



Associate Dean's Bachelor of Applied Science Business Partnership Council Meeting

September 7, 2018

8:30 A.M.

CBP 320

ITEM 1. Welcome Updates, Introductions, Opening Remarks – Dr. Kaplan

Discussion: Dr. Kaplan acknowledged that our previous semester was very successful (Summer 2018) and we are entering another successful year. She handed out our 2018-2023 strategic plan so that everyone can see what the focus areas will be this year. The focus is not just getting students into the program, it is also being able to retain students, have them complete the program and find a way to make the completion time shorter for them.

- There is a 6-year average for student to obtain a Bachelor's Degree here at PBSC.
- The institution challenge is getting the courses the students need to complete their program of study.
- Our advisors are currently working with students to make sure that they have a plan towards completion.
- Guided Pathways is being used for students who are in our Associate program that's parallel to our Bachelor's program. Advisors are working to smooth the process into a Bachelors program here at PBSC, FAU or FIU so that the students don't take up credits or courses that they don't need.

Dr. Kaplan mentioned that the Bachelor's Program enrollment is up 9% while the rest of the college is flat.

ITEM 2. Department Updates – Dr. Gladney

Discussion: Dr. Gladney spoke about the four things that the department was looking to achieve:

1. Leverage a partnership with IBM
2. Begin to work on IBM Watson
 - a. IBM Watson project is proceeding as we expected it to.
 - b. Received a donation from IBM of 2 IBM servers for the Cybersecurity Lab which we will begin to install and start to work on some research projects this Fall with the intent of having some of that work integrated into our course work in the Spring time frame.
3. Start to equip our labs with the ability to utilize IBM Watson Technology

4. Start our own Cybersecurity Honors Society

Dr. Gladney is looking to reconfigure the lab in support of the different curriculum, not only used by the Bachelor's Program but by the Associates Programs as well. Dr. Gladney see the lab serving 2 primary purposes in the future:

1. Cybersecurity is the big purpose, which needs to be integrated into everything.
2. Omicron Sigma Sigma, which is the new Cybersecurity Honors Society. Dr. Enfinger will be the faculty advisor for this society.
 - a. Try to have one induction ceremony for all the honors society's.

Dr. Gladney spoke about how we are now a Registered Education Provider for the Project Management Institute. We are now considered one of the authorized places to go to prepare for the Project Management Certification Examinations.

Thank you, Professor Hernandez, for all your hard work!!!

- First series of curriculum reviews happened in 2016, which produced some findings and recommendations that we have been trying to implement over the past 18 months.
- One of the findings and recommendations:
 - **Finding:** we had 2 project management concentrations, one under IT and the other under Supervision & Mgmt. with little differentiation between the two.
 - **Recommendation:** Have a class where students are taught about how to manage projects when the project is a process, product or service.
- Course is being piloted for the very first time this fall.
- Some advisor board members assisted in coursework: Dr. Hipps helped with the lesson on Government Projects

Dr. Gladney spoke about how Dr. Enfinger and himself is currently in the Cyberlab stress testing in every way to make sure everything in the Cybersecurity Lab works. Some security challenges:

- The lab is isolated, its not on the colleges network
- Must monitor students when they are practicing the hacking of systems
- Must monitor online students who will be dialing in to access Cyberlab resources.

Dr. Gladney would like to begin running workshops sometime in the Fall term for faculty. He is also working on the Center for Academic Excellence Cyber Defense designation. If everything goes through, we will be by summer of 2019. Site Visit scheduled for October 2018 to look at our application and lab. Next, there will be a pre-submission review and then the submission. There will also be a ceremony at the space station in Huntsville. This designation will align our curriculum with all the work that is being done right now with jobs and workforce development.

In the future, Dr. Gladney would like to grow the Advisory Board, we are looking to get more health representation because we will be getting more health

programs. We have been working on the Advisory Board handbook that have important information about the college. Next, we will be working on curriculum reviews, where we go through each one of our concentrations and revalidate that our curriculum is in alignment with employer expectations. Also, we will be trying to bring on interns internally to work on some projects that were mentioned.

ITEM 3. Advising – Laura Gainer

Discussion: Laura spoke about a new initiative that's one of the President's goals, which is to start Case Management Advising by April 1, 2019. They are looking at ways to designate advisors according to pathways. Within the bachelor's program, they have aligned an advisor to cover various concentration areas. The college has implemented a new system called Starfish, which allows enrolled students to make appointments to see advisors, allow faculty to communicate directly with students and communicate with an advisor about student matters. With Starfish, we can manage completion and retention. Case Management Advising allows for Starfish to designate advisors according to the student program objective.

Laura also spoke about the Bachelor's Bash, which will be held on Thursday, October 11, 2018, please save the date. The Bachelor's Bash is a party that we have for students and we use for a recruitment opportunity. This is our way to let students know where we are located, we are approachable and that they can come to us for help when needed.

ITEM 4. PBSC Grants/Industry Partnership – Maureen Capp

Discussion: Maureen introduced her new Grant Manager, Karen Fay, and started to speak about how to bring resources into the college. She is currently working on a project called Project Code, it's a National Science Foundation Grant that's targeting Cybersecurity. Project Code is to expand the Cybersecurity education in Palm Beach County to Loxahatchee Groves Campus and the Belle Glade Campus. They are working with Dr. Roy Vargas who is the Dean of Academic Programs for those two campuses.

