

**CLUSTER MEETING MINUTES**  
**Business, Fin. Services, Hospitality Management, Office and Paralegal**  
**8.19.15**  
**BA307**

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**ITEM 1. Strategies for increased completion rates component in new performance funding scheme**

Discussion: This matter will be set on the cluster agenda for the October 2015 meeting Professor Beres suggested speaking with Karen Handy from advising for more info on CCC (college credit certificates). A cluster member indicated that Dean Knopp referenced the “autograd” improvement that could allow for students to get CCCs without making a formal declaration. Dr. Scheffer asked what the present minimum number of credits is to obtain a CCC.

Data/data source: N/A

Action: Dr. Paczkowski will research the details of implementing CCC for more programs and the viability of automating the process by which students become eligible for CCCs once they have completed the required courses. He will present his findings as an agenda item at the next cluster meeting.

**ITEM 2. Discussion of hybrid vs. online classes**

Discussion: Professor Beres advised that students need to be educated on the difference between hybrid vs. online courses. Dr. Patch echoed this sentiment and stated students really need to understand what a hybrid course is. Professor Fontenot indicated he has some reservations about putting effort into this endeavor as based on his experience students are still not likely to opt for a hybrid course if it would require them to come to class. Professor Tracey inquired as to what the status is of “group” efforts district-wide to determine the number of hybrid course offerings.

Data/data source: (where appropriate)

Action: Add agenda item for October 2015 cluster meeting of coordinating efforts across the cluster of offering online, hybrid, and on-ground classes to assist in the increased goal of student enrollment in “hybrid only” courses

**ITEM 3. Entrepreneurship Marketing and Selling (ENT2120) textbook change**

Discussion: Textbook needs to be changed for Entrepreneurship Marketing class to include teacher resources

Data/data source: N/A

Action: Add agenda item for October 2015 cluster meeting to vote on changing ENT2120 textbook (8<sup>th</sup> Ed.)

**ITEM 4. Creation of special certificate for post-baccalaureate paralegal students seeking to take the National Association of Legal Assistant's Certification Exam but do not want/need an A.S. degree**

Discussion: Dr. Scheffer indicated that we could also look to increase completion rates within the paralegal program by creating either a CCC or ATC (Advanced Technical Certificate) for students who may already have a bachelor's degree or higher, but still need to take a number of paralegal courses in order to be eligible to take the NALA national paralegal certification exam.

Data/data source: N/A

Action: Add an agenda item for the October 2015 cluster meeting regarding this issue and Dr. Scheffer will research viability of creating a CCC or ATC for these students

**ITEM 5. Textbook modification for MAR2011**

Discussion: Professor Beres indicated the textbook for MAR2011 needs to be modified

Data/data source: N/A

Action: Add agenda item for October 2015 cluster meeting to vote on MAR2011 Class which uses MKTG8 Edition Book to remove the Entrepreneurship additional supplemental chapters that were previously added

**OTHER. Meeting adjourned at 11:15 a.m.**

**Attendance:**

**Bob Gillen, Debbie**

**Beres, Jane**

**Montonen, Danny**

**Fontenot, Juliett**

**Tracey, Karen**

**Brown, Barbara**

**Scheffer, Cary High**

Submitted by:

*S/Cary A. High*

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Cary A. High, Scribe