

# Instructional Faculty Consortium Committee Meeting (IFCC)

## MINUTES

10/12/2017

10:00A.M.

CENTRAL GEORGIA TECHNICAL COLLEGE, MACON,  
GEORGIA

<b>PROGRAM</b>	Accounting
<b>FACILITATOR</b>	Garrett Westbrook and Karen Howard
<b>SECRETARY</b>	Nathan Akins
<b>ATTENDEES</b>	<p>Albany: Daniel Jenkins                      Athens: Virginia Bramblett, Sarah Simpson                      Atlanta: Erskin Hawkins, Damon Scott                      Augusta: Linky Byrd, Vicki Garrison-Vandervelde                      Central Georgia: Elena Scheuermann                      Chattahoochee: Nate Akins, Bryan Womack, Jennifer Smith (Dean)                      Coastal Pines: Michelle Parker, Kimbrly Rodgers                      Columbus: Pamela Knight                      Georgia Northwestern: Doug Cooper                      Gwinnett: Debbie Trumbo                      Oconne Fall Line: Miriam Holtzclaw                      Ogeechee: Cindi Mills                      Savannah: Tony Beck                      Southern Crescent: Curtis Crocker                      South Georgia: Brenda Boone                      Southeastern: Lori Sweat                      Southern Regional: Melody Tawzer, Garrett Westbrook, Ann Young                      West Georgia: Ginger Dennis, Gina McFarlin                      Wiregrass Georgia: Deanna Edwards, Kayla Tillman                      TCSG: Karen Howard</p>

## Agenda Topics

<b>WELCOME AND APPROVAL OF MINUTES</b>		GARRETT WESTBROOK	
<b>DISCUSSION</b>	Garrett Westbrook called the meeting to order at 10:00 am. He welcomed the attendees, including those attending via phone conference. Karen Howard took a roll call of colleges represented. The minutes from the February 2017 meeting were reviewed and approved.		
<b>CONCLUSIONS</b>	Minutes were approved with no changes.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>ELECTION OF STATE VICE-CHAIR</b>		GARRETT WESTBROOK	
<b>DISCUSSION</b>	Garrett Westbrook called for nominations of a new Vice Chair. Karen Howard stated that the person serving as the previous Vice Chair had taken another position outside of TCSG. Mr. Westbrook mentioned that Nathan Akins had expressed an interest in serving as Vice Chairperson. Mr. Akins was nominated and no other nominations were made.		
<b>CONCLUSIONS</b>	Nathan "Nate" Akins was elected Vice Chair.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**TCSG UPDATES & COLLEGE UPDATES**

KAREN HOWARD

<b>DISCUSSION</b>	<p>Karen Howard updated the attendees on TCSG's rebranding campaign. Focusing on the new website, she demonstrated how to locate the area containing the Knowledge Management System (KMS) portal. Details were also provided on TCSG's media campaign including television commercials in markets throughout the state. Furthermore, she noted that based on feedback, the new TCSG website was structured to make it easier for students to locate desired programs of study, the colleges that offer those programs, and a pathway to contact the desired college. Finally, she detailed an additional project where a potential student could click a program, see a brief description of the program, and query the site for all TCSG colleges offering that program.</p> <p>Garrett Westbrook invited members to share any college specific updates. He mentioned that Southern Regional Technical College recently signed an articulation agreement with Valdosta State University as part of a new General Business Degree program. VSU is now accepting the following business courses: ACCT 1100, ACCT 1105, ACCT 1120, ACCT 2140, ACCT 2145, &amp; MGMT 1120.</p>	
<b>CONCLUSIONS</b>	TCSG will continue the rebranding campaign to better promote academic programs and make it easier for potential students to locate programs and contact member colleges.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Provide description of ACCT programs used in promotional material.	All	10/14/2017
Instructors provide details of courses they have gotten a four-year college to accept.	All	None

