

# Instructional Faculty Consortium Committee Meeting (IFCC)

MINUTES SEPTEMBER 29, 2017

10:00AM

COVINGTON, GEORGIA  
HOSTED BY GEORGIA PIEDMONT TECHNICAL COLLEGE

<b>PROGRAM</b>	Paralegal Studies
<b>FACILITATOR</b>	Karen Howard
<b>SECRETARY</b>	Kye W. Haymore
<b>ATTENDEES</b>	Karen Howard, TCSG Debra Geiger, Savannah Technical College (By phone) Virgil Costley, Georgia Piedmont Technical College Kye Haymore, Georgia Piedmont Technical College Celia Murray, Georgia Piedmont Technical College Hoganne Walton, Central Georgia Technical College (By phone) Dianne Hess, Athens Technical College (By phone) Keisha Hudson, Atlanta Technical College Joe Pride, Augusta Technical College (By phone) Tony Jones, Georgia Southwest Technical College (By phone) Dr. Ivan Harrell, EVP, Georgia Piedmont Technical College

## Agenda Topics

<b>INTRODUCTIONS, ELECTION AND UPDATES</b>	90 MINUTES	DEBRA GEIGER AND KEISHA HUDSON
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**DISCUSSION**

Debra Geiger, the IFCC President, called the meeting to order. Everyone introduced themselves to the group. Debra extended congratulations to Keisha Hudson and Atlanta Tech on Atlanta Tech's recent ABA Approval. There was then a general discussion on ABA Approval.

Debra asked if everyone had read the minutes of our last meeting and asked for a motion to approve the minutes. Celia Murray made a motion to approve the minutes, and Kye Haymore seconded the motion. The minutes were then approved unanimously. Debra then nominated Keisha Hudson to be the new Paralegal Studies IFCC Chairperson. Hogan Walton was nominated as the Vice Chair, and Celia Murray was nominated as the Secretary. There were no other nominations. Virgil Costley made a motion in favor of this slate of officers. Debra seconded the motion. The slate of officers was approved unanimously. Keisha Hudson then began to preside over the meeting.

Karen Howard provide updates from TCSG regarding the new marketing campaign including the new commercial and website. Karen anticipated the new system numbers would be available in the next few weeks. Karen also discussed TCSG new ADA Accessibility requirements as they will apply to all schools. Karen will be sending out information about this accessibility initiative.

Debra provided a short updated about Savannah Tech.

Keisha stated that in addition to Atlanta Tech receiving ABA Approval, the college has a new president and a new VPAA. Atlanta Tech has signed a new articulation agreement with Clayton State University. She has also started a program Alumni Linked In page and Twitter feed.

The GPTC faculty then discussed their desire to change the name of the Post Bac Certificate program due to the issues the GPTC faculty has faced with regard to educating the Admissions' and Registrar's departments regarding this program. There have been issues with regard to the fact that this is the only Post Bac TCC in the college and the departments continue to treat it the same as a traditional Technical College TCC. GPTC would like to add the language Post Baccalaureate to the actual name of the TCC. In addition, GPTC would like add all remaining PARA courses not already designated as core courses or elective courses to the category of PARA TCC (PS 71) available electives. The Paralegal Studies IFCC agreed to these changes.

<b>DISCUSSION CONT'D</b>	Hoganne Walton fro Central Georgia Tech gave an update on her college and on her Director, Jana Bruner, who continues to be out on medical leave. She then asked the group to explain the hierarchy of the course numbering system. Her college had been operating under the assumption that there was such hierarchy. Celia explained how the group had previously arrived at our current numbering system and that the course numbers were simply assigned in increments of five and that the numbers did not have in meaning with regard to the level of the courses.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>SLOS UPDATES</b>				180 MINUTEES	ENTIRE GROUP
<b>DISCUSSION</b>	<p>The IFCC has previously decided to review the learning outcomes for each of our courses because the entire group felt that many fo the courses have too many SLOs. The group once again asked for clarification on the goal of this project. As was explained by both Celia and Karen, we currently have too many specific and detailed student learning outcomes and that we need to focus on more general SLOs, as well as limiting the number. Each individual was supposed to take his/her individually assigned courses and makde suggestions on changes. Debra has created and dispersed a single document for all of the SLOs for all courses, including the recommendations that have been submitted as of this week. There are still multiple course suggestions missing.</p> <p>We proceeded with looking at individual SLOs by course. As was evidenced by the time that the group took to update the SLOs for PARA 1100 and PARA 1105 during this meeting, this is going to be a tedious process. The group agreed to break after completing these two courses. There was an agreement to schedule a conference call to address more.</p>				
<b>CONCLUSIONS</b>	This is an ongoing project. Please review the April 2015 minutes for the specific assignments with the exception of adding PARA 1205 to Celia's responsibilities.				
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>			

<b>ADJOURNMENT</b>				KEISHA HUDSON
<b>DISCUSSION</b>	It was decided that we would hold our next meeting in March 2018, possibly March 2. We did not decided on a location. Keisha adjourned the meeting.			
<b>CONCLUSIONS</b>				
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>		