Maureen asked for the board help with Project Code. She would like the board members to write support letters so that PBSC can be considered for the grant. The project goal is to advance Cybersecurity education at the two remote campuses (Loxahatchee Groves & Belle Glade) and to increase the diversity of student population. They specifically want to target women in Cybersecurity because their research shows only 23% of women are in IT and Cybersecurity.

The project focuses on 3 things:

1. Networking & Administrative Associate (NAA) AS Degree – We currently have on the Lake Worth Campus, want to bring to the other 2 campuses.

2. Cisco CCNA Security College Credit Certificate
3. Information Security College Credit Certificate

Maureen's ask for support:

- Develop an outreach program that the grant will pay for. The grant will also promote the pipeline starting from the College Credit Certificate all the way up to the Bachelor Degree level.
- Want to target Palm Beach County high schools career academy as well as Pahokee and Glades Central high school students into summer camps.
- Need board members help to mentor, offer an internship or support the summer camp in any way.
- Would like to offer program ant night and on weekends, looking for members to volunteer as adjuncts if possible.
- Looking for help to support the labs that will be at Loxahatchee Groves & Belle Glade
- Will need letters of support and commitment from as many industry partners as possible.

ITEM 5. Department Chairs

- **Status of new Human Services Concentration: Dr. Tiggie-Stephenson**

Last time the board meet, we had already worked on the notice of intent. We are now moving to step two, which is the campus proposal form. The team is going to get together to discuss an approach and work on the curriculum for the program.

Dr. Kaplan went to the Deans Council concerning the program and found that we must get State approval. We must go through a multi-step internal process, which goes to President's cabin, curriculum committee and then it goes into a State's system called the prize. In this system, all the Universities can comment and be for it or against it, and then we start the negotiations.

- **ACBSP QAR: Dr. Tom Capers**

Dr. Capers briefed the board on ACBSP, Accreditation Council for Business School Programs. In January 2017, we received conditional accreditation that required us to address several issues. Conditions included:

1. Student Focus
 - a. Student Performance
 - b. Completion Rates
 - c. Retention
2. Faculty
 - a. Professional Development

b. Scholarships

Palm Beach State College requires faculty members to teach 15 credit hours per semester. We conflict with ACBSP requirements because they require faculty to teach a maximum of 12 credit hours per semester. Dr. Capers believes that this is an issue that should be addressed by the college and the union that negotiates for faculty.

The final area that we have addressed is the CCP Requirement, Common Professional Component. This requires the college to have so many credit hours per each course. Also, each accredited program should include 11 subject areas.

The QA report is due September 19, 2018 and Dr. Capers believe that we are in a good position to post by the deadline.

- **Internship Program: Dr. Roger Blair**

Dr. Blair shared with the board that he is an advisor for Future Business Leaders of America. Over the summer they won First Place in the National Business Competition (PBL) in Entrepreneurship. Secondly, we have received an externship for faculty with Kaufman Lynn. Dr. Blair believes that with externships, faculty have a chance to renew themselves within the industry.

Dr. Blair spoke about internships and how we have a lot of students doing internships with their current employer. There is good and bad that comes along with students interning with their current employers.

Good: Most students who complete their internship with their employer gets promotions. At this time, we do not record this information, but it is something that we will start to do.

Also, Dr. Blair would like to do LinkedIn workshops. He already has a commitment from student activities to do one for the Spring, but he would like to do one for the Fall as well.

Dr. Blair had his internship student, Nancy Alian, come in and speak to the board about her internship project. She is currently a Store Manager at a store located at the Gardens Mall. She took over a store that had high volume of theft internally and externally. Due to the store being very small, they have a storage unit located on the other side of the mall. This storage unit has no type of security. To keep inventory and smaller chances of theft, she was the only one allowed to go to the storage unit. But, if she is not there, the store will miss out on sales. She came up with another system, if you go to the storage unit, you must record the date and time that you went to the unit. The item that you sold from the unit and your signature to identify yourself. This to is a problem because

someone's signature can easily be forged. She is currently working on other ideas that the store can apply to make it better.

- **Scholar's Club Update:** Dr. Jehu Chong

Dr. Chong spoke about how Dr. Aurelien, Dr. Gossman and himself is taking the next step in the advancement process to give our scholars in the Bachelor's Degree Program an opportunity to culminate their academic skills with the practicality of being able to collaborate with conferences and workshops.

- Dr. Chong is in the process of creating membership portals
- He needs funds for t-shirts due to not having a budget for the Scholar's club yet. Price of t-shirts, \$325.00 for a sizable amount.



Next meeting will be held in the Cyber Security Lab (Day & Time TBA)

Attendance

Anita Kaplan	Don Gladney	Maureen Capp	Karen Fay
Jonathan Low	Bill Bathurst	Lenny Chesal	Gerald Peebles
Vincent Nolan	Nicholas Herweyer	David Talley	Jehu Chong
David Gossman	Tom Capers	Kerry Enfinger	Robert Jones
Roger Blair	Michele Tiggie-Stephenson	Hector Hernandez	Laura Gainer
Louise Aurelien	Nancy Alian (Internship Student)		

Charmaine Williams, Scribe

cc: Minutes Distribution List