

**Business Division Meeting
October 13, 2014 3:00 p.m.
Building 127, Conference Room**

Attendance: Joan Baltés, Jeff James, Tywana McClinton, Teresa Roberson, Paul Hogan, Edwin Carter

Action/Items of Discussion:

1. Meeting was called to order.
2. Office Administration will start teaching "QuickBooks". The assigned course is OAD 137 - Computerized Financial Record Keeping. This course could possibly be cross-listed with the Accounting course or the courses can be listed as an "or" option in both the OAD and ACT programs.
3. Perkins funds were allocated to purchase QuickBooks and lab computers for the Office Administration department.
4. Catalog and programs changes are to be submitted during the spring semester.
5. Brief discussion on Banner issues. Pre-requisites will be in place for next registration.
6. The division's departments should investigate and pursue certifications for students. Some examples are MOS, A+ and IC3.
7. The new copier in promotional services is less expensive than walk-up copiers and should be used when feasible.
8. The CIS department will participate in the "Made in Franklin" event at Russellville Middle School on November 6th.
9. The Electrical Technology program adopted the following Business Division courses for the AOT degree minor.
 - OAD217 Office Management
 - BUS 215 Business Communications
 - BUS 263 The Legal and Social Environment of Business
 - BUS 275 Principles of Management
10. The college has a new voice message and a new phone tree "set-up" for incoming calls.
11. When composing schedules, we should take care to insure that Business offerings are in appropriate time slots (non-conflicting).
12. Printer problems may be reported directly to Print Wise via the website www.myprintwise.com.
13. The division's employees agreed to have a Christmas luncheon.
14. Teresa Roberson along with the other division employees continues to raise funds and contribute to Shoals Scholar Dollars.
15. The UNA Business Summit will be held on Friday, November 7th. Several of the division's instructors plan to attend.
16. Accounting Technology, CIS and Office Administration all completed successful Programs Reviews.
17. Advising for the Spring Semester officially begins on November 18th.
18. Brief discussion on needed supplies and equipment.
19. Meeting Adjourned.