

**School of Business and Technology Department Meeting**

**January 8, 2016 at 1:00 PM on Thomas Edison Campus U 209**

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|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
| Jill De Valk | X |  |  |
| Lisa Dick | X |  |  |
| Kelly Eakins | X |  |  |
| Steve Kelly | X |  |  |
| Mark Morgan | X |  |  |
| Al Nault | X |  |  |
| Michelle Zamniak | X |  |  |
| **Other Staff** |  |  |  |
| Jackie Beard | X |  |  |
| Douglas Goldman | X |  |  |
| Adrian Kerr | X |  |  |
| **Adjunct Faculty** |  |  |  |
| Philip Coale | X |  |  |
| Linda Hanwacker | X |  |  |
| Janet Harvey | X |  |  |
| Deborah McCabe | X |  |  |
| Karen McKenzie | X |  |  |
| Jennifer Patterson | X |  |  |
| Gary Rodgers | X |  |  |
| **Guests** |  |  |  |
| George Manning |  |  |  |
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|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. John Meyer, Dean | X |  |  |
| Dr. Thomas Rath, Associate Dean | X |  |  |
| **Program Coordinators** |  |  |  |
| Andrew Blitz |  |  |  |
| Mary Conwell | X |  |  |
| David Hoffman | X |  |  |
| Dr. Richard Worch | X |  |  |
| **Faculty** |  |  |  |
| Jim Barrell | X |  |  |
| Leroy Bugger | X |  |  |
| Vincent Butler | X |  |  |
| Alisa Callahan | X |  |  |
| Michael Engdahl | X |  |  |
| Dennis Fahey | X |  |  |
| Matthew Hoffman | X |  |  |
| Deborah Johnson | X |  |  |
| Tim Lucas | X |  |  |
| Michael Nisson | X |  |  |
| Cindy Orndoff | X |  |  |
| James Stewart | X |  |  |
| William VanGlabek | X |  |  |
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**Welcome:**

The meeting convened at 1:00 PM with a welcome from Dr. Thomas Rath, Associate Dean. Dr. Rath stated that enrollment numbers for the School of Business and Technology were up 6%. The department has the largest workforce program at the college. Dr. Rath introduced three new employees including Jim Barrell, Computer Professor; Cindy Orndoff, Civil Engineering, Architectural Design & Construction Technology Professor; and Douglas Goldman, XCEL-IT Grant Coordinator. He also mentioned that adjunct professor Linda Hanwacker writes a monthly guest column and will be presenting at a conference in Orlando this spring. In December, Professor Conwell introduced the Lambda Epsilon Chi (LEX) Paralegal Honor Society and was inducted as an honorary member in the initial ceremony.

**Early Alert Program:**

Dr. Rath introduced Susan Potts, Associate Director of Academic Advising. The Early Alert Program is a communication system to identify at-risk students early in the semester. Dr. Rath mentioned that the first level approach should be for the faculty members to make contact with the student. If the student is not attending class, email the student to see what is happening. If the faculty member is unable to contact the student, then an early alert is submitted and an advisor will proceed.

Susan Potts explained that advising inherited the Early Alert Program 1-1/2 years ago after the restructure of the First Year Experience. Early Alert is a faculty driven process with form submission through the portal or CANVAS link in the course shell. As Dr. Rath stated, faculty members are the first line of intervention for chronically tardy or absent students. Submissions will be processed at each of the campus locations and FSW online. At the Fort Myers campus, ground class alerts will be processed by Susan. The system’s goal is to predict at-risk students through indicators. The advisor will attempt to contact the student three times before the case is closed. Comments will be included in the student’s Banner file.

Susan mentioned that they are currently revising the form by the end of January to include subcategories. The subcategories include situations, for example, if a student is still on the roster and has not participated in class or if a faculty member requests a withdrawal, they will supply reasons for the withdrawal request. Best practices merit involving key roles in other departments. Monica Moore, Director of Academic Support Programs, is willing to come to the classroom for presentations. Dr. Rath commented that early interventions positively affect student success.

**Department Updates:**

* Dr. Meyer explained that the deadline for submitting curriculum action approval for the 2016-17 academic year is today (Jan 8) for the February 5th Curriculum Committee meeting and next month for the March meeting.
* Dr. Meyer included a grammar handout that he created for his students for all faculty to use or revise for their students.
* Dr. Meyer will be meeting with Dr. Stewart as he assumes the Vice President of Academic Affairs position on an interim basis.
* The Federal Aviation Association (FAA) rejected the first proposal for the airframe and power plant program. This program is not contingent on the Western Michigan University’s aviation program adding Charlotte as a location for pilot training. Dr. Meyer recently visited a successful program on the east coast.
* Adrian Kerr stated that one thousand people have been trained including employees at Cheney Brothers in Charlotte County. The second round FFG includes $600,000. Veterans Florida has slated $2 million to assist veterans for vocational training. ($8000 per veteran)
* Dr. Meyer commented that $1.7 million is needed to complete the training center in Glades County. They are trying to establish a 501C-3 to raise money for completion. They are $50,000 away from adding phone and internet to the building.
* The XCEL-IT Grant modification has been approved for materials and tools. The area economic development councils have experienced office turnovers so we need to establish new relationships in Charlotte, Collier, Hendry, and Lee Counties. The financial audit last fall passed with flying colors. Meetings with technical centers have resulted in the Small Business Management CCC offered in the tech center locations targeting the graduates from workforce programs such as cosmetology or other programs where students will become self-employed.
* SoBT is attempting to enter into articulation agreements with Bob Beatty, Dean of the Lutgert College of Business of Florida Gulf Coast University (FGCU). The articulation would cover 1000 and 2000 level FSW Business Management courses that are the same as FGCU 3000 level courses. The Civil Engineering and Architecture programs from FGCU are receptive to an articulation agreement but the computer department is not receptive to an agreement.
* Dr. Meyer commented that as Dr. Rath stated previously, enrollment is up 6%. The average class enrollment size is 20.63 students.

**Strategy for the Future:**

Dr. Meyer sees two strategic initiatives for the next 3 to 5 years. He welcomes any feedback or suggestions.

1. Create signature programs such as the airframe and power plant program. There is a need for this program since there currently is a shortage of 450 positions in Florida. Other possible programs could be baccalaureate programs in computer science, engineering technology, and logistics.
2. Create centers of excellence such as the following:

* Charlotte campus – Airframe & power plant
* Lee – entrepreneurship
* Collier – technology

Polk State College has a manufacturing center where the faculty, building, etc. is funded through donations.

**Comments:** Ideas to help grow SoBT programs and inform students

* Regarding low enrollment in programs, the creation of 2-year plans is working
* Faculty are invited to attend SoBT presentations to advisors to talk about their program
* Embed ourselves in introductory courses to help students declare their academic pathway and to market CCC
* Handout 2-year plans on the first night of class
* Michelle Zamniak is working closely with academic advising
* Get students now for next semester
* Insert ourselves into the orientation process such as faculty giving tours

Dr. Rath concluded the meeting by reminding faculty to complete the following as soon as possible:

1. Syllabi – coordinators send adjunct syllabi to Dr. Rath
2. Post Office Hours
3. Textbook Adoptions for Fall 2016
4. Complete Rubric training through the TLC

Faculty members proceeded to the breakout meetings.

*Department Meeting Minutes JD*