***Minutes***

School of Business & Technology Advisory Committee Meeting

Dr. John Meyer, Acting Dean

November 9, 2012 at 7:30 a.m. in U-106

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
| John Meyer | x |  |  |
| **Department Chair** |  |  |  |
| Douglas Nay | x |  |  |
| **Faculty** |  |  |  |
| Munir Al-Suleh | x |  |  |
| Andrew Blitz | x |  |  |
| Vincent Butler | x |  |  |
| Scott VanSelow | x |  |  |
| **Staff** |  |  |  |
| Charlene Wolfe | x |  |  |
| Michelle Zamniak |  x |  |  |
| **Guests** |  |  |  |
| Mark Morgan | x |  |  |
| **Committee Members** |  |  |  |
| Bruce Prezzavento | x |  |  |
| Mark Haines | x |  |  |
| Glen Salyer | x |  |  |
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| --- | --- | --- | --- |
| Chris Ressler | x |  |  |
| Matthew Muller | x |  |  |
| Cathy Gerace | x |  |  |
| Chris Bress | x |  |  |
| Jesslyn Woolsey | x |  |  |
| Denise Vidal | x |  |  |
| Kathy Fowler | x |  |  |
| Anthony Pignataro | x |  |  |
| John Pennington | x |  |  |
| Betsy Allen | x |  |  |
| Doug Gyure | x |  |  |
| Dave Neville | x |  |  |
| Patricia Bell | x |  |  |
| Kyle Cebull | x |  |  |
| Martin Haas | x |  |  |
| Michael Lohr | x |  |  |
|  | x |  |  |
|  | x |  |  |
|  | x |  |  |
|  |  |  |  |

Meeting called to order at 7:30 AM

Meyer briefly introduced himself and Mark Morgan, ESC’s Internship Specialist. Morgan gave a brief presentation on the internship programs and indicated they are meaningful for both the student and the employer. Committee members discussed ideas for project based internship opportunities. Committee members asked for the Internship Documents electronically: Click on Icon to access flyer.

Meyer reiterated that the Advisory Committee function is to advise the School of Business and asked the group what the School of Business and Technology should be doing for them.

Meyer discussed the reorganization of the School of Business, Articulation agreements, and growth and expansion plans that eventually will include advisory committees on each campus. Meyer also provided his cell number (941-224-9220) and business cards to attendees before thanking them and directing them to their individual breakout sessions.

**Breakout Session - Business Accounting Hospitality**:

Nay distributed a short Advisory Feedback Survey

Nay provided an update on the BAS, Supervision and Management program and its growth. He provided updates on the AS programs, indicating an overall 8% reduction in enrollment. He further indicated there was ample opportunity just in retaining and completing existing students.

Workforce Development:

There was considerable discussion on subpar written and spoken communication skills of recent graduates and the negative impact it has on career placement and advancement. The committee members felt ESC could do a better job of identifying student deficiencies in these key skills and trying to improve them. The committee also identified “soft skills” (teamwork, interpersonal skills, attitude, work ethic, personal hygiene, etc.) as another area of weakness in many students and recent graduates. The committee members generally felt that the content specific “hard skills” were well represented in students and recent graduates.

There was some discussion about internships. Some employers felt that internships represent a liability. Others wondered about the exact nature and structure of the internship relationship.

Some programmatic suggestions from the committee included the development of curriculum to leverage social media in the business programs and to include more strategic thinking and less of the tasks computers can do in the accounting program. A final suggestion was to develop a sales/business development curriculum.

There being no further business, the business breakout was adjourned at 8:45 AM

**Breakout Session – Computer Technology Program**

Committee introductions were made.

**Introduction of New Faculty;**

Vanselow introduced the two new Computer Technology faculty: Vincent Butler and Andrew Blitz

**Program Curriculum Update:**

The state is re-working some of the CCC programs:

Certificates are stepping stone to AS programs and the curriculum is part of the appropriate AS degree:

* + Computer Programming & Analysis
	+ Networking Services Technology

New Courses:

CTS 2120 – Security course after server course

Project Management courses – working with Dr. Nay to develop one with a management focus and one with an IT focus

All curriculum changes will be submitted to Curriculum Committee this month for action and inclusion in the curriculum in Fall 2013.

VanSelow asked committee members for their feedback about Public School Districts potentially moving to digital curriculum using hand held devices vs. textbooks.

Will need wireless management/network design courses.

Teachers will need to be trained – may want to include a course on this via Edison’s education programs.

There was some discussion of the topic, but more information is required.

