

**Business Division Meeting**  
**December 2, 2015 3:15 a.m.**  
**Building 112 / Room 108**

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

**Actions/Items of Discussion:**

1. Articulation with high schools and courses in the state articulation guide has been modified and should be reviewed for content and transferability.
2. Classes should be delivered in the format in which they were published in schedule. Exceptions may occur to accommodate graduates.
3. Unit plans are an ongoing.
4. The Section Transfer form should be used when feasible (on NW-SCC intranet).
5. The Business Division will wait before converting to Office 2016 or Windows 10. The tentative date for the change is Fall Semester of 2016.
6. UNA, Alabama A & M and Athens State recruiters have shown more interest recently in recruiting Business Division students.
7. Summer 2016 schedule planning currently in process.
8. The Bookstore is investigating the use of new bookstore software.
9. The college has re-established the Technology committee. This should have little effect on the needs of the division.
10. Children on Campus policy has been reviewed by the academic council. The policy discourages children on campus; however, does not ban children from campus.
11. Building 112 is in need of ceiling and roof repairs.
12. Catalog changes should be submitted early in the Spring 2016 semester. Program changes should be adopted by the Academic Council prior to being incorporated into catalog.
13. Business Division Christmas luncheon will be on December 17<sup>th</sup>.