Minutes from the Applied Technical Management AAS Q2S Meeting

Program AAS Applied Technical Management

Date of Meeting December 8, 2010 – 10 am – 1 pm

Location Central GA Technical College, Macon, Building I

Facilitator Benita Moore,

Secretary Benita Moore

Attendees See list at end of report; 15 attended; 11 colleges represented

Agenda Item 1 Sign In and Welcome –Benita Moore, CPS Curriculum Specialist - Benita Moore welcomed the group and provided an agenda for the meeting and a summary of the process for revising the AAS Applied Technical Management. Attendees were asked to sign in. The following handouts were distributed to the attendees:

* Agenda
* Summary Sheet of AAS Technical Management Program
* General Education – 4 Areas
* Instructions on How to Access Crosswalk
* Print out of AAS Technical Management Program

Agenda Item 2 An overview was provided of the AAS Technical Program. At the previous meeting (October 2009), it was proposed that the AAS in Technical Management include the following previous AAS programs: Business Studies, Health Studies, Personal/Public Services, and Technical Studies. At the December 8, 2010, meeting there was still concern and discussion about a need for an AAS in Health Studies. Benita Moore will look into developing an AAS in Health Studies with the newly appointed Executive Director of Academic Affairs, Joe Dan Banker, and the other Curriculum Program Specialists. It was also asked if transitional students in the previous programs listed above would automatically be converted to an AAS in Technical Management (AS33). Benita Moore will look into this and let the attendees know the answer.

Agenda Item 3 The summary sheet of the AAS Technical Management was provided and discussed. It was made clear that for students to complete the AAS in Technical Management, the instructors teaching in the diploma program MUST be credentialed for the associate degree level.

Agenda Item 4 A copy of the Q2S Crosswalk and instructions on how to access the crosswalks was distributed and discussed.

Agenda Item 5 The revised General Education sheet highlighting the four areas of general education was distributed and discussed. Benita Moore provided an explanation of why the changes were made and how the changes should help colleges with the accreditation process.

Agenda Item 6 The proposed curriculum for the AAS in Technical Management was distributed and discussed. A few editorial changes were provided to the program justification and these changes will be made by Benita Moore. Other changes are as follows (and Benita Moore will make these changes also):

* Add Math 1100 as an option for Area III General Education (in addition to Math 1101 and 1111)
* Under admission requirements, the “Other” will now read “Must complete a diploma program. Administrator approval prior to being admitted to this program.”
* Under faculty/administration credentials, there will be just one entry and it will now read “Instructor, Fulltime, 1, Masters”.

Action Items (1) Benita Moore will make the changes that have been recommended and notify those who attended this meeting that the changes have been made so they can review the updated curriculum. (2) Benita Moore will talk to appropriate people to determine if an AAS in Health Studies can be added. (3) Benita Moore will find out if transitional students will automatically convert to AS33 (Applied Technical Management AAS) or what the process will be to get these students into the AS33 semester major.

The meeting adjourned at Noon.

Minutes Submitted by Benita Moore.

Those attending

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| **First Name** | **Last Name** | **College** |
| Teresa | Allen | Ogeechee |
| Donna | Andrews | GA Northwestern |
| Ronnie | Ayers | North GA |
| Debbie | Clark | Augusta |
| Jacqueline | Copenney | Heart of GA |
| Melba | Daniels | Lanier |
| Ralph | Griffith | Southwestern |
| John | Groover | Ogeechee |
| Dawn | Hodges | Southern Crescent |
| Michael | Hudson | Augusta |
| Rebecca | Johnson | Southern Crescent |
| Benita | Moore | TCSG |
| George | Schramm | Athens |
| Jim | Swindle | Wiregrass |
| Joan | Thompson | Chattahoochee |