

SCHOOL OF BUSINESS AND TECHNOLOGY DEPARTMENT MEETING
Computer Programming and Analysis, Networking Services, Civil Engineering,
Architectural Design and Construction Technology
Breakout Meeting
August 20, 2014 – K127
11:40 AM

Present:

J. Cohen, D. Johnson, S. VanSelow, M. Al-Suleh, V. Butler, A. Blitz, L. Hanwacker, T. Rath,
C. Wolfe

Dr. Rath welcomed the faculty back from their summer break. He thanked everyone for their hard work regarding the development of course outcomes and assessment, and their commitment to student success. He then turned the meeting over to Professor Blitz, who is the new coordinator for the programs associated with this breakout meeting.

Professor Blitz gave the following updates:

- Over the summer, course shells were standardized and learning outcomes were mapped to assessments.
- There were issues when bringing shells from Blackboard to Canvas. Outcome links were broken. This issue has been resolved.
- During the summer Professor Blitz worked with Professor Butler on mapping course outcomes, as voted on by faculty during the last academic year. Outcomes are also mapped to assessment.
- Test banks have also been linked.
- Next there will need to be rubrics for assignments so that outcomes can be assessed. During the Fall semester faculty will be voting on this. Seventy percent have been covered. The remainder will need to be in place by January. Professor Blitz is enlisting all faculty for help in this endeavor.
- Professor Blitz reported that IT had asked for a list of what would be needed in classrooms. Rooms have been updated per faculty requests. Professor Johnson asked if

previously requested items were in place. Professor Blitz answered that they should be. She asked specifically about the issue with being able to see students' monitors and being able to lock down monitors. Professor Blitz explained that there is licensing for the purpose of proctoring exams. Dr. Rath also explained that Schedule 25, the scheduling tool, will have all needed attributes loaded for specific computer classrooms. This will ensure that classes are scheduled into the appropriate classrooms.

- Professor Blitz informed the group that the library and labs are moving to Windows 8.1. IT is in the process of imaging the labs now.
- A new server has been purchased and is located in the data center. It will be protected by IT's backup process. This server is dedicated to the computer technology programs. While Professor Blitz has not had an opportunity to test this, he believes that the server is reachable from all campuses.
- The following purchases were made possible utilizing funds made available by the FRC-TEC Grant: Boson Software (netsim), CISCO routers and switches, and other cables and supplies.
- A discussion ensued regarding eBooks, which have been ordered for CGS1000 and 1100. Professor Johnson objected to the ordering of eBooks for the Fall term. Professor Blitz explained that it was discussed and voted on. Dr. Rath told faculty that there were no minutes taken at the April 4 faculty workshop. Minutes are taken at department and department breakout meetings. Faculty selected textbooks in April. He also reminded faculty that Lisa had sent out the textbook adoption list for review. Faculty had further concerns about using eBooks. Students tend to print the chapters causing a large number of printed copies. Professor Blitz told faculty that the cost of hard copy textbooks had gotten to be too costly for students enrolled in these classes. Dr. Rath stated that as a general measure when textbooks are two to sometimes three times the cost of tuition, something is wrong. We are obligated to look at cost saving measures to pass along to students. Professor Blitz also said that if faculty wish to go back to hard copy textbooks, the group can look at that for future semesters. Some solutions that were discussed were textbook rental and providing book readers to students.
- Professor Blitz asked the group to think about the possibility of replacing CGS1000 with CTS1133 and CTS2131.
- At the next meeting, faculty will be asked to discuss linking outcomes to rubrics. Faculty will be asked to vote on the decisions made.
- Professor Al-Suleh asked about common course shells for his programs. Professor Blitz responded that he should speak with Dobin on uploading these into the account.
- Professor Johnson asked about the shells for CGS1100 and CGS1000, and what part is locked down? This was voted on at a previous meeting. Professor Blitz explained that the content was loaded in August according to what was previously agreed upon.

Faculty are to make certain that the final assessment is proctored. CGS1000 is to have a post exam. Professor Johnson had further issues with regard to this subject. Dr. Rath assured her that more clarification would be given at a later time that day.

- Professor Blitz reminded faculty to send their syllabi to BusinessTechnology@fsw.edu.
- Our on campus testing center has been cleared as a Pearson Vue testing center. Professor Blitz is in the process of negotiating a license which would allow the College to offer Certiport Measure up tests. We may also be able to offer MCT and Microsoft certification testing. Professor Blitz did verify that the MTA license is good until mid-September. Professor VanSelow inquired about the availability of this license in December. Professor Blitz answered that Dr. Meyer has assured him that funding will be available for this.
- Professor VanSelow inquired about the open lab being available, as there is currently no instructional assistant for technology programs. Professor Blitz said that he will offer to hold his office hours in the lab to keep it available during those hours. He will talk with Dr. Meyer to see if other faculty would be approved to do the same, if they wished to do so.

The meeting was adjourned at 12:20 PM.