

## Instructional Faculty Consortium Committee Meeting (IFCC)

<b>PROGRAM:</b>	Business Management		
<b>DATE:</b>	Wednesday, October 26, 2022		
<b>TIME:</b>	1:00pm		
<b>MEETING TYPE</b>	Web Conference using Webex		
<b>FACILITATOR (S)</b>	Dr. Cassandra Baker, Chair Dr. Michael Cook, Vice Chair Dr. Barbara West, <a href="#">Curriculum Program Specialist (TCSG)</a>		
<b>SECRETARY</b>	N/A		
<b>ATTENDEES</b>	<b>Last Name</b>	<b>First Name</b>	<b>Technical College</b>
	Amaro	Frank	Southern Crescent
	Argueta	Leyner	Georgia Northwestern
	Baker	Cassandra	Gwinnett
	Beam	Graceful	Georgia Northwestern
	Binns	Lisa	Oconee Fall Line
	Blalock	Christal	Chattahoochee
	Brantley	Angela	Wiregrass
	Brown	Paulette	Wiregrass
	Burrows	Brione	Central Georgia
	Cook	Michael	Southern Crescent
	Cooper	Rushia	Lanier
	Cranford	Larry	Lanier
	Fisher	Belinda	Oconee Fall Line
	Habersham	Jimmy	Columbus
	Harding	Kristi	North Georgia
	Harris	Alex	Ogeechee
	Jernigan	Tina	Southeastern
	Kinnebrew	Alisa	Georgia Northwestern
	Lane	Nicole	Albany
	Lee	Wayne	
	McCormack	Patrick	Augusta
	Nelson	Tim	Albany
	Ogundu	Temple	Southern Regional
	Pulliam	Gary	Augusta
	Revels	Denik	Southern Regional
	Sainton	Fabrice	Georgia Northwestern
	See	Terry	Gwinnett
	Susan Pinkston	Susan	Savannah
	Taylor,	Arebe	Gwinnett
	Toliver	Desna	Central Georgia

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	West	Barbara	TCSG
<b>MEETING ADJOURNED</b>	October 26, 2022; 3:30pm		
<b>MINUTES SUBMITTED BY:</b>	Dr. Cassandra Baker		

<b>Approval of Minutes</b>
<b>Dr. Barbara West</b>
The minutes from the October 2019 meeting reviewed. Minutes of the previous 2019 meeting was approved with no changes. No further actions are to be taken.

<b>TCSG Updates</b>
<b>Dr. Barbara West</b>
<p>Micro-credentialing (Digital Badges) was discussed by Dr. Barbara West. As of July 21, 2022, the State Board of Technical College System of Georgia has approved micro-credentials offered at Georgia's Technical Colleges. Two main points were discussed:</p> <p>Micro-credentials is new to the system <del>and was or to the individual Technical College must be approved by the State Board; unless:</del></p> <ul style="list-style-type: none"> <li><del>a. The Technical College Currently offers all of the credit courses contained in the TCC program and the micro-credential relates directly to an existing certificate, diploma, or degree program offered by the college and all programs are performing satisfactorily.</del></li> <li>a. Micro-credentials Certificate Range of Semester Credit Hours – The range of semester credit hours for micro-credentials is from 1-5. They can be taken in a standalone format or can be stacked to earn a TCC, diploma, or degree. Micro-credentials are designed to help quickly develop relevant skills to prepare for entry-level employment or upskilling of currently employed individuals.</li> <li><del>b. Before moving forward with micro-credentials, wait to hear from your Dean first as there are still some kinks in the process.</del></li> </ul> <p>IFCC Link          To access IFCC Information (use Chrome) go to: <a href="https://intranet.tcsge.edu/teched/academic-affairs/">https://intranet.tcsge.edu/teched/academic-affairs/</a>          Next click on IFCC (which appears midway down the left margin of the screen).          On the next screen in the right column click on 'Meeting Schedules and Agendas' to see when the next IFCC meeting is scheduled or click on 'Meeting Minutes' to view the minutes of previous meetings .</p>

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<b>Business Management Review Summary</b>
<b>Dr. Cassandra Baker</b>
The Business Management programs and courses were reviewed to update everyone on the previous meeting. The last face to face meeting in a physical location was October 2019 due to COVID-19. The Business Management programs and courses retain similar structure and hours to the current versions. After reviewing industry input, all MGMT courses were streamlined to remove redundancy. Terminology was modified to ensure workforce ready graduates. All courses except the internship, accounting, and technology courses are three (3) credit hours and forty-five (45) contact hours. Unique program outcomes for each award were established during the program review process to differentiate credentials.

