

INSTRUCTIONAL FACULTY CONSORTIUM COMMITTEE (IFCC)
BUSINESS TECHNOLOGY STATE-WIDE MEETING MINUTES

Meeting Leader: LeAnne Lovering, State Chair

Recorder: Gina Stephens

Location: Central Georgia Technical College

Date: Thursday, September 08, 2022

Time: 10 a.m.

Attendees:

In-Person Attendees: **Augusta:** LeAnne Lovering; **Central Georgia:** Tanya Adams, Michele Boone, Cynthia Cooper, Cedrick Crockett, Cara Jones, Tara Jones, Beverly Wilson, Angela Wright; **Columbus:** Melissa Robinson; **Georgia Northwestern:** Elisabeth Hunt, Alisa Kinnebrew, Gina Stephens Karen Whitfield; **Lanier:** Rushia Cooper; **Oconee Fall Line:** Janet Barlow, Angie Yarbrough
TCSG: Barbara West

Virtual Attendees: Tanya Byrd-Johnson (West GA), Tara Carr, Cynthia Corgan (Wiregrass), Charlene Clark, (Gwinnett) Angie Cowart (North GA), Jeremy Eason, Laura Fish (Coastal Pines), Kevin Fitts, Summer Gowen (Coastal Pines), Melissa Hall (Coastal Pines), MA Hill, Emma Johnson (Albany), Teresa Jolly (South GA), Loretta Maffett, Jeanette Miller (Atlanta), Karen Mountain (Southeastern), Julie Neighbors (Chattahoochee), Liz Noles (Southeastern), Elizabeth Ortiz (Lanier), Denise Parker (Southern Regional), Stephanie Rhett, Jeanese Riley (Savannah), G. Robison (Southeastern), Babs Russell (West GA), Sharon Smith (South GA), Bobby Sutton (Atlanta), Michael Twisdale (Ogeechee), Denise Ada Walker (Augusta), Gina Walker (Coastal Pines), Karla Weaver (Southern Crescent), Linda Whitfield (Southeastern), Mona Williams (North GA)

Agenda Topic	Discussion Summary
Welcome & Introductions	State Chair LeAnne Lovering called the meeting to order at 10:10 a.m. and for the benefit of new committee members, LeAnne gave an overview of her IFCC service. LeAnne introduced Dr. Barbara West, our new Curriculum Program Specialist (CPS). Dr. West shared her goals and excitement at working with the BT program to keep it relevant and to assist with enrollment. She is here to assist the BT IFCC in meeting its goals.
Approval of Minutes	The minutes from the October 2, 2018, meeting were reviewed. A motion was made by Elisabeth Hunt to approve the minutes and was seconded by Cynthia Cooper. The minutes were approved with the correction of the spelling Gowan to Gowen.
Selection of IFCC Officers	<p>The IFCC officers' function is to share information about curriculum decisions with instructors in their respective regions and serve as a point of contact for curriculum inquiries.</p> <p>Current state officers are LeAnne Lovering, State Chair; Gina Stephens, State Vice-Chair.</p> <p>State election of officers was conducted first.</p> <p>Chair – LeAnne Lovering agreed to remain as Chair. The motion was made by Michelle Boone. Angie Yarborough seconded the motion. This was unanimously approved.</p> <p>Vice Chair – Julie Neighbors was nominated by LeAnne Lovering. Gina Stephens seconded the motion. Ms. Neighbors was unanimously approved.</p> <p>There are three IFCC regions in the state: North, Central, and South. Regional elections were then conducted.</p> <p>Northern Region: Dr. Karen Whitfield was nominated by Gina Stephens and seconded by Cynthia Cooper. Dr. Whitfield was unanimously approved.</p> <p>Central Region: Denise Walker was nominated by LeAnne Lovering and seconded by Michelle Boone. Ms. Walker was unanimously approved.</p> <p>Southern Region: Jeanese Riley was nominated by Dr. Barbara West and seconded by Gina Stephens. Ms. Riley was unanimously approved.</p>
Academic Affairs Update	Ms. Lovering advised that there have been three Academic Affairs (AA) events since the last state-wide meeting that include the following: New Program Request (NPR), Change Ticket, and Probe.

