***Minutes***

School of Business & Technology Advisory Committee Meeting

Dr. John Meyer, Dean

September 13, 2012 at 7:30 AM in U-120

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|  | Present | Business Affiliation |
| **ESC Administration** |  |  |
| John Meyer | x |  |
| **ESC Department Chairs** |  |  |
| Douglas Nay | x |  |
| Richard Worch | x |  |
| **ESC Faculty** |  |  |
| Munir Al-Suleh | x |  |
| Alisa Callahan | x |  |
| Andrew Blitz | x |  |
| Leroy Bugger | x |  |
| Mary Conwell | x |  |
| Denis Fahey | x |  |
| **ESC Staff** |  |  |
| Jill DeValk |  |  |
| Lisa Dick | x |  |
| Kelly Eakins | x |  |
| Charlene Wolfe | x |  |
| Michelle Zamniak | x |  |
| Mark Morgan | x |  |
| **Committee Members** |  |  |
| Patricia Halpin | x | Dunkin Brands |
| Mike Lohr | x | Johnson Engineering |
| Patricia Bell  | x | Century Link |
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| --- | --- | --- |
|  | Present | Business Affiliation |
| **Committee Members** |  |  |
| Kyle Armstrong | x | Arthrex Manufacturing Inc |
| Anthony Pignataro | x | Lee Memorial Health Systems |
| Juan Padin | x | JEP Design Group |
| Ken Buschle | x | GMA Architecture |
| Mark Haines | x | Stantec |
| Doug Adams  | x | Florida Stair Works |
| Debbie Jordan  | x | Event Planner |
| Jesslyn Woolsey  | x | High Tech North |
| Martin Haas | x | Entech |
| Kyle Cebull  | x | Entech |
| Jennifer Sutton | x | WCI Communities |
| Ramon Socristan | x | JLT Architecture  |
| Dalton Moraes | x | ATOS Origins |
| Salah Issa | x | ATOS Origins |
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| **Attendance** |  |  |
| ESC  | 10 |  |
| Advisory Committee | 17 |  |
| **Total Present** | **27** |  |

Meeting called to order at 7:35 AM

Minutes from Spring 2013 meeting approved and seconded

Dr. Meyer welcomed the group and provided the following updates:

SACS reaffirmed for the next 10 years with no recommendations for improvement. All 14 points that resulted in probationary status have been corrected.

State made changes to the Networking and Business Administration AS degrees and related CCCs

Proposed to faculty that they introduce an assignment that relates to issues current in the field.

Meyer asked the committee to recommend a required reading for their discipline/trade

Workforce Now inititiave

* highlighted the article in the Collier
* Arthex Lee third paper dealt with education is workforce summer in October
* Drill down to occupation Information Technology (it touches everyone)
* Soft Skills – Foundational Skills lack of ability in this area several initiatives in theis area Horizon Council
* Develop a curriculum that can be implemented across all disciplines cert of completion that they have basic training
* 5 tech centers are working together for articulation career academies in high school Using these things to market our programs

Associate Dean Search update

Offices are moving to building K where the School of Business and Technology can reside together in one house to ensure we are functioning as one cohesive unit.

Brand new website links

FGCU, HU, and Edison websites all host the Workforce Now papers (published on all websites)

Police pointed out that part of the foundational skills should be awareness of the background checks that some employers. Issues include criminal behavior, Facebook activity, ethics, citizenship, and employability skills.

Considerable discussion of the topic of Foundational skills and developmental testing.

**Breakout Session – Accounting/Business/Hospitality:**

Attendee introductions

Nay inquiry- Do you value workforce certificates

Doug G.- Yes. The more micro skills, the better. Certificates give a sense of what a student has learned. They provide proof and fill the file of his potential customers.

Sam M. Yes. Certificates in Entrepreneurship would be most valuable in his organization. In addition to the knowledge gained from certificates, skills in communication and time management are essential in his industry.

