

**Business Division Meeting**  
**June 8, 2017 2:45 p.m.**  
**Building 127/Conference Room**

Attendance: Joan Baltes, Stephen Chandler, Teresa Roberson, Pam Peters, Edwin Carter

**Actions/Items of Discussion:**

1. Discussions of Success Rates and Performance Based Funding. Individual success rate data was distributed along with a handout of classroom initiatives.
2. Based on the number of students (and their geographical location), the Office Administration Program will become a major that is available at the Shoals campus only. The college is committed to teaching classes to students that are already enrolled in the program on the Phil Campbell campus.
3. Instructors should plan to teach more distance courses in order for us (NW-SCC) to remain competitive with other institutions. This summer's distance classes have larger numbers than most "face-to-face" sessions.
4. Unit Plans for 2016-2017 should be closed out by the end of June. Unit Plans for 2017-2018 should be submitted by the end of July.
5. Last draft of fall schedule is in circulation and is due immediately.
6. The college has hired a Career Services Coordinator. We should take advantage of the help that can be provided by this position.
7. Currently, the office that's responsible for writing grants is working on a NSF grant for the CIS department.
8. Office hours should be posted.
9. There will be an advising workshop this summer.
10. Budgets are currently due. Perkins review usually takes place during the summer semester.
11. Faulkner University has scholarships available for NW-SCC grads that plan to major in Human Resource Management.
12. We should continue to ensure that course substitutions are relevant/valid.
13. Bulletin Boards/Brag Boards should be updated when possible.
14. Brief discussion on the usage, advantage of and disadvantage of social media.
15. Teresa Roberson and the CIS department are currently "tracking" students for Perkins report.
16. Teresa Roberson gave a progress report on the Business competitions to be held here this fall (possibly the last week of September or the first week of October). The Recruiting committee at the college has agreed to help. Handouts were distributed containing schools and the competitions that they are interested in.
17. New CIS lab assistant is Leslie Helton.
18. Supply needs were recorded
19. Meeting adjourned.