

INSTRUCTIONAL FACULTY CONSORTIUM COMMITTEE (IFCC)

BUSINESS TECHNOLOGY MEETING MINUTES

Meeting Leader: Tina Jernigan, State Chair

Recorder: Brenda Lovell

Location: Central Georgia Technical College

Date: Tuesday, October 02, 2018

Time: 10 a.m.

Attendees: **Albany:** Emma Johnson Theresa West **Athens:** Casie Bridges **Atlanta:** Jeanette Miller Bobby Sutton **Augusta:** LeAnne Lovering Tiffany Rowe-Thomas **Central Georgia:** Brendalyn Bailey Michele Boone Cynthia Cooper Vicky Halbert Deanna Nester Sabrina Swann Barbara West Carol Wolfork Angela Wright **Chattahoochee:** Michelle Estes Julie Neighbors **Coastal Pines:** Laura Fish Summer Gowen Melissa Hall Gina Walker **Columbus:** Vernita Harris **Georgia Northwestern:** Tonya Cochran Brenda Lovell Barbara Pharr Dan Roebuck Karen Whitfield **Gwinnett:** Rhonda Johnson **Lanier:** Deborah Collett Rushia Cooper Elizabeth Ortiz **North Georgia:** Angie Cowart Rodney Smith Mona Williams **Oconnee Fall Line:** Jacqueline Copenny Beth Duggins Angie Yarbrough **Ogeechee:** LeAnne Robinson **Savannah:** Jeanese Brown-Rhett Jeanese Riley **South Georgia:** Annita Barron **Southeastern:** Tina Jernigan Karen Mountain Linda Whitfield **Southern Crescent:** Karla Weaver Kim Yevak **Southern Regional:** Patricia Christian Susan Davis Linda Lofton **West Georgia:** Shirlee Ausman Tanya Byrd-Johnson **Wiregrass Georgia:** Deanna Edwards Linda Gelatt Alison Watkins **TCSG:** Karen Howard **VPAA:** Melanie Thornton

AGENDA TOPICS

AGENDA TOPIC	DISCUSSION SUMMARY
Welcome & Introductions	State Chair Tina Jernigan called the meeting to order at 10 a.m. Tina announced that she has taken a new position in the Business Management Department at her college so she is resigning as State Chair. LeAnne Lovering agreed to serve as Interim Chair until elections take place.
Approval of Minutes	The minutes from the April 24, 2018 meeting were reviewed. A motion was made by Theresa West to approve the minutes, and it was seconded by Summer Gowen. The minutes were approved with no changes.
Proposed BT Curriculum	Barbara West, Central Georgia, made a presentation on enrollment trends and graduates in the Business Technology program across the state. BT numbers are decreasing in the degree and diploma programs for enrollment and graduates. The numbers also indicate that those colleges who have already adopted the Business Healthcare Technology programs (approved in 2016) have increasing enrollment in those programs. Karen Whitfield, Georgia Northwestern, reviewed the crosswalk from Business Technology (medical specialization) to Business Healthcare Technology. This chart also shows what certifications would give credit for some of the classes. Karen explained that GNTC is still trying to get approval for financial aid. Instructors from other colleges indicated that their students moved right into the

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	<p>Business Healthcare Technology programs. Karen suggested that colleges go ahead and start the process to have the Business Healthcare Technology programs adopted at their colleges so that students in the current Business Technology diploma Medical Specialization can easily transition to the Business Healthcare Technology diploma. When surveyed, five colleges indicated that they have no plans to transition to the Business Healthcare Technology programs. Two of the colleges indicated that since they have the HIMT programs in place, they don't plan to add the Business Healthcare Technology programs. Karen Howard explained that while there may be a perception that HIMT and Business Healthcare Technology are competing programs, the occupations serve very different roles in a medical office and hospital settings.</p> <p>Tina acknowledged and thanked all instructors that had worked on the new curriculum over the last two years.</p> <p>The intent of the proposed diploma is to cover basic skills for entry level positions. Tina explained that the general education classes would remain the same, but there were consolidations of some classes and name changes of others (see <i>Suggested Diploma Program Revisions as of September 2018</i>).</p> <p>The proposed degree, of course, is a higher level of education than the diploma, and was designed to include one specialization to be chosen by the student. (See <i>Suggested Degree Program Revisions as of September 2018</i>).</p> <p>The proposed TCCs were also discussed (See <i>TCC Recommendations for Business Technology Program for New Curriculum Changes as September 2018</i>).</p> <p>Theresa West reviewed the BT Revision Summary, showing which courses would remain with no change, which courses would be changed, and which courses would be removed.</p> <p>LeAnne Lovering then discussed the Business Technology Crosswalk BA22 and BA23, describing how courses in the current curriculum align with the proposed curriculum.</p>

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<p>Open Discussion Questions and Responses</p>	<p>What is the capstone class for the new diploma? There isn't a capstone class in the proposed diploma because it focuses on entry-level basic skills and building strong communication skills while streamlining the curriculum. It was also advised that capstone-type projects can be embedded within advanced courses. There was a lack of a consensus on this topic. More discussion is needed on the inclusion of a capstone course in the diploma.</p> <p>Which colleges are currently teaching BUSN1320 Business Interaction Skills? Only two colleges teach this course. BUSN 1320 was added to the Business Technology TCCs to strengthen communication skills. This course was chosen because it already exists rather than build a new one with similar content. The Curriculum Review Committee chose to include both BUSN1320 and BUSN1470 to ensure students gain basic communication skills. BUSN1470 class includes PowerPoint plus additional communication skills.</p> <p>Why are the keyboarding and document production classes being combined? Some instructors felt the keyboarding class was still relevant. Each college stills has the option to continue teaching BUSN1100. The new BUSN1460 focuses on ensuring that students have basic keyboarding and document formatting skills for diploma and degree level students. Intermediate and advanced document formatting and production skills will be covered in BUSN1450 Computer Applications for the Business Professional and BUSN2140 Expert Word Processing Concepts.</p> <p>Can we change the name of the proposed <i>Office Manager TCC</i> to <i>Assistant Office Manager TCC</i> to better apply to the Business Technology Department? Yes, the proposed TCC will be <i>Assistant Office Manager</i>.</p> <p>Why are we completely removing BUSN1400, 1410, and 1420 from the diploma and replacing the courses with BUSN1450 (a new course)? There was a lot of discussion that BUSN1450 is too basic. BUSN1450 Computer Applications for the Business Professional course includes the intermediate level competencies extracted from BUSN1400, 1410, and 1420 which will prepare diploma students for the opportunity to sit for the Core Level MOS certifications in Word, Excel, and Access. The advanced level competencies from BUSN1400, 1410, and 1420 were embedded in the new BUSN2130 Expert Spreadsheet Analysis and BUSN2140 Expert Word Processing Concepts which will prepare students for the opportunity to sit for the Expert Level MOS certifications in Word and Excel. Since there was so much concern about removing BUSN1400, 1410, and 1420, and replacing these classes with BUSN1450, the recommendation was made to add the following 'or statement' to the proposed diploma: <u>BUSN1450 or BUSN1400/1410/1420</u>. A vote was taken and was unanimously passed.</p> <p>The impact of the above approach for the degree was also discussed, but tabled because of the increased credit hours to the degree program. The Executive Board will revisit this topic and seek additional input from the faculty.</p> <p>With the anticipated formal program review planned for the spring term, proposed curriculum changes generated by the IFCC will be forwarded to the Review Team for consideration.</p>

Meeting Adjourned: 3 p.m.

Minutes Submitted By: Brenda Lovell and Gina Stephens