Nay- Certificates in E Business, Sales and Marketing, and Hospitality are being considered

Sam M. – Unsure of the necessity of this certificate. Be sure to reinforce writing skills in an E Business program

Nay- We are trying to find our niche in providing good service to the business community

 Sam M.- certificates are a good idea

Nay- Presented information about MOOC – Massive Open Online Courses

Purposes- Professional Development, Personal Interest

Sam M. inquiry- is certification involved yet?

Nay response- not yet- moving toward college credit

Doug G. – MOOC is an opportunity to give students access to a variety of instructors

Alisa C. – MOOC is a great supplement to college coursework

Sam M.- Edward Jones’ model is web format already with remote locations. MOOC sounds like it could be an extension to their continuing education requirements.

Nay- SoBT will focus on IT, including new Quickbooks course and new computer language courses

During discussion, committee members initiated inquiry into the success of ESC remedial courses, the inclusion of time management courses/modules in the curriculum, the hiring difficulties faced by some companies,

There being no further business, the breakout was adjourned at 9AM

**Breakout Session – Computer Technology:**

8:20 Professor Blitz discussed the new courses he has developed for the State of Florida through the FRC-TEC grant

He discussed the way online education is growing and asked for the committee’s feeling

Discussion around the new world of MCSA MCSE

Virtual vs. Ground courses

Proof is in the interview- difference between technology/steps and the actual “understanding” What is the impact can they think logically and solve problems.

Goal is to offer all IT on ground and online with these virtual labs

Blitz asked if the committee thought there are any areas of deficiency:

UNIX LINUX SQL DATABasing Python

We lack Modern database – cloud – python – virtualization

Some discussion ensued about how quickly we can change IT curriculum with the curriculum processes currently in place at the College.

There being no further business, the breakout meeting was adjourned at 9:00 AM.

**Breakout Session – Law, Public Safety & Security:**

* Dr. Worch discussed changes in the various syllabi that address the issue of “quality of writing skills” in our CJ students.
* CJ advisory members were encouraged to take more of an active part in course work development/assignments and make recommendations so that the CJ program can better suit the needs of the advisory community. The intent is a higher quality of students coming out of the CJ program.
* Dr. Worch mentioned that a new course “Ethics in Criminal Justice program” is in development and will be added to the CJ curriculum at some point in the future. Chief Demann of Glades County offered to help in the development of this course.
* Chief Arenal of the PG police department brought up the issue of the unions pushing potential public safety students to other institutions rather than Edison and that this is a big issue in the law enforcement community because there is such a huge difference in skills being learned or not learned at those institutions. Chief Arenal stated that in his experience, Edison students are phenomenal in their skill sets whereas students from other institutions lack basic writing and reading skills.
* A suggested thought was that Edison representatives need to speak at the new recruit classes held at the law enforcement academy and bring Edison to the attention of the recruits. That many of them have no idea that Edison even offers CJ and PAD programs, and thus more likely to go to other institutions for their high degrees. It was also mentioned that we should try and make the process as easy as possible for law enforcement folks to attend Edison. By doing so might sway them to come here instead of going elsewhere.
* Chief Demann and other Chief’s suggested a stronger relationship between the law enforcement academy and Edison is needed.
* Dr. Worch discussed the PAD internship with the members and went into detail about PAD 2949 and PAD 4949 and did his best to generate interest in the group. Chief Arenal of PG PD is currently working with a student on an internship and several other law enforcement agencies expressed interest in the program.

There being no further business, the breakout was adjourned at 9AM

**Breakout Session - Architecture/Civil Engineering:**

**Introductions**

* Advisory committee members reviewed the two-year educational plans. There is one plan each for both the Architectural Design and Construction Technology, and Civil Engineering Technology Programs of study. The plans outline which courses will be offered in which semesters. Professor Al-Suleh explained that there was a commitment by the School of Business and Technology to offer these courses in the semesters indicated. Students will now be able to finish either program within a two year time period. The plans are better organized and easier for the students to follow. These plans will help enrollment, as a course is required to have sufficient enrollment in order to run. By offering a course in a specific semester, students will know when they will need to sign up for that particular course.
* As requested at the last meeting, a capstone course has been added to the curriculum. Students will be paired together; one from the Architectural Design program and one from the Civil Engineering program to work on capstone projects.

