

Instructional Faculty Consortium Committee Meeting (IFCC)

MINUTES

11/17/16

10 A.M.

CENTRAL GEORGIA TECH

PROGRAM	COMP 1000		
FACILITATOR	George Schramm		
SECRETARY	Michele Strickland		
ATTENDEES	Cassandra Davis-Alexander Albany Kimberly Crews Atlanta Kevin Baldwin Augusta Barry Reynolds Bainbridge Michael A. Engel Central Georgia Marcy Smith Chattahoochee Shauna Maher Chattahoochee Katherine Ellis Coastal Pines Tyler Austin Gayan Georgia Northwestern Marcus Johnson Georgia Piedmont Steven Benton Gwinnett Michele Strickland Oconee Fall Line	Dr. Paul Mizell Ogeechee Jonathan Sullivan Savannah Teresa McCook South Georgia Gina Robison Southeastern Tempie Kitchens Southern Crescent Mark S. Avery Southern Crescent Reba Smith Southern Regional Tara Moten West Georgia Tara Moten West Georgia Alison Watkins Wiregrass Georgia George Shramm TCSG Steve Conway TCSG	

Agenda Topics

INTRODUCTIONS & MEETING GOALS SCHRAMM

DISCUSSION	George Schramm began the meeting by asking everyone to introduce himself or herself to the group. After the introductions, George gave us our two goals for the day: <ol style="list-style-type: none"> We needed to decide the organization for a group to review the basic computer skills – name of group, composition, votes per college, # of meetings. We needed to review the current COMP 1000 course and make adjustments. 		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

GOAL 1- GROUP ORGANIZATION

DISCUSSION	After much discussion regarding the title of our “peer” group, everyone agreed on Digital Literacy Instructional Consortium Committee. Each college will have one representative on this committee. Each college will be encouraged to have a local committee that would provide suggestions and feedback to the college representative prior to the Digital Literacy ICC meeting. The group will have a Chair, Co-Chair, and Secretary. Meetings can be held up to twice per year. Since we are in the early stages of implementation, all agreed two meetings per year will be necessary.		
CONCLUSIONS	Organizational structure and protocol established.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

GOAL 2 - COURSE RE-ORGANIZATION

<p>DISCUSSION</p>	<p>Many people in the room expressed concern over the course title because the course title and the course competencies and learning objectives do not match. George pointed out that the initial faculty/Deans group that reviewed COMP 1000 suggested vendor-agnostic and broad-based language so that individual colleges will have flexibility with course implementation. When discussion began for course title and course description, the group decided to come back to those two areas after the competencies had been reviewed and modified.</p> <p>Everyone was in agreement that the pre-requisite/co-requisite should remain provisional admission. Before modifying the current course, we reviewed the basic computer skills that were identified in a Department of Labor project. After much discussion regarding an additional competency devoted to information storage and security, everyone agreed that the learning outcomes under that competency could be incorporated into other competencies.</p> <p>The following course competencies and related learning outcomes were identified by the group:</p> <p>Competency 1 – Computer and Digital Terminology and Usage -Identify the many types and uses of computers. -Describe the three basic elements of data processing (i.e. input, process, output). -Identify the functional units of a computer system (i.e. the processor, input devices, output devices, and secondary storage devices). -Utilize the functional units of a computer system (i.e. the processor, input devices, output devices, and secondary storage devices). -Discuss safe computing practices including threats to computer safety.</p> <p>Competency 2 – Introduction to Operating Systems -Describe the purpose of an operating system. -Navigate an operating system(s). -Demonstrate the ability to access a variety of applications using the graphical user interface (GUI) features (i.e. the ability to have multiple applications open at any given time and switch from application to application). -Demonstrate the ability to use file management skills.</p> <p>Competency 3 – Introduction to Internet and Digital Communication -Describe the purpose of computer networking. -Demonstrate ability to access and use the Internet. -Access and demonstrate digital communications. -Access and demonstrate online learning management systems.</p> <p>Competency 4 – Introduction to Word Processing Applications -Describe the purpose of word processing applications. -List the typical functions performed by word processing applications. -Demonstrate how to create, use, and save a document. -Demonstrate formatting options (i.e. typeface, font and point size, setting margins and tabs, line spacing, and justification). -Demonstrate how to modify and print a document. -Demonstrate the spell check feature.</p> <p>Competency 5 – Introduction to Database Applications -Describe the purpose of database applications. -List typical functions performed by database applications. -Demonstrate how to use a database.</p> <p>Competency 6 – Introduction to Spreadsheet Applications -Describe the purpose of spreadsheet applications. -List typical functions performed by spreadsheet applications. -Demonstrate how to create and save a spreadsheet. -Demonstrate how to modify and print a spreadsheet. -Demonstrate the graphical feature of the spreadsheet application.</p> <p>Competency 7 – Introduction to Presentation Applications -Describe the purpose of presentation application. -Demonstrate how to create, modify, and format a presentation.</p>		
<p>CONCLUSIONS</p>			
<p>ACTION ITEMS</p>	<p>PERSON RESPONSIBLE</p>	<p>DEADLINE</p>	

COURSE NAME, HOURS, & DESCRIPTION

DISCUSSION	<p>Name of Course: After many suggestions, the group approved the course name of Introduction to Computer Literacy.</p> <p>Credit Hours/Contact Hours: All in the group agreed that the course credit hours should remain at 3. Many thought that the contact hours should be reduced. Reducing the contact hours will also help with the workload units for the course. George will adjust the contact hours and send to the group for discussion and approval.</p> <p>Course Description: After much discussion, the course description was decided. It will be: "This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communications, word processing applications, spreadsheet applications, database applications, and presentation applications."</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

NEXT STEPS

DISCUSSION	<p>George will send the group the minutes and a revised course to review the contact hour and workload units.</p> <p>After George receives comments from the Digital Literacy ICC, he will forward those comments to the VPAAAs and will explain the approach we have taken and provide recommendations for the implementation of the ICC group.</p> <p>Once George has feedback from the VPAAAs, he will notify us of further action that is required.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Distribute and post ICC minutes.	Schramm	January 2017	
Forward ICC comments and recommendations to VPAAAs.	Shramm	January 2017	

COMMENTS / SPECIAL NOTES RESOURCE PERSONS SPECIAL NOTES	
MEETING ADJOURNED	
MINUTES SUBMITTED BY:	Michelle Strickland, Oconee Fall Line Technical College