**PROPOSED CHANGES TO ACCT 1115 STANDARDS**

GARRETT WETBROOK AND CURTIS CROCKER

<b>DISCUSSION</b>	<p>Garrett Westbrook presented the proposed changes to the standards for ACCT 1115 (Computerized Accounting) developed by the Standards Review Committee (SRC). Karen Howard explained that the course competencies listed in the standards are requirements and the learning outcomes are recommendations only. Members expressed concern that accrediting agencies may not understand that learning outcomes are not requirements. Mrs. Howard further explained that the accrediting agencies review for adherence to course syllabi and course catalog descriptions, not the learning outcomes listed in the standards.</p> <p>Garrett Westbrook and Curtis Crocker presented an overview of the process used to develop the proposed standards. It was noted that preparing students for the QuickBooks Certification Exams, QuickBooks Online in particular, was the major focus when writing the new standards. The learning objectives listed in the Certiport QuickBooks Certified User Exam and the NACPB Certified QuickBooks Advisor Exam were the major sources of reference. Also noted were the discussions that took place in committee as to whether or not ACCT 1105 (Financial Accounting II) should be a corequisite for ACCT 1115 given that payroll is a required competency but is not covered in the current prerequisite ACCT 1100 (Financial Accounting I).</p> <p>After reviewing the proposed standards, members noted that the proposed standards relating to job costing and undeposited funds should be removed and adding ACCT 1105 as a co-requisite would create potential issues for certain colleges.</p>	
<b>CONCLUSIONS</b>	<ol style="list-style-type: none"> <li>1. The learning objectives related to job costing and undeposited funds will be removed from the final ACCT 1115 standards.</li> <li>2. ACCT 1105 will not be added as a co-requisite to ACCT 1115 and will remain a college level decision.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Complete the final draft of the new standards for ACCT 1115.	SRC	Feb 2018

**REVIEW SURVEY RESULTS - DIFFERENT SOFTWARE REQUIREMENT FOR ACCT 2110**

GARRETT WESTBROOK

<b>DISCUSSION</b>	<p>Garrett Westbrook reviewed the survey results to determine if the requirement to use accounting software different from the that used in ACCT 1115 should be removed from the standards for ACCT 2110 (Accounting Simulation). The results were 10 optional and 12 required. He then explained how the requirement is not fair to colleges wanting to focus more on accounting simulation training verses additional software training. Members discussed whether or not a Computerized Accounting II course should be added to accommodate colleges who prefer to focus more on additional software training.</p> <p>Members then discussed the differences between QuickBooks Online (QBO) &amp; QuickBooks Desktop (QBDT). Members noted that QBO and QBDT are two totally different software packages. Intuit has decided to extend the QBDT education licenses through 2017. Intuit is also partnering with Labyrith publishing to develop 2017 editions for QBO &amp; QBDT textbooks.</p> <p>Members also mentioned that the SRC should consider removing the ACCT 1120 (Spreadsheet Applications) prerequisite and consider rewording the learning objectives related to payroll and income taxes when developing the new standards for ACCT 2110.</p> <p>Karen Howard called for a vote by college to see if the "different software requirement" should be removed from the ACCT 2110 standards.</p>	
<b>CONCLUSIONS</b>	<ol style="list-style-type: none"> <li>1. A majority of colleges concluded that the "different software requirement" should be removed from the ACCT 2110 standards, thus making it a college level decision effective 10/12/17.</li> <li>2. An additional Computerized Accounting II course is not necessary.</li> <li>3. When developing the new ACCT 2110 standards, the SRC should remove the ACCT 1120 prerequisite and reword the tax learning objectives to add more flexibility for colleges wanting to focus on additional software training.</li> <li>4. Intuit has agreed to extend the education versions of QBO &amp; QBDT through 2017, which will not force colleges to adopt QBO by 2018 as originally expected.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Develop proposed changes to the standards for ACCT 2110.	SRC	Feb 2018

