April 13, 2015

Meeting Minutes, Department of Applied Sciences

Members Present: Grady Blount, Tina Lancaster, Annette Taggart, Theresa Sadler

1. Discussed the possibility of being able to offer some sort of MS Office Certification in the identified Technology class, BAAS 326.
2. Identified the Focus Group Learning Outcomes to courses. These are tentative and will be discussed at the next meeting:
   1. BAAS 301
      1. Demonstrate effective communication skills
      2. Demonstrate effective research skills
   2. IT 303
      1. Demonstrate effective communication skills
      2. Identify and utilize appropriate communication techniques for a specific audience
      3. Prepare and persuasively defend an idea, plan or proposal
      4. Discuss techniques to manage and or direct subordinates, colleagues and upper management.
   3. BAAS 345
      1. Identify and discuss prioritizing tasks
      2. Define the customer both internal and external
      3. Discuss the differences between leadership and management
   4. BAAS 351
      1. Develop and implement a project budget
      2. Analyze and interpret financial data
   5. BAAS 326 Technology Tools (Certification)
      1. Use industry standard technology tools
      2. Prepare and present
      3. Visualization
   6. BAAS 408 Data Analysis
      1. Identify a problem and suggest solutions in a proactive manner
      2. Make a decision based upon relevant data
      3. Utilize Excel and other tools to manage and solve problems
      4. Demonstrate trouble shooting skills
      5. Present detailed findings based upon data analysis
   7. BAAS 445 Ethical Decision Making
      1. Describe the many aspects of diversity in the workplace
      2. Describe the purpose of a mission and vision of an organization and how it impacts cultures, values, and ethics.
   8. TMGT 458
      1. Demonstrate the ability to bring value to a team project
      2. Develop and implement a project schedule
      3. Identify potential risks associated with a given project
      4. Identify and discuss factors for prioritizing tasks
      5. Define strategies related to change management
   9. TMGT 350 Principles of Technology Management
      1. Discuss management practices for effective employee mentoring and development
      2. Describe a few basic employment laws related to hiring and/or first-line management
      3. Describe common organizational business structures
      4. Given a strategic plan, describe the alignment with the organizational goals and objectives.
      5. Discuss differences in management practices in different industry sectors
   10. BAAS 443 Professional Standards
       1. Given an example of a company culture, provide examples of appropriate business etiquette
       2. Discuss elements associated with a strong work ethic
       3. Recognize the need for life-long learning
       4. Describe the basic concepts and terminology of quality in the workplace
3. Understand, these are in addition to existing LO’s in existing classes and will be discussed at the next meeting.
4. Homework: Updated Course Descriptions for all courses. We will review together, so bring a draft.
5. Misty, can you please bring the latest learning outcomes for the entire program? This is something that needs to be addressed now that we have our new learning outcomes.