Overview of new Security course by Professor Blitz:

 Security Plus course: security into application when built

 Perimeter control

 System security

 Access security

 Network security

 Auditing security

 Organizational security

 Cryptology

 3.0 – 4.0 credit hour with lab component

 Professor Blitz handed out his business card requesting committee to provide feedback to him.

 Wireless course:Will be very hands-on

 CWNA certificate

 Practice test for student

 Don’t know what pre-requisite requirements will be at this point

 3.0 college credit

 Partner with Centurylink or Comcast

 Management of traffic – network management

 Web based utility components

**Course / Certification Pairing Update:**

Industry certifications – credits can be associated with them per the states Gold Standard Articulation Agreement.

Proposal to incorporate with certificate degree programs

Industry certification will bring the student back to school and once here the student may decide to finish Associate degree.

**Computer Literacy Course Updates:**

CGS 1000 is now a pre-requisite for all other courses and a CLEP test out for credit is available

IC3 test part of CGS 1000 and is being piloted this year. Its continued use is contingent upon is success, industry acceptance, and availability of funding.

**Open Input from Committee:**

 Will the GCS1000 course include search, use of cloud, basic networking hardware?

 Potentially, yes. Students are at different levels in this class and each is evaluated individually

 We evaluate the skills of the student

Do employers have a preference whether student earns degree totally online vs. face to face? Not really, as long as they have the knowledge. Remote work is important.

Does Edison have end of course standard assessment exams?

 Virtual and face to face – students are passing the test

Are we still teaching soft skills – reading, writing, and math?

 2260 course – general education requirement

 In most courses there is a written essay or presentation

 Using APA format

Additionally, Edison has a writing and oral communication center on campus where the students can obtain assistance.

Project Management course should include:

HTML training

Web development tool

Mobile website development

JAVA for mobile devices

Are classes being video conferenced to Charlotte and Collier campuses?

 Some classes at the present time are only offered on Lee campus

There being no further business, the breakout meeting was adjourned at 8:55 a.m.

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

* Al-Suleh advised that the Architectural Design and Construction Technology Program currently consist of 66 credit hours.
* ETD 1390 – Introduction to Revit Architecture course is currently being offered. Al-Suleh asked the committee if this was a skill that local firms needed. A committee member replied that in a recent search to fill a position, they had 120 replies and all applicants who did not have Revit knowledge were eliminated. Another member explained that Revit was not as important in the civil engineering. There is a greater need for AutoCAD and Civil 3D. Professor Al-Suleh told the committee that Civil 3D was not yet incorporated into the program. It was a consensus that the student would need a foundation in AutoCAD prior to learning Civil 3D. Students would also need to know the basics of surveying. Civil 3D could be incorporated into the surveying course.
* Committee members were pleased to see building construction added to the curriculum.
* There was concern over no mechanical courses being taught at Edison State. Students have to go elsewhere to get these courses. After they graduate, it is difficult to get them to return to this area. Local employers are having difficulty finding local applicants to fill jobs. There is frustration in the industry.
* Professor Al-Suleh explained that when the course offerings are so specific, it becomes difficult to get enough student enrollment to run the course.
* It was suggested that in the courses that Revit and Inventor are taught, students could be introduced to other areas of engineering; such as electrical and mechanical. Professor Al-Suleh told the committee he would begin this semester by adding electrical and mechanical symbols in his current blueprint reading class.
* A committee member explained that the architectural firms had been active on the committee in previous years, and had worked with the program leadership to develop the current coursework.
* It was noted that other areas of engineering, such as electrical and mechanical are needed in the local business community.
* Al-Suleh informed the committee that he needs to measure assessment. He asked the committee if they had any suggestions on how he should evaluate graduates. He explained that other program areas have a capstone course, and asked for their input. The committee unanimously expressed their support for this idea.
* The question was asked if students are taken on field trips to construction sites. Professor Al-Suleh responded that the students do take field trips, when possible. There are three courses that address construction projects: BCN 1230C – Materials and Methods of Construction, BCN 2710 - Construction Procedures, BCT 1773 - Building Construction, Estimating, Scheduling, and Cost Control.
* Future goals for the program are as follows: Phase I – 2012 -2013 – two new programs. Phase II – add two or three certificate programs.
* It was recommended that sustainability design be covered in each program. LEED will include all mechanical, electrical, etc. Students should be taught how to study for LEED. The focus should be on design and safe energy, not on codes. It was also recommended to include Green Globes.
* Professor Al-Suleh asked committee members to contact him if they would like to help with developing assessment outcomes.

There being no further business, the breakout meeting adjourned at 9:00 a.m.