

**Instructional Faculty Consortium Committee (IFCC)**

**Business Technology State-Wide Meeting Minutes**

**Meeting Leader: Julie Neighbors, State Vice-Chair**

**Recorder: Julie Neighbors, State Vice-Chair**

**Location: Atlanta Technical College, Dennard Conference Center, Ballroom 2**

**Date: Wednesday, March 13, 2024**

**Time: 10:00 am**

Attendees:

**Atlanta Technical College:** Bobby Sutton, Jeanette Miller; **Augusta Technical College:** Denise Walker, Tiffany Rowe-Thomas; **Central Georgia Technical College:** Angela Wright, Cara Jones, Michele Boone, Santrell Davis, Tanya Adams, Tara Jones; **Chattahoochee Technical College:** Julie Neighbors; **Coastal Pines Technical College:** Laura Fish; **Georgia Piedmont Technical College:** Lynn Wallace; **Gwinnett Technical College:** Charlene Clark, Tara Carr; **Lanier Technical College:** Elizabeth Ortiz; **North Georgia Technical College:** Mona Williams; **Ogeechee Technical College:** Michael Twisdale; **Savannah Technical College:** Jeanese Riley; **Southeastern Technical College:** Jessica Eisnek, Liz Noles; **Southern Crescent Tech:** Karla Weaver; **Southern Regional Technical College:** Denise Parker, Susan Davis; **West Georgia Technical College:** Loretta Maffett, Tanya Byrd-Johnson.

Agenda Topic	Discussion Summary
Welcome & Introductions	State Vice-Chair Julie Neighbors called the meeting to order at 10:03 and welcomed attendees. She, herself, Dr. Barbara West from TCSG and meeting attendees introduced themselves.
Approval of Minutes	Angela Wright from Central Georgia Technical College made the motion to approve the minutes from the November 9, 2023 meeting as written. Michele Boone from Central Georgia Technical College seconded to approve the minutes as written.
TCSG Updates	Dr. West TCSG Micro Credentials/badges were piloted at Columbus Tech. Dr. West sent out a list of the badges issued to the ListServ. Badges can also be linked to a students LinkedIn profile. Since the badges are electronic, students can also send to employers.  Southeastern Tech reports they are tying badges to skills not classes.

	<p>Mr. Kuipers, Vice President of Academic Affairs at Columbus Tech, piloted the program. If you want to add another course to the Badger list (database) you must contact him, 706-641-5237, <a href="mailto:dkuipers@columbustech.edu">dkuipers@columbustech.edu</a>. Participation in the program is a college's choice, six colleges chose not to participate.</p> <p>Economic Development has been tasked with developing standardized PLA for all 22 technical college. Usually each institution develops its own PLA based on needs in their service area.</p> <p>Complete college faster - We currently have 890 articulation agreements. <a href="#">University System of Georgia (UGSSG)</a> schools are now very interested in our students.</p> <p>Employment – The Federal Reserve and IRS really want to hire our students.</p>
Regional Updates	<p>North Region - Karen Whitfield: Georgia Northwestern Technical College has been approved to move to the new program. Will be implementing Fall 2024.</p> <p>Central Region - Denise Walker: No new news to report.</p> <p>South Region – Jeanese Riley: Provided an overview of the proposed Data Analytics TCC. Information sent to the ListServ.</p> <p>Savannah Tech is still not planning to adopt the new program.</p> <p>Southeastern Tech – is receiving push back because the specializations are not all BUSN courses.</p> <p>Southern Crescent – Considering moving to new curriculum</p> <p>Coastal Pines – After SACS/COC reaccreditation visit.</p> <p>Dr. West suggested for colleges not teaching certain courses in the program, directing students to eCampus to complete the courses.</p>
Textbook Publisher Presentation	<p>McGraw Hill:</p> <p>Kelly Kimball reviewed the SIMnet and Blackboard Ultra integration, along with Badging and their new Evergreen content.</p> <p>Yvette Williams reviewed Connect and demonstrated how the ABA assignments allowed for the gamifying of course learning through the use of scenarios.</p> <p>Final thoughts from Kelly – Data analytics is HOT now!</p>
Lunch break 11:45 – 12:45.	
Curriculum Update	The following standard updates voted on by the IFCC are now reflected in KMS.

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Commented [WB2]: Economic Development has been tasked with developing standardized PLA for all 22 technical college. Usually each institution develops its own PLA based on needs in their service area.

