

Instructional Faculty Consortium Committee (IFCC)

Business Technology State-Wide Meeting Minutes

Meeting Leader: LeAnne Lovering, State Chair

Recorder: Julie Neighbors, State Vice-Chair

Location: Savannah Technical College, Crossroads Campus (Auditorium)

Date: Thursday, March 9, 2023

Time: 9:30 am

Attendees:

In-Person Attendees:

Albany Technical College: Emma Johnson; **Augusta Technical College:** A. Denise Walker, Tiffany Rowe-Thomas, & LeAnne Lovering; **Central Georgia Technical College:** Cynthia Cooper; **Chattahoochee Technical College:** Julie Neighbors; **Coastal Pines Technical College:** Summer ~~Gorrea~~Gowen; **Georgia Northwestern Technical College:** Karen Whitfield; **North Georgia Technical College:** Angela Banks & Mona Williams; **Ogeechee Technical College:** Michael Twisdale; **Oconee Fall Line Technical College:** Jacqueline Copenny, Angela Yarbrough, Janet Barlow; **Savannah Technical College:** Jeanese Riley

Online Attendees

Atlanta Technical College: Jeanette Miller & Bobby Sutton; **Central Georgia Technical College:** Angela Wright, Tanya Adams, Michele Boone & Tara Jones; **Coastal Pines Technical College:** Gina Walker; **Columbus Technical College:** Melissa Robinson; **Georgia Northwestern Technical College:** Gina Stephens & Barbara Capes; **Gwinnett Technical College:** Charlene Clark; **Lanier Technical College:** Elizabeth Ortiz; **South Georgia Tech:** Teresa Jolly; **Southeastern Technical College:** Linda Whitfield & Liz Noles; **Southern Crescent Tech:** Karla Weaver; **West Georgia Technical College:** Loretta Maffett & Tanya Byrd-Johnson

Commented [LL1]: The two added names under Online Attendees participated in votes so I'm assuming they were present virtually but did not post attendance in chat.

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Agenda Topic	Discussion Summary
Welcome & Introductions	<u>Due to lack of internet service at meeting location, Dr. West, announced the Webex would be broadcast using her cell phone.</u> State Chair LeAnne Lovering called the meeting to order at 9:34 and welcomed in-person and online attendees. She <u>introduced</u> herself, Julie Neighbors <u>State</u> Vice-Chair, Dr. Karen Whitfield the Northern Region Chair, Denise Walker the Central Region Chair and Jeanese Riley the Southern Region Chair.

Approval of Minutes	The minutes from September 8, 2022, meeting were reviewed. A motion was made by Jeanese Riley to approve the minutes and was seconded by Mona Williams and Barbara Capes.
TCSG Information Discussion	<p>Dr. West TCSG <u>Next year – All IFCC meetings will be held in person.</u> Update on micro-credentials. 1-5 credit hours. The micro credentials are no more. Columbus Tech piloting (<u>Badger</u>). Wait to hear from your dean about this new program. Training on <u>Badger</u> was scheduled for April 12 and another in May. If you have questions reach out to Dean or VPAA.</p> <p>Review Artificial Intelligence (AI). ChatGPT is currently available for students to utilize for writing a paper, web page, etc. As a group we need to decide how to instruct and utilize in the classroom. Leanne Lovering shared how other colleges are combating AI. Dr. West shared that it is the references that are the issue in many of the papers. Open discussion. Jeanese Riley shared AI does not do well with math. We should prompt students to show formulas in Excel. What course can we introduce AI into? Course suggestions BUSN 1190 Digital Technologies or BUSN 1470 Professional Communications. Should we give warnings, suspension. Leanne suggested <u>students explained</u> what assignments they used AI on and how much. Cynthia Cooper, are we making them aware or making this an assignment? Julie Neighbors we can't really verify the work is generated via AI. Leanne suggested just educating students on AI. Dr. West suggested mentioning AI on the first day of class, if they use there will be consequences. PPT slides on AI resources.</p>
Course Update	<p>Leanne reviewed the program changes made in KMS <u>that were approved at the last meeting.</u> Adding OR options to the Legal Administrative Assistant TCC (LA11). The OR options are now included BUSN 1230 Legal Terminology OR PARA 1100 Introduction to Law & Ethics BUSN 2220 Legal Administrative Procedures OR PARA 1105 Legal Research and Legal Writing</p> <p>BT12 OR options for ACCT 1100 or BUSN 2200 Office Accounting BT23 OR option BUSN 1300 OR MGMT 1120; BUSN 2200 OR ACCT 1100 BUSN 1460 updated course name Keyboarding and Document Formatting</p>
Committee Updates	<p>MAST 1120 (lead Gina Stephens GA Northwestern) BUSN course replacement. Emma Johnson <u>serve</u>s on the committee <u>to</u>. BUSN 1120 Human Diseases (does not replace BUSN 1010). Content is the same <u>as MAST 1120</u>. The difference is OR options. This would just be a new <u>standard</u> course <u>and added as an "or" option to the program.</u></p> <p>ALHS 1011 - Structure and Function of the Human Body (201003L) OR BUSN 2310 Anatomy and Terminology for the Medical Administrative Assistant OR</p>

