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| Instructional Faculty Consortium Committee Meeting (IFCC) |
| Minutes | Nov. 03, 2010 | 10:00AM - 3:15PM | Build. d, room d617Southern crescent tech (flint river campus] |
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| Program | Plumbing |
| Facilitator | Kenneth Swain, Atlanta Technical College |
| Secretary | Billy Elliott, Southern Crescent Technical College |
| Attendees | Kenneth Swain - Atlanta Tech Everardo Simmons - Atlanta TechVladimir Pawlowski - Lanier Tech Billy Elliott - Southern Crescent TechSteve Cromer - Southern Crescent Tech Stephen Conway - TCSG |

Agenda Topics

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| **Sign in and overview** | 11:00 - 11:20 | conway |
| Discussion | Steve Conway welcomed everyone to the meeting and passed around a sign in sheet for everyone to document their attendance as well as well as hard copies of the Q2S crosswalk for the Plumbing courses. Steve explained the meeting should consist of crosswalk , curriculum review and advising discussions for Q2S. Steve stated that everything for the plumbing courses looked pretty straight forward and therefore the meeting today should only be a few hours.  It was also decided that "pre recs and co recs" should be discussed for each PLBG course. |
| Conclusions | Kenneth Swain agreed to take the position of Chairperson after discussion and a unanimous vote by attendees. Billy Elliott agreed to the position of Secretary after discussion and a unanimous vote by attendees. |
| Action items | Person responsible | Deadline |
| Send Steve Conway draft minutes for posting | Elliott | Nov. 13, 2010 |
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| **Advising in prep for semesters** | 11:20 - 12:30 | Conway |
| Discussion | Steve Conway next mentioned that the Summer Quarter for 2011 would be a five week quarter which will begin July 6, 2011 and end during the first week of August 2011. Steve also stated that this five week quarter would be a one time thing to allow the change from quarters to semesters to take place. Following this five week quarter the schedule would then be as follows: Fall Semester = 15 weeks, Spring Semester = 15 weeks, and Summer Semester = 10 weeks for a total of 40 weeks in structionin a year. Steve then suggested that we use "SAR" (Student Advisement Report) to help with advising and scheduling students to help with any who face the change from quarters to semesters. Using "SAR" could help to be sure that the transition from Q2S would be smooth and could help eliminate the students from having to repeat the 1st level of a subject once the 1st and 2nd levels are combined for semesters. |
| Conclusions | Need to take care when advising and scheduling for the Summer Quarter of 2011 so as not to overload the students as they will need to complete a normal 10 week quarter within the 5 weeks alloted.  |
| Action items | Person responsible | Deadline |
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| **break** | 12:30 - 1:30 | group |
| Discussion |       |
| Conclusions |       |
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| **curriculum review** | 1:30 - 1:55 | conway & swain |
| Discussion | Steve Conway stated that it seems that the change from Q2S seems pretty straight forward with the curriculum. All level 1 and level 2 (ie. PLB116 Plumbing Drawings 1 and PLB117 Plumbing Drawings 2) will be combined for the semester system. Kenneth Swain stated that while we are required to include CFC100 Safety in the program, we also are required Safety in the PLB100 course. Discussion was made concerning both of these matters. |
| Conclusions | It was agreed that the curriculum change from Q2S was pretty straight forward and no changes were needed in the cross walk. It was agreed to keep the subject of Safety as it is within the curriculum. |
| Action items | Person responsible | Deadline |
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| **course pre rec and co rec** | 1:55 - 3:00 | swain |
| Discussion | Kenneth Swain stated that we need more flexibility with courses and that by looking at and changing some pre recs and co recs this flexibility could be achieved. |
| Conclusions | Plb1240 Water Supply Systems - Drop pre rec and make Plb1160 Plumbings Drawings co rec.Make PLBG 1000 Pre Rec for all Plumbing CoursesPLBG2160 Advanced Drawings Pre Rec and Co Rec to be PLBG1160 Plumbing Drawings and add "or with Advisor Approval"PLBG2330 Advanced Plumbing Codes to have Pre Rec and Co Rec of PLBG1330 Plumbing Codes and add "with Advisor Approval"PLBG2500 Plumbing Tech Internship to be Co Rec with all Occupation and General courses |
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| **Backflow Prevent&cross control** | 3:00 - 3:15 | elliott |
| Discussion | Billy Elliott stated that at present for a student to complete the PLB150 Backflow Prevention and Cross Connection Control is to be certified by passing the state required exam from an outside source. Billy mentioned how he felt that this matter defeated the purpose for offering the course within the Plumbing program as the student would need to pay for and take the course subject matter at two different locations to pass this class. |
| Conclusions | The need to pass the state exam and be certified in backflow has been removed beginning with semesters and the PLBG1500 Backflow Prevention&Cross Connection Control may then be taught as an introductory type course without the need for attending an outside source for the state examination to pass the course within the Plumbing Program. |
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| **Final assignments and adjourn** | 3:15PM | Swain |
| Discussion | Kenneth thanked everyone for attending and having input in the decisions and discussions which were made today. He suggested that we keep in touch via e-mail and/or telephone should we think of anything that may be in need of discusison prior to the Q2S change. |
| Conclusions | Business cards with e-mail addresses and phone numbers were exchanged so that the members could be in touch concerning any additional matters that may arrise. |
| Action items | Person responsible | Deadline |
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| Comments / Special NotesResource personsSpecial notes | Mark Crawford of Albany Tech could not attend due to a family emergency |
| Meeting Adjourned | November 3, 2010 3:15 PM |
| Minutes submitted by: | Billy M. Elliott, Jr., Southern Crescent Technical College, Flint River Campus |