

**SCHOOL OF BUSINESS AND TECHNOLOGY DEPARTMENT MEETING**  
**Computer Programming and Analysis, Networking Services**  
**Breakout Meeting**  
**January 9, 2015 – U-109**  
**2:00 PM**

Present:

D. Johnson, V. Butler, A. Blitz, J. Cohen, L. Hanwacker, S. Hammond, P. Coale, M. Al-Suleh, J. Babcock, J. Beard, T. Rath, C. Wolfe

The following items were discussed.

- Faculty discussed that students had experienced the following issues with textbooks this semester.
  - Options were to be available for students taking CGS1100. There was only one option available, SAM and the textbook for \$259.
  - On the bookstore website, it is not made clear what textbook is required.
  - The book list that is sent out to faculty does not have sufficient information. More complete information is needed regarding bundled packages. It should be expanded to include the ancillary items.
  - Bookstore does not seem to be training its staff to inform students of the various options available.
  - Bookstore ran out of books.
  - Dr. Rath reminded faculty that bookstore issues could be brought to the Faculty Senate. He also offered to speak with the person who is the liaison between the College and the bookstore regarding these issues.
  - Dr. Rath asked faculty to consider the concept of “open” source.
  - Faculty had additional concerns regarding the start of classes. SAM access was not set up for their section, no band with in the Thursday evening class on the Charlotte Campus, and tools were not set up (each course should have specific setups). Professor Blitz explained that lab connection is the faculty member’s

responsibility. Professor Blitz or a lab tech will be happy to give instruction for this setup.

- Professor Blitz informed the group that twenty curriculum actions had been prepared and will be submitted to the Curriculum Committee for approval. If approved, these proposals will be in place for Fall 2015.
- Professor Blitz will be working with Barb Perrine to gather data regarding student information related to their anticipated graduation. This information will be helpful in planning future semester class scheduling. Direct any questions regarding what courses are being offered at the various campuses to Professor Blitz.
- Schedule 25, an automated scheduling system, is now the method used to assign classroom space for all campus locations. Let Dr. Rath or Professor Blitz know if you are in need of any “special” equipment for your class so that this can be addressed.
- Professor Blitz asked that faculty let him know if they would like to advise students who are in their program discipline. Professor Blitz believes that this model of advising would work best, as faculty would have the specific program information to guide students. He asked that faculty think about this and give their response at next month’s meeting.
- Faculty asked what the maximum student enrollment was for online classes. It appears that the maximum is set for 25, but gets increased to 30 by the end of the enrollment period. Thirty appears to be the acceptable maximum.
- CGS 2108 will be developed and offered beginning with the Fall 2015 semester. This course will include Microsoft Visio and Project. There will be a “teach out” period (two-year plan). Individual students that are in the process of completing a degree and have already taken CGS1100/CGS1000 should seek guidance from one of the retention and student success coordinators.
- Professor Blitz worked over the Holiday break copying and cleaning up all course shells. He told faculty that the Technology and Criminal Justice/Crime Scene/Paralegal academic areas were the only ones that had completed their program/course/learning outcomes.
- CGS 1130 and 1131 (the two courses that will take the place of CGS 2260) will not be offered during the same semester. The equipment used for one is the same equipment that is used for the other. The program does not have enough equipment to offer both classes at one time.
- Professor Blitz told faculty that after going through the faculty search process, neither of the two candidates selected accepted the position. Dr. Case, one of the candidates selected, will be joining FSW as an adjunct professor for the Spring semester. He did not know when the search would begin again to fill the full time position.

- In order to keep up with technology programs at other state colleges, FSW will need to build more courses and programs. One example given by Professor Blitz was Broward College, which has over 200 IT courses offered on ground and online. Check with Professor Blitz for details regarding the process to propose a new course.
- All course data must be in Canvas so that SACS will be able to review, if needed.
- Professor Coale asked if the reading assignments and quiz dates could be modified in Canvas for CGS 1000. Professor Johnson answered that the dates could be adjusted.

The meeting was adjourned at 3:45 PM.