Commented [LL2]: I remember Barbara saying this had an "odd" spelling. TCSG website shows Badgr.

BIOL 2113/2113L Anatomy and Physiology I with Lab
AND BIOL/2114/2114L Anatomy and Physiology II with Lab
ALHS 1090 - Medical Terminology for Allied Health Sciences (-201216L-) OR
BUSN 2300 Medical Terminology
Medical Terminology BUSN 1010, ALHS 1090, or BUSN 2300 (Currently the
MAST 1120 will not accept our BUSN 2300 and BUSN 2310 without the
completion of a prerequisite waiver form).

Anatomy BUSN 1010, ALHS 1011, BIOL 2113/2113L and BIOL 2114/2114L,
or BUSN 2310

Human Disease BUSN 1010, MAST 1120, and if our version of this class is
approved, then BUSN 1120.

Essentially, all we are doing is changing the prerequisites to allow for the
BUSN 2300 and BUSN 2310 options as well as the BIOL 2113/2114 options
to provide greater flexibility in meeting our students' needs.

Make sure instructors are credentialed to teach BUSN 1120. Gina Stephens said
the credentialing should be the same for the new class BUSN 1120. Continue with
the OR Statement MAST 1120 or BUSN 1120. This does not change the degree or
diploma, just provides options.

Vote by the colleges offering ing the BHT program; "Who agrees to adding this course
and the OR options to the degree?"

Summer Gowen - ~~Costal~~ Coastal Pines, Yes
Emma Johnson - Albany Tech, Yes
Denise Walker - Augusta Tech, Yes
Michael Twisdale - Ogeechee Tech, Yes
Tanya Johnson - West Georgia Tech, Yes
Gina Stephens - Georgia Northwestern Tech, Yes
Teresa Jolly - South Georgia, Yes
April Noles - Southeastern Tech, Yes
One vote per college. Vote passed unanimously with 8 votes.

Denise Walker (Augusta Tech) Question about medical assisting students taking
the class. Is it normal to keep the same number? Per Dr. West, if it is available
then it can be used.

Gina Stephens GNTC offered up spaces in eCampus if other schools need the
space.

Jeanese Riley asked a question about credentialing 80 hours in doctor's office
would be for those how-who just had the BT background.

Reminder, eCampus is a good option when your college is unable to teach a
course.

Commented [LL3]: South Georgia does not offer BHT3,
but since the vote was cast, I guess we should include it in
the minutes to be accurate???

Update on question from last meeting: BUSN 2150 = BUSN 2160 ~~OR and~~ BUSN 1190
Review the Chatt Tech program crosswalk. 1 course for 2, This was denied because of the difference in the credit hours. The only way to ~~make this happen~~ change credit hours in a program was to make a PROBE for BA23 and BA22, this was not recommended.

BT12 & BT23 implementation. Since the ~~new~~ curriculum was originally institutionally developed, then Augusta adopted there was no need for a probe. The BA23 and BA22 programs were not changed. BT23 and BT12 sit in standards alongside BA23 and BA22. ~~This was an unusual process.~~

The adoption of ~~the new program~~ BT23 and BT12 would be the same as adopting any state-standard program. ~~This typically~~ starts with the advisory committee, then new program committee, IE and dean. The steps will vary based on the college. You can stay with ~~the old program~~ BA23 and BA22. ~~You do not have to move to~~ the new program BT23 and BT12.