**PROPOSED CHANGES TO THE COURSE NUMBERING SYSTEM**

NATE AKINS

<b>DISCUSSION</b>	<p>Nate Akins presented a history of the current course numbering system, how it evolved, how other states number their courses, and how TCSG changed to a four-digit system to better align with the University System of Georgia. He proposed that an initiative be launched to investigate how current non-transferable TCSG courses could better align with USG courses and increase the transferability of credits as a prequil to making course number changes. Karen Howard then spoke to members on approaches that could be taken to increase the number of transferable credits to USG colleges.</p>	
<b>CONCLUSIONS</b>	<ol style="list-style-type: none"> <li>1. A research committee will be formed to investigate which USG courses could align with TCSG courses currently not considered for transfer.</li> <li>2. TCSG course standards should be revised to match USG course standards as much as possible to increase the transferability of credits.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Form research committee to investigate courses and present an update at the the following IFCC meeting.	Nate Akins	Feb 2018

**PROPOSED CHANGES TO CREDIT HOURS**

GARRETT WESTBROOK

<b>DISCUSSION</b>	<p>Garrett Westbrook mentioned discussions that had taken place in the ListServ concerning possible changes to credit hours. Colleges are experiencing issues with the transferability of credits for students who have already taken ACCT 1100 &amp; ACCT 1105 at a non-TCSG school. Currently, TCSG requires 4 credit hours of training for those courses where other systems only require 3.</p> <p>Karen Howard mentioned that instructors from Wiregrass technical college recommended reducing the credit hours for ACCT 1130 (Payroll) from 3 credit hours to 2. She also mentioned that TCSG is scrutinizing course contact hours, the minutes allotted to between Lecture &amp; Labs, and courses with few learning outcomes. Members noted that the current learning outcomes for ACCT 1130 did not accurately reflect the number of learning outcomes actually being taught by instructors. Members agreed that the SRC should go ahead and revise the standards for those courses with few learning outcomes, such as ACCT 1130. Mrs. Howard recommended that all courses requiring changes to descriptions, course competencies, or contact hours be submitted together for approval at one time.</p>	
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<b>CONCLUSIONS</b>	<ol style="list-style-type: none"> <li>Members agreed that the credit hours for ACCT 1100 &amp; ACCT 1105 should remain unchanged for now.</li> <li>Members agreed that the learning outcomes for ACCT 1130 should be revised to reflect the actual amount of training being provided by instructors.</li> <li>Members agreed that the Standards Review Committee should identify all additional courses requiring changes to descriptions, competencies, or contact hours and revise those course standards first.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Develop proposed learning outcomes for ACCT 1130.	SRC	Feb 2018
Identify all courses requiring revisions other than additional learning outcomes.	SRC	None

**UPCOMING GAAE MEETING**

JOEY SANDERS

<b>DISCUSSION</b>	<p>Joey Sanders, current Secretary of the GAAE, presented the details and registration information of the 2018 GAAE conference in 02/2018 at Kennesaw State University. The next IFCC meeting will take place in conjunction with the conference. He expressed the desire of GAAE members to have more involvement from TCSG instructors and encouraged everyone to attend the GAAE conference if possible.</p>	
<b>CONCLUSIONS</b>	<p>Instructors will try to attend the GAAE conference in conjunction with the spring IFCC meeting.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ADA REQUIREMENTS FOR ACADEMIC COURSES**

PAM WARREN AND NIKKI STUBBS, GVTC

<b>DISCUSSION</b>	<p>Ms. Warren presented a high-level overview of requirements all colleges will have to adapt to to comply with federal law by January 18, 2018. Requirements included captions for images, closed captioning and transcripts for audio recordings, and neutral colors for visual content. Ms. Warren further indicated that this is a fluid process, but instructors would be liable for content compliance for in-person and online courses including publisher content.</p>	
<b>CONCLUSIONS</b>	<ol style="list-style-type: none"> <li>All colleges are required to make changes to comply with the law.</li> <li>Colleges are required to show progress toward compliance by the January date, but not be in total compliance.</li> <li>Members stressed that more resources, guidance, and clarity were needed pertaining to the requirements of the law.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>COMMENTS / SPECIAL NOTES</b> <b>RESOURCE PERSONS</b> <b>SPECIAL NOTES</b>	
<b>MEETING ADJOURNED</b>	12:58 pm
<b>MINUTES SUBMITTED BY:</b>	Nate Akins, Chattahoochee Technical College