NPR:	<p>Ms. Lovering reviewed the following background information regarding the NPR. When taking over for Ms. Jernigan as state chair in 2018, the IFCC Executive Committee and a Curriculum Revision Committee formed in 2017 and made up of faculty, administration, and employers in business and industry were working on updating the Business Technology curriculum last revised in 2010.</p> <p>There were three primary objectives for the revision process: 1) Update the Business Technology program to make it more relevant to current business and industry needs. 2) Address declining enrollment in BT programs and attract new students. 3) Create more industry-specific specializations due to the changing nature of the role of administrative assistants in the workplace.</p> <p>The committee culminated in a program revision proposal (Probe) to the Presidential Council in 2020. At that point, the pandemic disrupted the probe process and all program probes were brought to a halt. Additionally, in 2021 TCSG revised the probe process intending to move probes through more quickly. Ms. Lovering went over the new probe process noting that the first step is the most time-consuming. Once at the state level, TCSG can now complete the process in 3 to 4 weeks dependent on the timing of submissions and scheduling of board meetings.</p> <p>Chattahoochee Technical College, committed to implementing the program revisions for the benefit of its students, created institutionally developed programs that mirrored the probe program revisions proposed in the 2020 probe. The institutionally developed programs BT23/BT12/TCCs were approved and Chattahoochee Tech began offering them in the Fall of 2021.</p> <p>In September 2021, Augusta Tech requested and was granted permission from Chattahoochee Tech to adopt their institutionally developed programs BT23 and BT12 along with the associated specialization tracks and TCCs and submitted an NPR.</p>
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	<p>In January 2022, Augusta Technical College was approved to begin offering BT23/BT12 programs in Fall 2022.</p> <p>At the state level, when a second college adopts an institutionally developed program, it becomes a KMS standard program. The BA23/BA22 (2010 version) and BT23/BT12 (2021 version) of Business Technology programs and courses now both reside in KMS.</p> <p>If your college wishes to offer the up-to-date version of the programs, BT23/BT12, the process is to get with your dean or VPAA to create an NPR for your college. The BA23 degree consists of updated curriculum content and offers four specialization tracks (Office Management, Human Resources, Social Media, and Project management) and each specialization track has a TCC track. The BT12 diploma also qualifies for one or more TCCS depending on elective selection. Seven new courses and seven new TCCs were developed. The TCCs are Assistant Office Manager AFM1; Executive Administrative Assistant EAA1; Human Resources Administrative Assistant HR11; Social Media Specialist SMS1; Project Management Administrative Support PM71; Microsoft Office Application Professional MF81; and Administrative Support Assistant AS81.</p> <p>Ms. Lovering reviewed the BT23/BT12 updated curriculum content which is detailed in the approved October 2018 IFCC Statewide Meeting Minutes and then opened the floor for discussions about the NPR.</p>
<p>TCSG Information Discussion</p>	<p>Details of some of the new courses were briefly discussed.</p> <p>BUSN 1460 Keyboarding will only have a prerequisite course of COMP 1000. Cynthia Cooper posed a question about why it combined BUSN 1100 and BUSN 1440 and the minimum keyboarding requirements. LeAnne Lovering explained that the Curriculum Revision Committee research indicated that students enter their technical education experience with keyboarding skills. Flexibility was incorporated to allow each college to determine the needs of their service area and make speed requirements based on these needs. Minimum WPM can be determined by each college and added to the course-specific requirements in the syllabus. The class has</p>

been redesigned to show improvement from an entering keyboarding skills baseline for each student. For those interested in what books other instructors are using, please send a request on the Listserv.

A request was made to change COMP 1000 to a corequisite for BUSN 1440 instead of a prerequisite-level class. This can be done as a college-level decision. A change in KMS would require a formal probe process.

Jeanese Riley asked if an “or” statement could be added to KMS so that colleges offering the 2010 program versions, BA22 and BA23, could teach BUSN 2150 and give credit for BUSN 2160 and BUSN 1190. Due to credit hour differences, this may not be feasible. Dr. West and LeAnne Lovering will discuss the feasibility of this.

For colleges adopting the new versions of the program, BT23/BT12, a crosswalk used by Chattahoochee Technical College will be shared to use during teach out of the BA22/BA23 programs.

Differences between BUSN 1450 and COMP 1000 were discussed. The COMP 1000 learning competencies cover basic computer literacy. Dr. West explained that BUSN 1450 provides the next level of computer skills needed for students in our programs. BUSN 1450 also maps learning outcomes to the Associate Level MOS Certifications providing students the opportunity for MOS credentialing.

