

## Business Depart Meeting

Agenda Nov 4<sup>th</sup>, 2016

- I. Prior minutes
- II. Appointment of Secretary
- III. Storing of and access to minutes
- IV. Advisory Committee Handbook update
- V. Davenport 3-1 program and other articulation agreements
- VI. Proposed changes to General Business Degree for Davenport 3-1 program:
  - a. Add MATH 116 Intermediate Algebra to Business electives
  - b. Add BUS 218 Creating and managing Projects to business electives
  - c. Add BUS 113 Excel II to Business Electives
  - d. Add BUS Access II to Business Electives
  - e. Change the strategy of BUS 218 Creating and Managing Projects from 4-1-3 to 3-2-2 to have the course credits line up with the transfer course and make more transferrable.
- VII. Housekeeping items from lab:
  - a. Change the name of BUS 113 from Excel II to Advanced Excel: No longer an Excel I
  - b. Change the name of BUS from Access II to Advanced Access: No longer an Access I
  - c. Remove Open Lab strategy from and add Lecture/Discussion to:
    - 1) BUS 106 Excel 1
    - 2) BUS 108 Access I
    - 3) BUS 109 Word I

Also update the course descriptions removing references to operating in the Lab. This will make the classes runnable outside of the lab.
- VIII. Enforce the prerequisites for BUS 231: BUS 103 and BUS 101
- IX. Business Administrative Assistant Programs:
  - a. Add Lecture Discussion, WEB and Blended as strategies and eliminate Open Lab: No more open lab
  - b. BUS 219 Add WEB and Blended to strategies: Facilitates larger instructor pool
  - c. BUS 111 Keyboarding & Document Processing I: Change strategy from 3-1-2 to 2-1-2
  - d. BUS 112: Keyboarding and Document Processing II: Change strategy from 3-1-2 to 2-1-2
  - e. BUS 136 Information Management: Change name to Records Management (Avoid confusion with MIS or CIS)
  - f. BUS 242 Info Processing Software Appl: Change name to Word Processing Applications
  - g. BUS 224 Medical Transcription II: Deactivate BUS 224 (Replaced by BUS 260)
  - h. BUS 235 Legal Transcription: Deactivate BUS 224 (Replaced by BUS 260)
- X. New Intro to International Business Syllabus
- XI. New/Other Business
- XII. Next Meeting: TBD
- XIII. Adjourn