**Updates**

* Civil 3D software will be added to the curriculum next summer and used in ETD1103C – Engineering Graphics I. ETD1320, the AutoCAD course, is a prerequisite to the ETD1103C course.
* Additional licenses of the GIS software have been purchased. Originally there were 12 licenses, and now there are 30. The students will learn this software in an introductory capacity.
* There are 120 CAD licenses College wide, which gives room for expansion to other campuses.
* Plans are underway to upgrade the computers in K-130 and expected to be ready for the start of the Spring semester. Funding for this upgrade is being provided for by the Perkins Grant.
* This semester the program was expanded by teaching courses at all of the other campuses. Instruction is delivered via two-way video. Professor Al-Suleh rotates to each campus. The courses that are being taught in this manner are: Introduction to Engineering and Introduction to Sustainability. The hope is that enrollment will grow by reaching out to other campuses. There are plans to offer additional courses in this manner in the future. While overall committee members felt that this was a good strategy, there were concerns that this effort may weaken the program at the Lee Campus. They recommended that care be taken to not spread faculty too thin. It was also recommended that there be some form of measuring and evaluating enrollment results with the expansion to other campuses.
* The College website has been updated and is much more organized with regards to program requirements. Professor Al-Suleh incorporates a learning assignment in the introduction courses that has students accessing the website and viewing program requirements. His hope is that this will encourage students to continue in the program once they see what Edison has to offer. The website has also added information on related occupations and wages in the State of Florida.
* Professor Al-Suleh asked the committee if there were any recommendations for the addition of other software or tools for the program. He further explained that per the committee’s recommendation at the last meeting, a mechanical engineering component had been added to the Introduction to Engineering course. The committee recommended that scheduling should be added, and the introduction of Photoshop software.

**Industry Certifications**

* The committee was in agreement that instruction that leads to industry certification was a good idea. The question was asked about the timeline for completion of such a course. Such industry certifications as Revit, are very marketable. These certifications can take approximately twenty credits or one year to complete, and are incorporated into the coursework for the program. It was recommended that the instruction for industry certifications be given in a shortened timeframe. For example: two nights per week for four weeks. There would be people that are already in the industry that would take these certifications, if they were offered in an abbreviated manner. Another suggestion was to build courses with CEUs. The student could take several short courses to get college credit, while industry people could take them for CEUs. Professor Al-Suleh explained that there was funding to pay for students exam fees through the National Science Foundation Grant. The committee also recommended adding NICET – National Institute for Certification of Engineering Technologies, and CSI certifications. There is no additional software needed for the CSI certifications.
* Committee members recommended that Specifier Magazine or the online version be made part of the reading requirements for the students.
* Also recommended, was the change in the course entitled Blueprint Reading. Committee members felt that the name was outdated, and recommended the name be changed to Construction Documents focusing on how to build it; not how to read it.
* Committee members also suggested creating a 3D model of the campus for a student project. Professor Al-Suleh is working on partnering with Habitat for Humanity so that students can get hands-on learning while giving back to the community.
* An articulation agreement with FGCU would be beneficial for the students. This would allow the smooth transition to the third and fourth years.

There being no further business, the breakout was adjourned at 9:15AM

**Breakout Session – Paralegal:**

1. Approval of minutes
2. Capstone course & Paralegal Internship course
3. Online paralegal courses
4. Common course assessments
5. Canvas
6. Paralegal Club
7. Gulf Coast Paralegal Association
8. American Association for Paralegal Education National Conference in Phoenix, AZ
9. Lab fee for Lexis & Westlaw
10. Law office software
11. Adjunct faculty
12. General Input from Committee

There being no further business, the breakout was adjourned at 9AM