

**CLUSTER/COMMITTEE MEETING MINUTES**

**Bachelor's Cluster Meeting**

**March 26, 2014**

**2:00 pm**

**CBP204**

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**ITEM 1.      Advisory Board Meeting Agenda**

Discussion:    Items for agenda  
                  1. Internships  
                  2. Advisory Board agenda items (co-chairs)  
                  3. Hot topics (Advisory Board members-2 min)

Action:        Agenda items for next advisory board meeting to be submitted by Monday/Tuesday.

**ITEM 2.      Internship presentation**

Discussion:    Dr. Wilson's internship presentation

Action:        Will present at the Advisory Board Meeting

**ITEM 3.      10K Degree**

Discussion:    Prof. Chance shared that a committee was formed and an overview of the scholarship criteria was presented. An information session was conducted. Challenges cited were the 3.0 GPA. And needing to be a full-time student. From the first session: 8 students qualified and 1 has signed up.

Action:        Will conduct on more information session for the \$10,000 degree.

**ITEM 4.      Grant Activity**

Discussion:    Funding for the TAACCT Cyber Security Grant began October 1, 2013. Positions to be funded through this grant: One full-time faculty (AA Level), 1 Grant Director, and 1 Lab Manager. Possible Student Activity Grant

Action:        Development of faculty, cyber range, modules for curriculum/coursework

**ITEM 5.      Entrepreneurship Faculty Position**

Discussion:    First round of interviewing did not yield any qualified candidates.

Action:        Second round of interviewing to start soon

**ITEM 6. SP&D Funds**

Discussion: Academic Affairs SP&D funds were used by January 2014.

Action: Professional development funds will be available through the Dean's budget going forward.

**ITEM 7. SCORE Alert System**

Discussion: What do you expect of the advisors? How can they help? What do you expect to happen after student is reported to SCORE? What is the feeling about the SCORE system?

Action: Because of the mixed views this item was tabled to be revisited.

**ITEM 8. New Program Development**

Discussion: Justification for new programs (Big Data)

Action: Disciplines to look for possible new program ideas for the Loxahatchee campus such as Early Childhood Development, Entrepreneurship focused programs (construction project management), and professional certifications.

**ITEM 9. Safe Assign Demo**

Discussion: Demonstrated/presented by Dr. Gossman

Action: Received by all in attendance

**ITEM 10. Course Development**

Discussion: Each Department chair (Drs., Haley, Tiggie and Wilson) reported that course development is going good with the exception of finding appropriate textbooks because of unfamiliarity with course topic.

Dr. Capers shared that two new textbooks are being adopted for GEG3032. He also discussed that there are some course revisions taking place and textbook updates: MAN3025, MAN4162, MAN4120 and MAN45024 are getting custom textbooks.

Action: Textbook reviews/updates will be on-going.

**ITEM 11. Meeting with English Cluster**

Discussion: The Bachelor's Degree Program faculty attended the English Cluster meeting (3/26/14) where there was discussions about safe assign/turn-it-in. Advantages and disadvantages were discussed. A concern of the BAS program is that students are entering into the BAS program without adequate writing and research skills. Students are having problems with grammar and sentence structure as well as APA style.

Action: Suggested the possibility of a business writing course to be developed on the 2000 level as a prerequisite to entering the BAS program. Will also collaborate on a plagiarism policy and use of Safe Assign.

**Attendance:**

Dr. Anita Kaplan,  
Dr. C. T. Capers  
Dr. D. Gossman  
Dr. Richard Chance  
Dr. Michelle Tiggle  
Dr. Gordon Haley  
Dr. Tom Wilson  
Dr. M. Leon Espinosa  
Laura Gainer

Submitted by:

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Sandra Livingston, Scribe

c. Minutes Distribution List