Proposed Programs	
<p><u>Degree</u> – Business Management (63-64 cr hrs)</p> <p><u>Diploma</u> – Business Management (42-43 cr hrs)</p>	Committee agreed with information proposed. No changes necessary.
<p><u>TCCs</u> – The number of standard TCCs proposed are nine, which cover the diverse career opportunities in management. The TCCs are:</p> <ul style="list-style-type: none"> <li>- Human Resource Management Specialist TCC (18 cr hrs)</li> <li>- Small Business Management Specialist TCC (18 cr hrs)</li> <li>- Operations Management Specialist TCC (18 cr hrs)</li> <li>- Service Sector Management Specialist TCC (18 cr hrs)</li> <li>- Supervisor/Management Specialist TCC (12 cr hrs)</li> <li>- Small Business Operations Specialist TCC (19 cr hrs)</li> <li>- Leadership Specialist TCC (9 cr hrs)</li> <li>- Quality Assurance Specialist TCC (9 cr hrs)</li> <li>- Quality Assurance Professional TCC (9 cr hrs)</li> </ul>	Committee agree with information proposed. Would like to add Logistic Certificate.

**Explanation of Course Changes in Programs**

Degree - General Education		
Dr. Cassandra Baker		
Courses	Agenda Items	Actions
MGMT 1127	MATH 1127 added as option for Math Elective along with MATH 1101, 1103, 1111	These agenda items were discussed. The item was complete and appears in KMS. Will be taken removed from the agenda.
Gen Ed elective	Removed additional Gen Ed elective – General Education Core now 15 credit hours.	Removing added Gen Ed Elective courses did not happen. It was decided by the group to remove this item.
MGMT1130	Add the following new course - MGMT 1130 Business Communication (Industry reps at review meeting stressed communications as a top skill needed by graduates.)	<p>A committee was formed to address this agenda item. Central Georgia Tech, Columbus Tech, and Southern Crescent Tech uses MGMT 2135 which is a similar course. A committee has been formed to address this issue to potentially redesign the course:</p> <p>Committee Members are:</p> <ul style="list-style-type: none"> <li>— Angela Brantley</li> <li>— Frank Amaro</li> <li>— Nicole Lane</li> <li>— Grace Beam</li> <li>— Dr. Cassandra Baker</li> </ul>

Occupational Courses		
Courses	Agenda Items	Actions
COMP 1000	There was discussion on COMP 1000 Introduction to Computer Literacy. The group agreed that information and skills taught in this course were important for MD13 students. The following recommendation was made: COMP 1000 Introduction to Computer Literacy – will keep this course	No action will be taken on this agenda item.
MGMT 1135	New name and competencies for MGMT 1135 Business Intelligence for Decision Making. Redesigned course to reflect focus on business analytics.	A committee was formed because the group this is an important course that needs to be redesigned. The information for this course was not found in KMS. Committee Members are: <ul style="list-style-type: none"> <li>— Jimmy Habersham II</li> <li>— Dr. Cassandra Baker</li> <li>— Paulette Brown</li> <li>— Crystal Blalock</li> <li>— Dr. Temple Ogundu</li> </ul>
ACCT 2140	ACCT 2140 added as option – same content as MKTG 1130	This class was not added because it has the same content as MKTG 1120 and MGMT 1110. Item will be removed from agenda.
MGMT 1130	New class added MGMT 1130 Business Communication as part of Occupational Core. Elective MGMT 2135 Management Communication Techniques will be removed.	The committee that was formed to review and update MGMT 1135. MGMT1130 did not become part of the occupational core. See MGMT notes for MGMT 1130. The elective for this course will be reviewed by the committee for MGMT 1130. To date, MGMT 2125 Management communication elective is still being taught.
MGMT 2125	MGMT 2125 name will change to Supervision and Performance Management. Clarification of course content - competencies will remain the same	To date, the course change has not occurred. The group would like to move forward with this change. No committee was formed.
MGMT 2200	MGMT 2200 name change to Operations Management. Reflects changes to competencies to include service operations management as well as production	To date, the course change has not occurred. The group would like to move forward with this change. No committee was formed.

Specializations		
Courses	Agenda Items	Actions
Human Resources Management	added MGMT 2210 Project Management-course added as an option. removed Select One: MGMT 2205, 2210, 2220	Course was added as an option. No further action or comments was added by the group.