BUSN 1470 has a strong emphasis on communication skills needed for today’s administrative assistants.

BUSN 2130 and BUSN 2140 prepare students to sit for MOS Expert Certification exams.

BUSN 2290 will only be required for degree-level students. It will address higher-level critical thinking skills. This class may be taken as an elective for diploma-level students.

	<p>For colleges offering BT23/BT12, BUSN 1460 can be offered as a college substitution for other programs that require BUSN 1440.</p> <p>A request was made to add BUSN 2200 4 cr. as an “or” option for ACCT 1100 4 cr. in the BT23 and BT12 programs and to add BUSN 1300 3 cr. as an “or” option for MGMT 1120 3cr. in the BT23 program. A motion was made by Angela Wright and seconded by Cynthia Cooper. There was no dissent and the motion was passed unanimously.</p> <p>A request was made, as noted in the agenda, to correct the typo in the course title for BUSN 1460 from “Keyboarding and Documentation Formatting” to “Keyboarding and Document Formatting.”</p>
<p>Continued - Academic Affairs Update</p>	<p>Change Ticket: May 2021 – A change ticket was approved for Chattahoochee Tech’s institutionally developed diploma, BT12, to add PSYC 1010 to the General Education core. This change increased the credit hours from 39 to 42. The ticket was prompted by a TCSG decision regarding general education requirements for diplomas.</p> <p>Probe: February 2022 - Some of the Business and Office Technology programs underwent changes and updates in Spring 2021 due to updates previously made to HIMT courses. Upon review by various faculty in early Spring 2022, it was discovered that MAST 1120 had been omitted from the 2021 BHT2 program version. The faculty from the colleges that currently offer BHT2 met on February 28, 2022, to vote on restoring this missing course to the curriculum. The course insertion restores the credit hours 46.</p> <p>LeAnne Lovering expressed her excitement regarding the updated program. Students love the specializations and the embedded TCCs are a great marketing tool. Students are drawn to the updated program. The new program includes more integrative courses. The program includes material taught by subject matter experts and will allow students more interaction with other programs and professionals.</p>

	<p>Dr. West explained that all colleges wishing to implement the new program must complete an NPR. Once this is complete, it does not take long to push through for approval. The process should take about 3 weeks once the NPR has been completed.</p>
<p>Presentations by Publishers</p>	<p>PEARSON: Bessie Clark, Product Sales Specialist demonstrated MyLabIT. This is fully integrated into Blackboard. All content is written by instructors with authentic simulations. There are a variety of student resources, is easy to use, and there is an emphasis on career success. The content is ready to assign and is as ADA-accessible as is currently possible. There are three series available – Exploring, Go!, or Your Office. Simulations match 1-to-1 to the textbook and accept 96% of Microsoft Office methods of completion. There are built-in learning aids. Assignments are automatically graded and there are automatic project variations in Excel to assist with academic integrity violations. There is an inclusive access program that lowers costs for students. It is fully cloud-based with automatic grading. Digital badges are available from critical thinking to advanced skills and can be shared on a variety of social media sites as well as for online portfolios. The cloud-based platform allows use with PCs, MACs, and Chromebooks starting with the 2021 version. MyLabIT can be used for up to four semesters and Pearson tries to keep prices below \$100/course. Windows 11 is updated and available now. Earned badges will allow students 30% off on the MOS certification exams and certification preparation is included in the projects. There are no supply chain issues for student books. Robust service to assist with onboarding and questions.</p> <p>MCGRAW-HILL: Julie Jack (Simnet Specialist) and Amanda Mallory (Learning Specialist) demonstrated McGraw-Hill products including Connect and Smartbooks. Text and applications can be blended for specialized content. Connect content can complement Connect. Seamless integration in Blackboard. Content only must be created one time. Students get lifelong access once they purchase a license but they must remember login credentials. Advanced content and Outlook content are being updated for Spring 2023. Windows 11 is currently available. Microsoft contents are updated in real-time and updates are pushed out weekly. Content is automatically graded and integrated into the Blackboard grade book. They are considering developing content on TEAMS. Adobe content currently does not have Connect content. ADA accessible with read-speak available in multiple languages. Show Me, Guide Me, Let Me Try aids students in mastering content. Widely tested on ADA software and works well with Jaws.</p>

Academic integrity violations are highlighted. Their programs work on PCs, MACs, and Chrome books. They also have four levels of badges. Students must achieve 90% accuracy to obtain a badge with four levels of badges available. Robust online support is available with the ability to blend contact. They can rebuild your class with updated content in approximately 10 seconds. There are no flat fees but very competitive pricing is available. If you are interested in desk copies, please contact them with your email.

