

Business Technology Executive Board and Curriculum Review Committee Meeting

MINUTES

AUGUST 28, 2017 9:30-3:30

CENTRAL GEORGIA TECHNICAL COLLEGE
MACON, GA

PROGRAM	Business Technology IFCC Meeting
FACILITATOR	Tina Jernigan, Southeastern Technical College, State Chair
SECRETARY	Gina Stephens, Georgia Northwestern Technical College, State Vice Chair
ATTENDEES	Tina Jernigan, Southeastern Technical College Gina Stephens, Georgia Northwestern Technical College Tonya Cochran, Georgia Northwestern Technical College Barbara Pharr, Georgia Northwestern Technical College Karen Whitfield, Georgia Northwestern Technical College Karla Weaver, Southern Crescent Technical College Teresa West, Albany Technical College Angie Yarbrough, Oconee Falls Technical College Barbara West, Central Georgia Technical College LeAnne Lovering, Augusta Technical College Tiffany Rowe-Thomas, Augusta Technical College Casie Bridges, Athens Technical College Summer S. Gowen Coastal Pines Technical College Jeanese Riley, Savannah Technical College Jeremy Eason, West Georgia Technical College Karen Howard, Technical College System of Georgia
ABSENT	Brittney Burns, Georgia Northwestern Technical College Bob Sutton, Atlanta Technical College Rhonda Johnson, Gwinnett Technical College

Agenda Topics

WELCOME AND INTRODUCTION	9:30-10:00	TINA JERNIGAN
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DISCUSSION	The meeting was called to order by Tina Jernigan. Ms. Jernigan welcomed the committee members, and reviewed our goals and assignments.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TCSG UPDATES	10:00-10:15	KAREN HOWARD
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DISCUSSION	Ms. Howard discussed pertinent enrollment and occupations trends that effect the Business Technology programs.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	<p>Faculty assigned discussed initial changes and course revisions to their assigned course. The assignments were as follows:</p> <p>Group 1:</p> <table border="1"> <tr> <td>Casey Bridges</td> <td>Athens Tech</td> <td>cbridges@athenstech.edu</td> </tr> <tr> <td>Rhonda Johnson</td> <td>Gwinnett Tech</td> <td>Rhonda_Johnson@gwinnetttech.edu</td> </tr> <tr> <td>Bob Sutton</td> <td>Atlanta Tech</td> <td>Bsutton@atlantatech.edu</td> </tr> <tr> <td>Karla Weaver</td> <td>Southern Crescent Tech</td> <td>Karla.Weaver@sctech.edu</td> </tr> </table> <p>**Classes assigned to work on: BUSN 1400, BUSN 1300, BUSN 1330, BUSN 1045, BUSN 2240, BUSN 2250, BUSN 1250</p> <p>Group 2:</p> <table border="1"> <tr> <td>Angie Yarborough</td> <td>Oconee Fall Line Tech</td> <td>ayarbrough@oftc.edu</td> </tr> <tr> <td>Summer Gowen</td> <td>Coastal Pines Tech</td> <td>sgowen@coastalpines.edu</td> </tr> <tr> <td>Tiffany Rowe-Thomas</td> <td>Augusta Tech</td> <td>Trowe-thomas@augustatech.edu</td> </tr> <tr> <td>LeAnne Lovering</td> <td>Augusta Tech</td> <td>lloverin@augustatech.edu</td> </tr> </table> <p>**Classes assigned to work on: BUSN 1410, BUSN 1420, BUSN 2190, BUSN 2200, BUSN 1310, BUSN 1320, BUSN 1100</p> <p>Group 3:</p> <table border="1"> <tr> <td>Brittney Burns</td> <td>GA Northwestern Tech</td> <td>bburns@gntc.edu</td> </tr> <tr> <td>Barbara Pharr</td> <td>GA Northwestern Tech</td> <td>bpharr@gntc.edu</td> </tr> <tr> <td>Tonya Cochran</td> <td>GA Northwestern Tech</td> <td>tcochran@gntc.edu</td> </tr> <tr> <td>Jeremy Eason</td> <td>West GA Tech</td> <td>Jeremy.Eason@westgatech.edu</td> </tr> </table> <p>**Classes assigned to work on: BUSN 1240, BUSN 1440, BUSN 1430, BUSN 1190, BUSN 2160, BUSN 2210, BUSN 1340</p> <p>After discussing several of the proposed changes, it was determined to reach a consensus on the needed changes for employment trends and then complete additional revisions. The minimum typing speed was an issue that needed additional input and Ms. Howard will survey the technical colleges to determine the best option to meet industry expectations statewide.</p>	Casey Bridges	Athens Tech	cbridges@athenstech.edu	Rhonda Johnson	Gwinnett Tech	Rhonda_Johnson@gwinnetttech.edu	Bob Sutton	Atlanta Tech	Bsutton@atlantatech.edu	Karla Weaver	Southern Crescent Tech	Karla.Weaver@sctech.edu	Angie Yarborough	Oconee Fall Line Tech	ayarbrough@oftc.edu	Summer Gowen	Coastal Pines Tech	sgowen@coastalpines.edu	Tiffany Rowe-Thomas	Augusta Tech	Trowe-thomas@augustatech.edu	LeAnne Lovering	Augusta Tech	lloverin@augustatech.edu	Brittney Burns	GA Northwestern Tech	bburns@gntc.edu	Barbara Pharr	GA Northwestern Tech	bpharr@gntc.edu	Tonya Cochran	GA Northwestern Tech	tcochran@gntc.edu	Jeremy Eason	West GA Tech	Jeremy.Eason@westgatech.edu
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CONCLUSIONS	<p>The next meeting will include possible specializations that are industry appropriate. Colleges will be surveyed regarding minimum typing speeds necessary for employment in their service area. Courses were reassigned for further revision to be presented at the September meeting.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Survey of technical colleges regarding typing speed.	Karen Howard	September meeting
Courses need further revision	Assigned Subcommittee Members	September meeting

COMMENTS / SPECIAL NOTES RESOURCE PERSONS SPECIAL NOTES	<p>Course assignments were as follows: BUSN 1045 and BUSN 1340: Jeremy, Barbara Pharr, and Tonya BUSN 1410, BUSN 1420: Leanne and Tiffany BUSN 1400: Casey and Summer BUSN 1250: Tina BUSN 1100 and BUSN 1440: Leanne, Tiffany, Angie BUSN 1300: Karen and Summer BUSN 1320: Jeanese BUSN 1310: Casey BUSN 1330: Tina and Theresa</p>
MEETING ADJOURNED	<p>August 28, 2017 at 3:30 p.m.</p>
MINUTES SUBMITTED BY:	<p>Gina Stephens, IFCC State Vice Chair Business Technology Assistant Dean/Instructor Georgia Northwestern Technical College</p>