IE department will make the decision on a substantive change.
Ogeechee and North Georgia plan to be teaching the new-BT23 and BT12 program in Fall 2023. GNTC has submitted the paperwork. Karen Whitfield, question about eCampus classes. Cynthia Cooper question about enrollment. Enrollment at Chatt Tech has increased. Jeanese Riley requested a review of the steps of new program adoption.

Tiffany Rowe-Thomas asked what is the resistance to not moving forward with the new program adoption? Augusta Tech is in the second semester and s ~~s~~ tudents are excited about the new program.

GNTC, West Georgia, Central and Costal Pines are at a stand still with moving to the new program.

Emma Johnson at Albany Tech, BA23 and BA22 BT program was cut. They are at the end of the teach out program.

Cynthia Cooper – is there a way to get the enrollment numbers across the colleges-colleges? Dr. West will check with KMS on the data.
Reminder, when adopting the new program, not every specialization must be offered.

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 were developed and seven new TCCs. 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.

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	<p><u>Agenda item proposed by Northern Region:</u> Request for vote: ME51 add an OR statement for BUSN 1410 OR ACCT 1120. One vote per school. Unanimously passed.</p>
Best Practices: Recruitment & Retention	<p>Dr. West shared the Federal Reserve Bank is in need for of workers. <u>Email her if you have interested students.</u></p> <p>IFCC meeting attendance is not required. However, SACS/COC does require that at least one person attends the IFCC meeting.</p> <p>Best practices, employers are changing their credentials and degree requirements. College enrollment is down, enrollment is tied to FTE, FTE is tied to salary.</p> <p>Program Marketing Ideas</p> <p>Jeanese Riley - Savannah Tech is working to showcase how you can leave the program and move on to something better. Then talk to individuals working in the field. Students serving on the advisory committee. Use the students to market the program. Work with the school counselors to see when students can sign up for dual enrollment.</p> <p>Bobby Sutton – high school career day</p> <p>West Georgia – high school, Career Fair, High School councilors</p> <p><u>Augusta Tech – summer camp for high school students</u></p>
Lunch break 11:30 – 12:30.	
New Committees	<p>Agenda Items from the Southern Region Jeanese Riley Savannah Technical College BHT Probe, started <u>last updated</u> in 2015 want to bring current. Consider adding new technology.</p> <p><u>Dr. West asked schools</u> teaching BHT, BHT2 & BHT3 if they transferred to another school <u>what program would they enter under:</u> Health Informatics or Health Administration.</p> <p>VOTE: Should a BHT PROBE be started? Is the program relevant enough for today? Yes, that <u>they are not against having</u> a probe is needed. Tabled since no person volunteered to chair.</p> <p><u>Barbara Capes, Georgia Northwestern, would like BT to offer a Customer Service TCC.</u></p> <p>Customer Service TCC Committee Chair: Barbara Capes – <u>Georgia Northwestern Tech</u> Karen Whitfield – <u>Georgia Northwestern Tech</u> Michael Twisdale – <u>Ogeechee Tech</u> Melissa Robinson – <u>Columbus Tech</u></p> <p><u>Jeanese Riley, Savannah Tech, would like BT to offer a TCC in data analytics. There is a large demand for business forecasting/data analytics in business offices.</u></p> <p>Data Analytics/Business Forecasting TCC Committee</p>

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Chair: Jeanese Riley – [Savannah Tech](#)
Karen Whitfield – [Georgia Northwestern Tech](#)
Cynthia Cooper – [Central Georgia Tech](#)
Gina Walker – [Coastal Pines Tech](#)
Tiffany Rowe-Thomas – [Augusta Tech](#)
Elizabeth Ortiz – [Lanier Tech](#)

Jeanese Riley, Savannah Tech, would like the IFCC to review and update the salaries listed in KMS. Would like to add the text that it varies by service area. Dr. West said it must be a numerical entry.

KMS Employment Section (Salaries) Committee

Chair: LeAnne Lovering – [Augusta Tech](#)
Denise Walker – [Augusta Tech](#)
Summer Gowen – [Coastal Pines Tech](#)
Angie Yarbrough – [Oconee Fall Line Tech](#)
Cynthia Cooper – [Central Georgia Tech](#)
Lisa Hunt – [Georgia Northwestern Tech](#)
Angela Wright – [Central Georgia Tech](#)
Karla Weaver – [Southern Crescent Tech](#)
Jeanese Riley – [Savannah Tech](#)

Adjourned 1:30