

# Business Technology Executive Board and Curriculum Review Committee Meeting

## MINUTES

SEPTEMBER 25, 2017

10:00-3:30

CENTRAL GEORGIA TECHNICAL COLLEGE  
MACON, GA

<b>PROGRAM</b>	Business Technology IFCC Meeting
<b>FACILITATOR</b>	Tina Jernigan, Southeastern Technical College, State Chair
<b>SECRETARY</b>	Gina Stephens, Georgia Northwestern Technical College, State Vice Chair
<b>ATTENDEES</b>	Karen Howard, Technical College System of Georgia Tina Jernigan, Southeastern Technical College Gina Stephens, Georgia Northwestern Technical College Barbara Pharr, Georgia Northwestern Technical College Karen Whitfield, Georgia Northwestern Technical College Karla Weaver, Southern Crescent Technical College Theresa 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 Bob Sutton, Atlanta Technical College
<b>ABSENT</b>	Tonya Cochran, Georgia Northwestern Technical College Rhonda Johnson, Gwinnett Technical College Jeanese Riley, Savannah Technical College

## Agenda Topics

### WELCOME AND INTRODUCTION 10:00-10:15 TINA JERNIGAN

<b>DISCUSSION</b>	The meeting was called to order by Tina Jernigan. Ms. Jernigan welcomed the committee members, and reviewed our goals and assignments.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

### TCSG UPDATES 10:15-10:30 KAREN HOWARD

<b>DISCUSSION</b>	Ms. Howard reviewed pertinent enrollment and occupations trends that effect the Business Technology programs. Survey results were shared. Colleges were unable to reach a consensus regarding the recommendation for minimum typing speeds necessary for employment.		
<b>CONCLUSIONS</b>	Wording will be changed to reflect the various needs of our diverse service area.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**BUSINESS PROGRAMS/COURSE REVIEW**

10:15-3:30

TINA JERNIGAN

<b>DISCUSSION</b>	Faculty assigned discussed further needed revisions and worked on developing specializations. The group was divided into teams to work on research and revisions.		
<b>CONCLUSIONS</b>	The next meeting will continue the ongoing revisions needed to update curriculum to relevant business and industry needs.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Continue research and revisions for next meeting.	Assigned Subcommittee Members	September meeting	

<b>COMMENTS / SPECIAL NOTES</b> <b>RESOURCE PERSONS</b> <b>SPECIAL NOTES</b>	
<b>MEETING ADJOURNED</b>	September 25, 2017 at 3:30 p.m.
<b>MINUTES SUBMITTED BY:</b>	Gina Stephens, IFCC State Vice Chair Business Technology Assistant Dean/Instructor Georgia Northwestern Technical College