PARADIGM: Kevin Fitz shared information about how they are “Driving Student Success with Cirrus” and new editions from Paradigm. Cirrus 2.0 has exciting new updates for Our Digital World, Keyboarding, and Outlook. They have the Updated Microsoft Series Office 2021 from 2019 and people are currently using 2021. Keyboarding is now cloud-based, with a virtual desktop interface that gives a live-in-the-application learning experience. Soon they will be offering LTI connectivity for LMS integration and there is a new Microsoft 365 Edition that will be available in Spring 2023. Our Digital World sixth edition has new content. New attention to cutting-edge technology such as AI, augmented reality, virtual reality, expanded mobile services, and new uses/practices of technology coming out of COVID are included. They have expanded coverage of information systems and malware and there is new content on digital literacy access and equity. The Benchmark Series has new base files using newly created companies with updated graphics and images. They have used statistical and direct feedback to improve success rates with new tutorials and skill exam items. Some of the tutorials have been broken down to help students retain specific skills. Content has been created for the new features in the applications for Windows 11.

Cirrus eliminates installations and works on PCs, Macs, and Chromebooks with cloud-based access to Office 365. This delivers a single-environment experience and eliminates downloading. It integrates with Blackboard. Immediate feedback is provided to students. Cirrus Enhancements include new “Success from Day One” modules and cross-browser compatibility with increased security. There is an improved user experience with streamlined tutorials; faster load times; and exam options (pooling).

	<p>Cirrus provides a scaffolding of learning with options to learn, watch and learn, check your understanding, practice, guide, and practice tutorials, hands-on activities, exercise, assess options and concept exams, assessments, skill exam items, project exams, and capstone exams. Tutorials are clickable from instructions if a student needs to know how to do a step. Content is ADA-accessible.</p> <p>Tips are available when completing the skill by clicking a button beside the instructions. If students know how to complete the work, they can skip ahead and avoid busy work if they have already mastered the content. Assignments automatically store in the cloud. Students don't have to load or download materials. Robust support is available and includes course creation, teacher training, and USA-based technical support via live chat or dedicated instructor phone line. LMS integration, quick start guides, and comprehensive self-help options are available. The support options include account managers, on-campus or virtual course resources, coordinated training, onboarding, course access, and technical support. Support can be through webinar recordings, live webinar sessions, live training, and/or individual and specific instructor support. Please contact Kevin Fitts at kfitts@paradigmeducation.com for more information. The version 2.0 classroom is available and set up within the next week.</p>
<p>BT23/BT12 Implementation</p>	<p>Ms. Neighbors from Chattahoochee Technical College presented the crosswalk for the new BT programs. The college began offering BT23/BT12 in the Fall of 2021. The college runs an annual schedule so they began advising for the new program a year prior. Students had the option of completing the old program or moving to the new one. The crosswalk, which will be shared with the BT faculty via Listserv, was created with backward and forward compatibility so that students in the old and new programs could pick up old or new courses to satisfy requirements. This would be a college decision to substitute courses using the crosswalk.</p> <p>All degree specialization tracks put forth in the 2020 program revision proposal were not institutionally adopted by Chattahoochee due to a lack of staffing but will be revisited in the future with plans to add more degree specializations. EMap advising documents for both the diploma and degree were created that she will share with those who are interested. Chattahoochee did a teach-out, crosswalk, and is now only teaching the new program.</p>

The process of approval requires your VPAA to be on board and is the starting point at most colleges. Chattahoochee will continue to use the ACCT and MGMT versions of the courses so students have more contact with content-specific instructors.

Dr. West asked if any other colleges are considering the new programs. Response: Augusta Tech is starting this semester, Atlanta Tech posted a smile to the chat, Lanier Tech posted a comment, Coastal Tech is planning to start.

Ms. Lovering mentioned the possibility of utilizing the TCSG ECampus platform to help colleges that adopt the new programs. If a college is unable to teach a class but needs to offer it for new or old program students, they can, with the home instructor's permission, secure an online seat in another college's class. Ms. Neighbors stated that they have been able to offer the classes without the need for ECampus requests by closely advising the students in the old and new programs.

