Academic Affairs Committee Minutes
Tuesday, April 10, 2018, 2:00-4:00 pm, SC213

1. Review of minutes from 3/20/18 meeting - accepted

Attendees: **P. Willett, D. Felisberto, G. Young, J. Ronsivalli, M. Cross, L. Bass, H. Mores, C. Knoepfler,**
Guests: **E. Mendonca, P. Portanova, J. Rogers**
Recorder: **Pat Willett**

2. Proposals for review

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	
1718-097		BUS220	Business Analytics Capstone	Spring 2019	Sp19	new course	K. Quinn	Approved spring 2019
1718-101			Early Childhood Education Minor revision	Fall 2018	Sp 19	Minor program revision	G. Feigenbaum	Approved
1718-102			Psychology Multi-course revision	Fall 2018	Spring 18	Multi course revsion	K. Holmes	Approved
1718-103			Computer Information Science: Applications Option	Spring 2020	Spring 2020	program inactivation		Approved SP 2020 – program placed on hold now
1718-104			Help Desk Certificate	Spring 2020	Spring 2020	program inactivation	J. Ronsivalli	Approved SP 2020 – program placed on hold now
1718-105			CIS: Technology & Business Option		Spring 2019	New Program	J. Ronsivalli	Approved spring 2019

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	
1718-100			LA Writing Option	Spring 18	Spring 2019	Minor revision		Approved spring 2019 With revision, Patricia & Janice at meeting update course names send Patricia updated form from file.

Hi Pat,

I will definitely be at the meeting on the 10th. We are going to be updating business management to limit the options the students have with the business elective (which will include this course) based on what they want to do next. This course will be added as a requirement to the accounting program since the program does not have any elective available. In terms of transferring this is a course that will be part of the career programs only, however if a student wanted to transfer they would more than likely receive a credit for an elective for the course. However, even if the student did not receive any transfer credit for the course we feel that the course is still vital for the students. Students that are in our career programs even when they do transfer they are still working full or part-time and they are trying to work in their chosen field while going to school and these skills are necessary for them to succeed in any area of business. I am also fine with the revised course description.

Thanks for reaching out and I'll see you on the 10th!

Kristen
On Apr 3, 2018, at 2:21 PM, Willett, Pat <pwillett@necc.mass.edu> wrote:

Hi Kristen,

At the last meeting of the Academic Affairs Committee, we reviewed your proposal for a new course BUS 220 Business Analytics Capstone. The committee has a few questions about transferability and the viability of the course since it will not be a program requirement and would like to attend our next meeting on Tuesday April 10.   Also, the proposed course description you submitted is too long. We made significant revision to the description and need your approval. Both are listed below for your review.

Original Submission

Proposed Course Description: 800 Character Limit

The Business Analytics Capstone course makes connections between academic learning and career readiness. The course will integrate and build upon the knowledge and skills that you have acquired through your previous coursework. Unlike other business course that concentrate narrowly on a particular function or aspect of business (accounting, finance, marketing, human resources etc.) this course cuts across the whole spectrum of business and management. The course includes topics that address complex concepts, requires diverse skills and perspectives, and are relevant to future professional endeavors. You'll understand how cutting-edge businesses use data to optimize marketing, maximize revenue, make operations efficient, and make hiring and management decisions. Throughout the course you will be creating a portfolio that can be utilized during the job seeking **process.**

Committee Revision

 This course connects academic learning and career readiness. The course will integrate and build upon the knowledge and skills that were acquired through previous coursework. This course covers a broad spectrum of business and management topics. This course includes complex concepts that are relevant to future professional business endeavors. Data are used to optimize marketing, maximize revenue, and increase the efficiency of operations. Management and personnel decisions will also be covered. Completion of a portfolio is required of all students.