

# BCM. Dept. Meeting

8/17/12 Room 6204

3:35 – 4:45 p.m.



PRESENT: Alma Cervantes, Dean Carlson, Barbara Corzonkoff, Teresita del Castillo-Brown, Lori Fisher, Sita Motipara, Christine Roumbanis, Janice Weeks, Bernadette Newland

## AGENDA

- A. Changes in the department – New coordinators, Christine’s new responsibilities. (Sita)
- B. Changes in class formats (such as BCM. 408 is now online, etc.) (Info)
- C. BCM. Advisory Meeting
- D. SLOAC Assessment Results
- E. Multimedia Technology program suggested name change
- F. Other
- G. Next Meeting

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## MINUTES

Dean Carlson had discussed the coordinator changes in the main meeting.

Combined Advisory Committee. 1 – Business, 2 – Break into Departments.

CTET – No refreshments, but will still provide the buses. One advisory committee for the year. 3 – Co-chairs, one for each department. Try for one group meeting. SLO's – 6 year assessment plan.

Skype setup for online meetings with students in MAC lab (equipment needed etc.)

Here are 3 possible items since SKYPE can be awkward for people who do not use the service:

- Prepare your questions for your instructor or email them ahead of time to allow the instructor to do some research and prepare your information.
- If you need general guidance with an assignment - make sure you have the information ready to make it easier for the teacher to help you.
- It is ok to Smile but be formal, this is not a social chat.

Multimedia Technology does not equate to Social Media. Social Media is different. Leave course name alone until name change can be investigated in the future.

Research combining classes: BCM.: 104+105, 200+201, 225+226, 403+404. One and two unit classes.

Different Learning Styles for students. Read, watch, listen. New course management software, training orientation. APLIAX – Cengage, Bus 401, SNAP Paradigm – uses Word; it is better than SAM.

### **SLOAC Assessment Results – CAOT 225 – Spreadsheets 1:Excel**

Survey results from SLOAC assessments conducted in 2012 for CAOT 225 were shared with the group. This survey was conducted to a random group of students in the CAOT 225 course. The criteria established for the survey was that 70% of students will strongly agree with the six questions on the survey. Of the six questions evaluated, the criteria benchmark was met for five out of six of the questions surveyed. Based on

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student's response regarding whether or not they feel prepared to move onto the next course, only 60% felt strongly capable. This gives the dept. insight into the pedagogy of the class. After discussion with faculty, we feel that more time should be spent on applied projects of spreadsheets to enhance critical thinking and application of concepts. After extensive discussion faculty decided to include more projects and homework assignments that include critical thinking. This resulted in a realignment of the grading criteria for the course. A higher percentage of the distribution of the grading criteria was changed to homework and projects on the syllabus. There was less emphasize on quizzes and tests.

Will e-mail with information on-line, community college, transparency, growing on-line community. Info and action items.

The MAC lab is now a Skype lab. Each student should have their own account. Use campus e-mail address.

Skype – Video conference. Listed to left, three items for how student should conduct themselves on-line. “Be prepared” is very important.

Future meetings: Schedule for every two months.