

Business Technology Executive Board and Curriculum Review Committee Meeting

MINUTES

OCTOBER 23, 2017

10:00-2:30

CENTRAL GEORGIA TECHNICAL COLLEGE
MACON, GA

PROGRAM	Business Technology IFCC Meeting
FACILITATOR	Tina Jernigan, Southeastern Technical College, State Chair
SECRETARY	Tina Jernigan, Southeastern Technical College, State Chair
ATTENDEES	Karen Howard, Technical College System of Georgia Tina Jernigan, Southeastern 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 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
ABSENT	Rhonda Johnson, Gwinnett Technical College Jeanese Riley, Savannah Technical College Gina Stephens, Georgia Northwestern Technical College

Agenda Topics

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

DISCUSSION	Tina Jernigan called the meeting to order. Mrs. Jernigan welcomed the committee members and reviewed our goals and assignments.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TCSG UPDATES 10:15-10:30 KAREN HOWARD

DISCUSSION	Ms. Howard reviewed pertinent enrollment and occupations trends that effect the Business Technology programs. ADA compliance issues were discussed and how it may or may not affect course revisions. It was suggested to invite publishers and vendors to the statewide meeting in April to discuss these issues.		
CONCLUSIONS	Committee members will reach out to publishers/vendors to invite them to the statewide meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Contact Vendors/Publishers	Committee Members	April 2018	

DISCUSSION	<p>Faculty continued to work in groups on the diploma and degree courses. Below are the suggested revisions as of this October meeting:</p> <p>Diploma-42 hours 9 credit hours in general education courses 27 credit hours in occupational courses 6 credit hours of electives.</p> <p>Degree-62 hours 15 credit hours in general education courses 35 credit hours in occupational courses 12 credit hours in a specialization. **Suggested specializations include Office Management, Customer Service, Human Resources, Social Media, and Project Management). These specializations are not finalized as of this meeting.</p>
CONCLUSIONS	The next meeting will continue the ongoing revisions needed to update curriculum to relevant business and industry needs. TCCs will also be reviewed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Continue research and revisions for next meeting.	Assigned Subcommittee Members	February 2018 Meeting

COMMENTS / SPECIAL NOTES RESOURCE PERSONS SPECIAL NOTES	
MEETING ADJOURNED	October 23, 2017 at 2:30 p.m.
MINUTES SUBMITTED BY:	Tina Jernigan/IFCC State Chair Business Technology Instructor Southeastern Technical College