

**Business Division Meeting**  
**January 4, 2016 11:15 a.m.**  
**Sub Annex**

Attendance: Joan Baltes, Stephen Chandler, Tywana McClinton, Desiree South,  
Teresa Roberson, Jeff James, Pam Peters, Edwin Carter

**Actions/Items of Discussion:**

1. Overall registration numbers are currently low; however, the Business Division appears to have significant registrants for full-time instructors.
2. Program/catalog changes should be submitted during the spring semester. Hopefully, program changes can be made early in the semester. The Business Division's departments will meet to discuss/review changes.
3. Recent mergers within the Alabama Community College System are proceeding as reported.
4. A brief discussion on Spring Semester events:
  - a. Skills USA – 3/18/16
  - b. NWS Experience 3/1/16 – 3/3/16
  - c. Honors and Awards Programs – April (date to be determined)
  - d. Graduation – 5/12/16
  - e. Evaluations – ongoing
  - f. Unit plans - ongoing
5. Brief discussion on pros and cons of early alert system. In the past students have been referred back to the instructor.
6. The college will phase out the use of the Compass<sup>®</sup> exam and begin using ACCUPLACER<sup>®</sup>. Placement scores are forthcoming.
7. Instructor workstations have been replaced in Building 112, Rooms 106 and 107. The instructor computer in OC309 needs to be upgraded/replaced.
8. Joan Baltes is looking for a replacement member for the Admissions Committee. A couple of Business Division members are considering working on the committee.
9. The college is looking for ways to improve its graduation rate.
10. Meeting adjourned.