



CLUSTER AGENDA

Business/Financial Services/Hospitality Management/Office and Paralegal Cluster

March 26

1:00PM

BA307

ITEM 1. Textbook identification for Intro to Business GEB 1011

Discussion: started using “Understanding Business” (10th edition), in Fall 2012 is the cluster voted book. Professor Ron Capute designed an online course for GEB1011 using “Business: A Practical Introduction, 1e, Williams, Person, and would like to use it Summer 2014 for his online course.

Data/data source: (where appropriate) **Textbook usage Academic Affairs and State policy. 3 year usage on cluster voted material.**

Action:. Cluster will allow a one-time only usage of “Business: A Practical Introduction” for the 2014 Summer Term. Voted and approved.

ITEM 2. Book changes for MNA2100, OST 1141, and MAR2011

Discussion: Changes needed because new editions are out for all three courses and they have been used for more than three years.

MNA 2100 Human Relations: “Strategies for Success, 5e, Lamberton and Minor, McGraw Hill 2014 ISBN 978-0-07-352468-9

OST 1141 Keyboarding for the Microcomputer: “Gregg College Keyboarding & Document Processing, 11e, lessons 1-20, kit 4, McGraw Hill 2011 ISBN 9780077377144

MAR 2011 Principles of Marketing: Custom package: MKTG 8th e, by Lamb coupled with two ENT chapters, Cengage Publishing ISBN: 9781305034952

Data/data source: (where appropriate) Department chair Lisa Mears

Action: voted and approved all book suggestions.

OTHER.

Attendance: Danny Fontenot, Heidi Ladika-Cipolla, Karen Brown, Lisa Mears, Barbara Scheffer, Jane Montonem, Debbie Beres, Tunjarnika Coleman-Ferrell, Juliett Tracey, William Paczkowski, Ron Capute

Submitted by:

Danny Fontenot

[name], Scribe

c. Minutes Distribution List