	<p><b>Spring 2023 Meeting Minutes 3/9/2023</b></p> <ul style="list-style-type: none"> <li>· Unanimous vote to add “or” statement to ME51 Microsoft Excel Application Professional</li> <li>BUSN 1410 Spreadsheet Concepts and Applications or ACCT 1120 Spreadsheet Applications</li> </ul> <p><b>BHT3 Colleges Virtual Meeting 3/29/2023</b></p> <ul style="list-style-type: none"> <li>· BHT3 (202112) updated the BUSN 1010 or “Terminology &amp; Anatomy” Course Cluster to read as follows: ALHS 1011 or BIOL 2113/L and BIOL 2114/L</li> </ul> <p><b>Fall 2023 Meeting Minutes 11/9/2023</b></p> <ul style="list-style-type: none"> <li>· Added “or” statement to any BUSN classes that list ENGL 1010 as a prerequisite to also include ENGL 1005 as an option. BUSN 2190, BUSN 2320, BUSN 2360, BUSN 2810, and BUSN 2820</li> <li>· Updated Salary Trend Details and Annual Salaries sections of KMS based on the Department of Labor 2022 data.</li> </ul>
Curriculum Discussion	<p>Request to poll IFCC re: Microsoft Certification “Does your College have an articulation agreement that will allow students who have passed Microsoft certifications in high school to be exempt from certain business courses?”</p> <p>Coastal Pines is the only school. They offer credit for Word and Excel under the old curriculum.</p> <p>Request to create new TCC’s composed of new courses for Legal Administrative Assistant (LA11) and Microsoft Word Application Professional (MWA1).</p> <p>After review of the Legal Administrative Assistant (LA11) TCC it was concluded only BUSN 1440 Document Production and BUSN 1400 Word Processing Applications needed to be updated. With the approval of an OR statement for BUSN 1440 Document Production (see meeting minutes Breakout Groups) the only course needing consideration is BUSN 1400 Word Processing Applications. A committee has been formed to review BUSN 1400.</p> <p>After review of the Microsoft Word Application Professional (MWA1) TCC the same conclusion was found, BUSN 1440 Document Production will be updated to an OR statement with BUSN 1460 Keyboarding and Document Formatting; the only course needing updating is BUSN 1400 Word Processing Applications. As stated in LA11 notes, a committee has been formed to review the appropriate course of action. (see meeting minutes Breakout Groups)</p>
Committee Updates	Customer Service TCC – Barbara Capes

Report from Barbara Capes – The subcommittee approved the customer service certificate.  
Should we consider adding as a specialization track for BT23 in addition to standalone/embedded TCC?  
Additional information will be sent out to the ListServ.

Customer Service Representative (New)	Lect Min	Lab Min	Intern Min	Cont Min	Cont Hrs	Smst Hrs
BUSN 1330 Professional Development	2250			2250	45	3
BUSN 1335 Customer Service Concepts	2250			2250	45	3
BUSN 1345 Customer Service Applications	2250			2250	45	3
BUSN 1470 Professional Communication Skills	1500	1500		3000	60	3
Guided Electives 4-6 credit hours*	1500	1500		2250	60	4
<b>TOTALS</b>	<b>9750</b>	<b>3000</b>	<b>0</b>	<b>12000</b>	<b>255</b>	<b>16-18</b>

\*Min calculation for Contact Minutes is 1500Lecture and 1500Lab 2

Data Analytics TCC – Jeanese Riley. Her presentation was sent out the ListServ. Please review and prepare questions and comments.

**Breakout Groups**

Update old program courses to the new curriculum course numbers.

Review and approved “or” statements in standards. (KMS changes)

- BUSN 1190 Digital Technologies in Business & BUSN 2160 Electronic Mail Applications **or** BUSN 2150 Social Media and Electronic Communications
- BUSN 1440 Document Production **or** BUSN 1460 Keyboarding and Documentation Formatting
- BUSN 2210 Applied Office Procedures **or** BUSN 2290 Applied Business Technology
- BUSN 1430 Desktop Publishing and Presentation Applications **or** BUSN 1470 Professional Communication Skills

Committee to review OR statements for old standards: BUSN 1400 Word Processing Applications and BUSN 1410 Spreadsheet Concepts and Applications. Courses affected BUSN 1400, 1410, 1420 (old curriculum) and BUSN 1450, BUSN 2130, BUSN 2140 (new curriculum).

Members:  
Tiffany Rowe-Thomas  
Jessica Eisnek  
Tara Jones

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Closing	The fall IFCC meeting will be held on October 9, 2024. Please complete the survey sent to the ListServ to help determine the meeting location.
Meeting Adjourned 2:04 pm	