BUSINESS TECHNOLOGIES ADVISORY COMMITTEE MEETING
DATE: January 20, 2010 from 7:30 – 9:05 am

Members in attendance:

Julie Adamich, Susan Biszewski-Eber, Cindy Brown, Ian Brown, Sherri Callahan, Jesse Coraggio, Tony Francisco, Michael Gordon, Holly Hoopes, Susan Kingsley, Mary McCoy, John McKnight, Deb Montalvo, Therezita Ortiz, Terry Packer, Nicolle Panuthos, , Nancy Russell, Sharon Setterlind, , Andy Swenson, Darlene Westberg, and Brad Yourth

Topic	Discussion/Recommendations	Action
Welcome/Introductions	Minutes for October 21, 2009 to be presented at the January 20, 2010 meeting	Introductions completed. Review of minutes approved.
Internship Program	The new Internship Coordinator was introduced – Susan Biszewski-Eber. Co-op/work experience programs have been eliminated. Guidelines for Internships were presented. It was recommended that the employer get a copy of the objectives that are established between the instructor and student. Non-profit opportunities will be available as well. It was recommended that the final internship report be made available to the employer. A student will be required to complete 60 hours for each credit earned. Members questioned whether a student may split up the number of credits if they do not start at the beginning of a semester.	The process is still in draft form and will be reviewed by faculty and the advisory committee for approval.

Check with the curriculum office to see if students can split up the internship credits. |
Internship Program (cont.)	Members felt that eight week internships are not worth their time and two semesters would be better. It is recommended that the student be paid for the position either hourly or with a stipend. It was noted that international students are not allowed to work for pay..	None noted
Reference Guide	The new reference guide was handed out to all members. It is being distributed to all MAP center employees.	None noted
Basic Computer/Information	CGS 1060 is being redeveloped	None noted

Literacy General Education Pilot	and should be ready for the fall semester. The final exam for CGS 1060 will also be used for the test-out option.	
Accounting Technology A.S. degree	The A.S. degree in Accounting technology has been deleted. It was not transferable to the universities. It has been moved to the Business Administration A.S. degree program as a subplan. It will be fully transferable to the Bachelor's degree in Business Administration The Bachelor's degree will fully transfer to a Master's degree at the state universities.	None noted
Blended/Online Statistics	The BT department has greatly increased its offerings of blended/online sections over the last two years.	None noted
Alumni Survey	Jesse Coraggio explained how the alumni surveys are distributed. Members reviewed the seven BT questions which have been added to the survey. An employer survey is being put together. It was suggested that a survey be sent out to students who had taken one or two courses – non-graduates – ask student if the course assisted them in getting a job.	Sharon will meet with Jesse to set up employer survey. Sharon & Nancy will research with Jesse on non-graduate survey.
Items from Floor	The advisory members are asked to bring to the April meeting suggestions of goals to achieve for next year. Sharon explained that the state is now requiring schools to accept certifications toward course credit. It was asked if we offer testing for the certifications. Roberto Fernandez is working to establish an International Studies program with travel to Ecuador.	BT department is looking at reestablishing a testing center for SPC students only and using lab fees to pay for the certification exams for the students.

	John McKnight expressed concern about the number of hoops a student has to go through to apply for a degree for the early college program.	
Date of Next Meeting	4/21/2010 EpiCenter 2-304	
Adjournment		Adjourned at 9:05 am