

Business Division Meeting
February 5, 2014 3:00 p.m.
Building 112, Room 108

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

Action/Items of Discussion:

1. Meeting was called to order.
2. Banner
 - a. Brief discussion of documents, forms, etc. that must now be submitted using Banner.
 - b. New banner account codes must be used for fiscal items.
 - c. Request sent to promotional services should also use new account number.
3. Catalog changes are due.
4. Classroom and overall evaluations will be conducted during this semester.
5. The CIS department's new computers have been ordered.
6. Purchases from Perkins funds for this year:
 - a. New electronic calculators.
 - b. New instructor station computers.
 - c. Wireless access points for building 112.
7. Goals / Objectives are due. Incorporate furniture and technology needs into goals and objectives.
8. Tools for schools showcase will be held on 2/11/2014.
9. Summer schedule changes due on 2/24/2014.
10. UNA School of Business will visit our campus on 2/19/2014.
11. Other discussions.
 - a. Students entering class rooms before current class is dismissed.
 - b. Parts needed for hardware/ software classes.
 - c. Supplies needed – binder clips, dry marker erasers, pens, tape.
 - d. OC108 needs a computer.
 - e. Online class goals and onsite class goals should be the same (or very similar).
 - f. Removal of chalk boards in OC classrooms.
 - g. Blinds needed in OC108.