**SCHOOL OF BUSINESS AND TECHNOLOGY DEPARTMENT MEETING**
**Computer Programming and Analysis, Networking Services, Civil Engineering,**
**Architectural Design and Construction Technology**
**Breakout Meeting**
**September 12, 2014 – K127**
**1:40 PM**

Present:

   D. Johnson, S. VanSelow, V. Butler, A. Blitz, P. Coale, J. Meyer, C. Wolfe

The following items were discussed.

- Professor Blitz began by discussing the course outcomes for CGS1000. He asked if programming was one of the course outcomes. Professor VanSelow said that it was decided according to the common course framework set by the State. Professor Johnson commented that she thought the decision had been made at the meeting held in November of 2013. She thought that there had been a vote regarding programming.

- Professor Johnson shared that only the first six chapters had learning outcomes. Dr. Meyer responded that there does not need to be a learning outcome for everything in the State framework. If faculty can agree on two or three things that can be assessed for a two-year period, that would be fine. Professor Johnson added that whatever the faculty agree on should be in the master course. It was suggested that there would be a learning module for CGS1000. Dr. Meyer asked Professor Blitz if he would be in agreement. Professor Blitz responded that he would. Professor Johnson remarked that there was not a "clean" master available. She also said that the first chapter had been removed for CGS1100.

- Dr. Meyer asked again if faculty could agree to two or three assessments for CGS1000. Professor Johnson responded with the following outcomes for CGS1000: 1) hardware 2) files and folder manipulation (Chapter 7). Dr. Meyer asked if the faculty were in agreement. Professor Blitz said yes, but only if the students haven't already completed these learning components for the Fall semester. Dr. Meyer asked faculty to come up with a third outcome between now and December. There would then be three for the

Spring semester.  Professor VanSelow requested that there be no new assignments added for the Fall semester.  Professor Johnson suggested that the third outcome could be something related to multimedia, similar to what Professor Cohen had proposed.  Dr. Meyer asked if Professor Johnson could agree to what they already had.  Professor Johnson responded that she could, but that it should be made certain that everyone had the same requirements.  Dr. Meyer then stated that it was agreed upon to use the existing multimedia for the Fall 2014 semester.  Professor Johnson asked that the master course shell be cleaned up, as agreed upon.

- Professor Blitz discussed the curriculum action to split CGS2260 into two courses.  The software portion would replace CGS1000.  There would be no need for CGS1000.  There would be CTS1133 (first half) with no office content, and CGS1100 (second half) with office content.  It was further discussed that there would still be a need for CGS1000 for students in other programs that require it.  Professor Johnson asked to clarify that CGS1000 would no longer be a prerequisite for the technology programs.  Professor Blitz responded yes, that was correct.  Dr. Meyer reminded faculty that the State was limiting all programs to sixty hours.  As an alternative, the requirement could be to accept course CGSxxxx (any course with a CGS prefix).

- Dr. Meyer asked where the faculty were with regard to outcomes for CGS1100.  Professor Johnson responded with the following learning outcomes:  1) Writing Excel functions and IF function. 2) PowerPoint – develop a presentation and upload it.  3) File and folder manipulation.  Dr. Meyer asked that faculty put the ones in for Fall that have not yet occurred.  Those that have already occurred should be put in for Spring 2015.  Dr. Meyer reminded faculty that they can individually add more, just can't take any away.  A discussion took place regarding the issue of file size, when students are creating and attaching video to the presentation.  Dr. Meyer asked if Professor Johnson would define some language to address this issue.  Professor Johnson responded that she would.

- It was discussed that the revisions for the master shell should be ready to be sent out for faculty review before Thanksgiving.  This would be for both CGS1000 and 1100.

- Professor Johnson discussed that the content for Word, PowerPoint, and Excel in chapter one would be optional for review.  Chapters two and three would be required.

- Dr. Meyer remarked that he would like to have closure on CGS1000 and CGS1100.

- Professor Johnson asked that the textbook ordering be reviewed.  There should be more options for the students.  For example, students could not just buy the textbook.  Professor Coale stated that there were three ISBN numbers in the bookstore for this course.  Dr. Meyer responded that the order may not have gotten communicated the same to all campus locations.

- Professor Johnson asked if the Spring schedule was negotiable. The configuration of the offerings could be problematic. Ground sections meet fifty minutes per credit hour. Two day offerings make it difficult to complete the exercises within the timeframe given. The class works better in the longer time block. Dr. Meyer responded that it may be possible to reschedule the class to meet one day. He asked that Professor Johnson email her proposal to him for the change. Professor VanSelow asked that C# II and Visual Basic II be scheduled at the same time for Spring, as C# and Visual Basic were during the Fall semester. These times work best for the students. Dr. Meyer asked that Professor VanSelow also send him an email with that information.
- Dr. Meyer told faculty that enrollment was up in the technology classes.

The meeting was adjourned at 2:40 PM.