Property Management	Added Guided Elective Removed MGMT 2120 – did not happen	This agenda item was not implemented since the last meeting. The group decided to table the agenda item.
Marketing Specialization	Added MKTG 1160 Professional Selling. Removed MKTG 2500	This agenda item was not implemented since the last meeting. The group decided to table the agenda item.
Social Media Specialization	Remove Social Media Specialization.	This agenda item is still on KMS. The group has decided to keep item.
Quality Assurance Specialization	Added Quality Assurance Specialization MGMT 1310, 1315, 1320, guided elective	Adding the Quality Assurance Specialization did not happen. Group to leave this specialization in KMS.
Managerial Accounting Specialization	Added Managerial Accounting Specialization ACCT 1100, ACCT 1105, ACCT 2000, MGMT 1135	Adding the Managerial Accounting Specialization did not happen. The group would like to further develop course, but it was decided to table the item until a future date. MGMT 1135 committee has been formed.

### Diploma

The Georgia Northwestern diploma program (MD12) was reviewed, and changes were made. A few courses were removed; however, the courses to be successful in an entry level position were kept. The following basic skills courses should be in the diploma program:

Courses	Agenda Items	Actions
ENGL 1010	ENGL 1010: Student must take this course to understand proper oral and written communication skills that are integral both obtain a position in the industry and advance in the workplace. These imperative skills include but are not limited to properly utilizing various methods of communication, proper research methods, proofreading, grammar & punctuation, and complex problem-solving.	No changes
MATH 1011 or MATH 1012	MATH 1011 (or 1012): Student must take this course to develop the skills needed to conceptualize and contextualize the variety of complex problems related to issues that arise in the industry. Including but not limited to understanding basic logic, math skills for business situations, problem-solving, graphs and documents.	No Changes

	MGMT 1130 Business Communication (Industry reps at review meeting stressed communications as a top skill needed by graduates)	The addition of MGMT 1130 did not occur. A committee has been formed to address this issue. See MGMT1130 under General Education category
MGMT 2115 MGMT 2125	Remove MGMT2115 and MGMT 2125 from degree courses.	The committee voted against removing these courses. Will be removed from agenda.

TCC's		
The following state standard TCCs were reviewed:		
Courses	Agenda Items	Actions
HRM1	HRM1 Human Resource Management Specialist	No changes. Remove from agenda
MAL1	Delete MAL1 Management and Leadership Specialist	Currently still awarding Management and Leadership specialist certificates. Committee decided to keep Management and Leadership specialist certificate. Remove from agenda.
TCC leadership Specialist Certificate	Add new TCC Leadership Specialist – 9 hrs. See TCC document for program outcomes MGMT 1105, 1115, 1125	Committee decided not to add new TCC leadership Specialist certificate. These items will be removed from the agenda
OM11 Operations Management Specialist	OM11 Operations Management Specialist. No changes to courses except name changes for MGMT 2125 and 2200	No changes will be made. Remove from agenda.
QA21 Quality Assurance Professional	QA21 Quality Assurance Professional. No changes	No changes will be made. Remove from agenda.
QA31 Quality Assurance Specialist	QA31 Quality Assurance Specialist. No changes.	No changes will be made. Remove from agenda.
	SB41 Small Business Management Specialist Added MGMT 1135. Added ACCT 2140 to law course options.	The committee agreed that a Small Business Management Specialist degree should happen. As of the last meeting in Oct. 2019 it has not been created. A committee was formed to further develop this certificate. The committee Members are: <ul style="list-style-type: none"> <li>— Leyner Argueta</li> <li>— Brione Burrows</li> <li>— Christy Harding</li> <li>— Ted nelson</li> </ul>

SS31 Supervisor/Management Specialist	SS31 Supervisor/Management Specialist. Remove choice of law course Require MGMT 1110 Employment Rules and Regulations	Currently All law options remain in KMS. The committee agreed that changes should be made to remove choice of law course and require MGMT 1110 Employment rules and regulations.
SSM1 Service Sector Management Specialist	SSM1 Service Sector Management Specialist. No changes	No changes. Remove from agenda.
TMS1 Technical Management Specialist	TMS1 Technical Management Specialist. No changes	No Changes. Remove from agenda.
TCC Small Business Operations Specialist	Add new TCC Small Business Operations Specialist. See TCC document for program outcomes and courses	The entire committee group said No, do not add. This will be removed from the agenda.

### Articulation Agreements

#### Dr. Michael Cook

Articulation agreements were discussed. Many of our articulations have expired. Many colleges are attempting to form partnerships with local colleges in their area to make it easier for students to transfer. Currently, only the General Education courses are automatically transferrable.

### Recruitment

#### Dr. Michael Cook and Dr. Cassandra Baker

Currently, to increase enrollment at the Technical College the following strategies are being implemented:

- Dual Enrollment
- Open Houses
- Career Fairs
- Veteran's
- International Students.

### Selection of IFCC Officers

#### Dr. Barbara West

Dr. Cassandra Baker and Dr. Michael Cook were nominated and approved by the IFCC as Chair and Vice Chair. The approval is a two-year post.