

# PALM BEACH STATE COLLEGE

## BACHELOR'S DEGREE PROGRAMS CLUSTER MEETING October 29, 2013 1:00pm TE204

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### **ITEM 1      Debriefing of Advisory Board Meeting**

#### **Discussion:**

- Action:
- Strengthening Business Partnerships
  - Engage methods of improving attendance
  - Gather information from faculty/staff in advance of meetings
  - Utilize the career center (Gail Tomei)
  - A-line Cluster/Curriculum meetings w/Advisory Board meetings
  - Industry to come in for face-to-face interaction w/students (Advisory Board)
  - Adopt measurable components
  - Have Health care members meet w/Advisory Board

### **ITEM 2      Blackboard Testing**

#### **Discussion:**

- Action:
- Find ways to curtail dishonest practices when taking on-line testing in blackboard
- Lockdown browser
  - Web cam
  - Require on-campus testing

### **ITEM 3      Internship Program (update)**

#### **Discussion:**

- Action:
- College lawyer stated that there is concerns that need to be addressed.  
Modifications to come (Dr. Kaplan)  
May need to add a disclaimer  
Statue: Delay until summer

### **ITEM 4      Course Development**

#### **Discussion:**

- Action:
- Internal Audit Council  
May table for now

### Progress

- Dr. Wilson: Entrepreneurship concentration, finishing up
- Dr. Haley: Project Management concentration Completed.
- Dr. Tiggle: Health management concentration PowerPoints completed/course development on-going

## **ITEM 5      Responsibilities/Task List**

### **Discussion:**

Action:      Textbook Adoption

- Full-time faculty- provide updates, changes, and certifications for their “lead” areas

Syllabi Updates/posting

- Streamline and verify information
- Limit editable areas
- Deadline for posting syllabi using the new template is November 2, 2013
- Dr. Gossman agreed to verify adjunct faculty syllabi’s for consistency
- Develop a space on the shared drive for faculty syllabi’s

Work Schedules

- Post office hours
- Post a note on door when out of the office for an extended period of time (courtesy)

Committee Assignments

- Dr. Tiggle: BSN Curriculum, Sigma Beta Delta
- Dr. Haley: QEP
- Dr. Gossman: E-learning
- Dr. Capers: , QEP, E-learning, BAS Nursing, Sigma Beta Delta

## **ITEM 6      Campus and Student Activities – Ways to Engage Students**

**Discussion:**      Looking for pathways for students- to support them from entrance to graduation.

Action:      

- Bachelor’s Degree Program- presence during club meetings, club rush week, etc.
- In class face-to-face presentations

## **ITEM 7      Grant Activities (update0**

**Discussion:**      Looking for pathways for students- to support them from entrance to graduation.

Action:      Focus on Cyber Security environment training/skills (David Knopp/Maureen Capp)  
Cyber Security Grant (in development stage) 4-year grant w/3 full time positions  
BAS/IM will manage the cyber security lab

**ITEM 8      New Faculty Positions (update)**

**Discussion:**

Action:            Interviews for new faculty to fill the vacant information management position are scheduled for November 4, 2013. The faculty member will begin January 2014.

**ITEM 1      Strategy/Brainstorming**

**Discussion:**

Action:            Grant Writing (Dr. Wilson)

- Target Entrepreneurship students
- Entrepreneurship Fairs (Shark Tanks)
- Target Donors

Develop Archive for BAS (Laura Gainer)

- Faculty members
- Special Projects
- Establish a History Database

Adjunct Faculty to attend Cluster Meetings

- Agreed that Adjunct Advisory Council would be invited first to cluster meetings

**Attendance:**

**Dr. Anita Kaplan,**

**Dr. Tom Capers**

**Prof. Richard Chance**

**Ms. Laura Gainer**

**Dr. David Gossman**

**Dr. Gordon Haley**

**Dr. Michele Tiggie**

**Dr. Thomas Wilson**

**Ms. Barbara Eagar – Emerging Leaders Participant**

Submitted by:

Sandra Livingston,

Administrative Assistant II (Scribe)

c. Minutes Distribution List