

Minutes of the VE Advisory Committee  
November 16, 1990, Meeting

Members in attendance:

Barbara Tomlinson, Wendy Moore, Ed Greene, John Fields, Linda Todd, Charles Woods, Ken Kennedy, Ed Willis, Martha Hannah, Karen Davis, Donnie McGahee, Carolyn Cox, Mary Alice Griffin, Patty Anderson, Mary Willis, Mike Galloy, Brent Askins, Al McRae, and Gilda Lewis.

Members not in attendance:

Jim Hesters, Brenda Moore, and Annie Maddox.

The meeting was called to order by Patty Anderson, Chairperson, at 7:38 p.m., in Room 223-C in the Education Center. Each member introduced himself/herself and provided information about his/her position and place of employment. This year we have six new members: Wendy Moore, Lanier County H. S.; Dr. Ed Greene, Ben Hill-Irwin Technical Institute; Barbara Tomlinson, C & S Bank Real Estate Services; Martha Hannah, B.E. student rep.; Karen Davis, Administrative Services student rep.; and Ed Willis, T & I student rep.

Donnie McGahee welcomed old and new members. He then turned the meeting over for the following reports and announcements (hand-out provided):

T & I

Mike Galloy, T & I coordinator, reported that we are currently working on several changes in the T & I area.

- o Requesting that the name of the undergraduate degree program be changed from a B.S. in Trade and Industrial Education to a B.S. in Technical, Trade, and Industrial Education.
- o Development of a non-certification program directed toward alternative teaching areas--focuses on training and development and adult education.
- o Development of a Bachelor's degree in Applied Technology (BAT)--focuses on providing student who has associate's degree with higher level of technical courses.
- o Summer In-service--10 activities are being developed for the summer.
- o Instructor Training Institute (ITI)--VSC has been asked to solely run the program since our counterpart at Georgia State University has been sent to Saudi Arabia. Brent Askins will spearhead the program.

Ed Greene raised the question regarding the names for the new programs. He felt they could be identified differently--more in accordance with the nature of the degree. Mike Galloy pointed out that at VSC all new programs must go through a multi-level review process. This process takes time and there are sometimes problems getting certain items approved by other schools. The above programs were identified in such a way to help expedite the process.

#### Business Education

Mary Alice Griffin, B. E. Coordinator, reviewed the changes going before the Academic Council.

- o Deactivation of the shorthand sequence of courses.
- o Change in the course number of Introduction of Word Processing from BE 203 to BE 303. BE 315 Concepts of Data Processing has been deactivated, and a portion of that course will be included in the new BE 303.
- o Changes to the Associate of Applied Science in Information Processing degree program:
  - Addition of a new course in Practical Speedwriting, BE 207.
  - Addition of BE 215 as a requirement to the program.
  - BE 310 Records Management and BE 416 Business Machines were collapsed into a new course, BE 407 Office Applications.
- o Changes to Bachelor of Science Degree with major in Administrative Services:
  - elimination of the shorthand option A.
  - Option B will now become a requirement of the degree.
  - Inclusion of BE 207 Practical Speedwriting to requirements.
- o Changes to Master of Education Degree - Business Education:
  - Area of concentration changed to 25 credit hours to meet state certification requirements.

Donnie McGahee announced that he is on the Georgia Council on Business Education to review secondary school

curriculum requirements. He stated that there is a move

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toward a standardized curriculum. However, it should be noted that it will surely be several years before any official changes take place.

#### Computer

Carolyn Cox, Computer Coordinator, talked about the new lab in Room 223-A. As part of the SACS requirements, we will be offering 2 and 3 hour courses. The first one will be held Spring Quarter, 1991. Carolyn will be teaching Desktop Publishing using Pagemaker.

The meeting was adjourned at 8:25 p.m. A tour of the new computer room was conducted by Carolyn Cox. The next meeting will be held in April, 1991--time and date TBA.

Respectfully submitted,

Patricia L. Anderson