomes lead to BAS outcomes
- Decision: IACBE (International Assembly for Collegiate Business Education) outcomes (as modified) to replace outcomes written by department faculty in 2010 with slight alterations.
- (Business Finance) FIN 2001 to replace (Personal Finance) FIN 2100 as an AS, BAMA requirement. FIN 2100 to become an elective. This change must go to Curriculum Committee for approval
- There was significant discussion surrounding SBM 2000, a course that is an elective but is also part of a CCC program, about the viability of requiring it in the AS, BAMA program or otherwise integrating some or all of its content into another course. The topic was tabled pending more research and review
- There was considerable discussion of outcome measurement, assessment methods, and thresholds for success.

(IACBE Key Learning Outcomes reworded with action words):

Business Administration, AS Program, Proposed Revised Program Outcomes
1. Demonstrate knowledge of the introductory concepts of accounting, economics, management, and marketing. (There was some discussion about whether finance should be included above)
2. Understand decision support tools.
3. Communicate effectively.

Supervision and Management, BAS Program
1. Demonstrate key concepts in the functional areas of accounting, marketing, finance, and management.
2. Apply knowledge of the legal, social, and economic environments of business.
3. Understand the global environment of business.
4. Demonstrate knowledge of the ethical obligations and responsibilities of business.
5. Capably apply decision support tools.
6. Communicate effectively.
7. Apply knowledge of business concepts and functions in an integrated manner.

While the faculty unanimously agreed in concept to the proposed outcomes above, it further agreed that the verbiage needs to be fine-tuned before final adoption.

Department Meetings: click on icon to view document

The Business & Technology Department meetings will be held this academic year on the second Friday of each month at 2 p.m. and will last approximately 2 hours**,** please see the embedded schedule for the location of each meeting.

Updated 12-13
Dept.Mtg. Schedule

The meeting adjourned at approximately 4:30 p.m. (Zamniak, Meyer). The next meeting is scheduled for October 12, 2012, at 2:00 p.m. on the Lee Campus U-109.