Laura Fish asked Ms. Neighbors if there are plans to create BUSN classes to replace, for example, the MKTG and MGMT classes in the degree specializations. Ms. Neighbors explained that no, it was not being considered. Students are getting instruction from a lot of different and qualified faculty so that they're not just staying in one silo anymore. They get to expand and bring in different disciplines that reflect what is currently happening in the workplace.

Mona asked if the state could implement the new programs and retire the other ones. Dr. West explained that the state cannot implement the new program across all colleges because it would require a probe. However, interested colleges can complete the NPR to adopt the new programs. Only add the specializations that you plan to teach.

Ms. Lovering encouraged colleges not to allow the degree specialization tracks to prevent them from adopting the new programs. Dr. West stated that it may be possible to create the NPR with an institutionally developed track and will check on this. Ms. Neighbors recommended adding the specializations you have the staff to teach and encourage students to take courses based on yearly planning.

<p>New Course – MAST1120</p>	<p>Gina Stephens discussed the need for MAST 1120 in business health-related programs and the challenges with current prerequisite classes. This is an allied health class and they currently do not accept our BUSN 2300 and BUSN 2310 as prerequisites. This requires many colleges to have to complete prerequisite waiver forms. If we create our version, we can eliminate this headache.</p> <p>Ms. Walker asked how students would handle switching from or to an allied health program. Ms. Stephens replied that we do need to ensure that classes are taught by properly credentialed faculty. Also, BIOL 2113/2113L and BIOL 2114/2114L are at higher levels than our current anatomy requirements. It was proposed that we add an “or” option for anywhere we have an anatomy requirement to include these two classes. These were discussed and it was proposed that 1) a committee would look at forming the new and 2) we add the BIOL courses as an “or” statement. The committee will consist of Elisabeth Hunt, Emma Johnson, Gina Stephens, and Angela Wright.</p>
<p>Course Substitutions – LA11</p>	<p>Jeanese Riley proposed an “or” statement for BUSN 1230 Legal Terminology 3 cr./PARA 1100 Introduction to Law and Ethics 3 cr. and BUSN 2220 Legal Administrative Procedures 3 cr./PARA 1105 Legal Research and Legal Writing 3 cr. LeAnne Lovering made the motion that these “or” statements be included, Gina Stephens seconded the motion, and it passed unanimously. A ticket will be created to address this matter. The change in KMS will then be immediate.</p>
<p>Micro-Credentialing</p>	<p>Dr. West gave an overview of the initiative for micro-credentialing. Prior to 9/1/2022, the presidents met to discuss how to increase enrollment. Due to companies needing job-ready employees, they determined that micro-credentials would best meet those needs. TCCs will now only require 6 credit hours. Dr. West encouraged the BT IFCC to begin looking at classes to see what we can offer. Micro-credentials are another award, just like degrees, diplomas, and TCCs. Micro-credentials will be between 1 and 5 credit hours. The logic behind this decision is to get students job-ready and skill ready. Companies are having a challenging time both finding and retaining employees and need support. The program must be at least two classes. Students earning micro-credentials would not graduate. Micro-credentials are like badging. TCSG hopes this will increase enrollment and bring students back to college to update their skills.</p>

	<p>BT faculty are requested to be thinking of courses that would get students job ready. It can be composed of current courses or create new courses. Institutional effectiveness will then approve or not approve. This can be college-specific. Funding is being looked at to see if Perkins funds can be utilized. Regarding Pell and/or HOPE, students may qualify for the HOPE grant but not Pell.</p> <p>Pre-requisites and co-requisites may need to be reviewed for this to be successful. This is being done in other states. It is based on credit hours, not contact hours. Micro-credentials will become embedded just like TCCs. Please share with your Advisory Board to see what basic skills they need students to have to be job ready.</p> <p>A committee is needed to work on developing micro-credentials. Email State Chair LeAnne Lovering at leanne.lovering@augustatech.edu if interested in serving on this committee. The committee currently consists of LeAnne Lovering and Dr. Karen Whitfield.</p>
Closing	<p>Ms. Lovering thanked CPS Dr. West and Co-Chair, Gina Stephens, for the assistance and information and encouraged faculty members to join committees and participate in curriculum discussion.</p>

Meeting Adjourned by LeAnne Lovering at 3:30

Minutes Submitted BY: Gina Stephens