

**Business Division Meeting  
January 4, 2017 11:45 a.m.  
Bevill Center Auditorium**

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

**Actions/Items of Discussion:**

1. Brief discussion of upcoming events/dates during Spring 2017 semester.
  - a. First day of class on 1/9/17
  - b. NW-SCC Experience dates (2/27 PC, 2/28 Shoals, 3/1 PC, 3/2 Shoals)
  - c. Honors night(s), Spring Fling(s), graduation, see college calendar.
  - d. Last day of semester on 5/9/16.
2. Discussion on software conversion of Office and Windows. We currently run Windows 7 and Office 2013 in most labs and offices. We will discuss conversions again after reviewing recommendations of Program Advisory Committees.
3. The college wants to remain competitive in Distance Education. The Accounting Department will meet again to determine the feasibility of offering BUS242 as a distance class.
4. The method of offering video conference classes was discussed. "Skype", "Adobe Connect" "GoToMeeting" and "Google Chat" are being considered as possibilities due to the age, dependability and technical support of our current Polycom systems. The college will need to increase its' broadband capabilities in order for internet based options to work effectively.
5. The CIS department needs 32 GB flash drives for the Cyber Security Program.
6. Modification to the OAD program is awaiting approval.
7. The Business Division "Skills" competition has been delayed until further notice.
8. Meeting adjourned.