

# **Florida Gateway College**

## **Early Childhood Education Advisory Committee Meeting**

**Thursday, October 23, 2014**

**9:30 – 10:30 am**

### **Introductions:**

Sharron Cuthbertson, M.Ed., Early Childhood Education Instructor/Coordinator

### **Program Reviews:**

- FCCPC (9 credit hours; 3 classes)
  - Curriculum Crosswalk
- A.S. Early Childhood Education (63 credit hours)
  - Fall 2014 Enrollment
- B.S. Early Childhood Education (123 credit hours)
  - Fall 2014 Enrollment

### **FGC Conference:**

- Organize a 1-day conference for teachers
- Offer CEUs through FLAAYC
- Speakers

### **How we can work together:**

- How can FGC help the communities it serves?

### **Spring meeting date:**

- Thursday, March 12, 2015 from 9:30 – 10:30 am

### **Questions/Comments:**

# ***FGC Computer Science Advisory Committee***

## ***Meeting Minutes***

October 29, 2014

### **I. Call to order**

Keith Rupert called to order the regular meeting of the FGC Computer Science Advisory Committee at 11:47 a.m. on October 29, 2014 at FGC's building 20.

### **II. Roll call**

Mr. Rupert conducted a roll call. The following persons were present: Duane Bestoso, Keith Blackie, Pam Carswell, Mike Davis, Zack Mears, Jeremy Poole, David Quintanilla, Keith Rupert, and Steven Simpson

### **III. Approval of minutes from last meeting**

Mr. Rupert read the minutes from the last meeting. The minutes were approved as read.

### **IV. Open issues**

- a) Discussion was had regarding the reduction of hours for the AS degree programs. This is being done through the state Department of Education and is all but a done deal. The current position of the department is that the reduction can be achieved by eliminating an elective class slot in each of the degrees unless drastic framework changes would necessitate change in a different direction.
- b) Discussion was had regarding the desired skills that graduates entering the workplace possessed:
  - Security should be approached from a “must allow” rather than a “must deny” mindset
  - Must be familiar with back-up and disaster recovery procedures. Be mindful of the future potential of cloud-based options.
  - Concentrate on people skills
  - Communication skills a must
- c) Discussion was had on internships. If they are to be implemented, what would be the selection criteria? Most likely the candidates would be second-year students, recommended by faculty and advisors. The internship should require approximately 8-10 hours/week responsibility. There is nothing in the

frameworks regarding internships, so possibly a 1-credit hour (repeatable?) class would have to be created.

## **V. New business**

- a) Ms. Carswell noted that FGC had entered into a grant partnership with FSCJ. We will not receive any of the grant money, but we will have the right to use any of the materials developed, may be entitled to receive faculty training. Mr. Rupert commented that the possibility of ending up with a class in server technology is a point of interest.
- b) Mr. Rupert noted that there are just over 50 declared majors in the two AS degree programs.
- c) Ms. Carswell noted that Technical Writing has been removed from the required class list for the CIT degree and has been replaced by a Business Communication class.
- d) Election of Officers. It was decided that Mr. Rupert will continue to conduct the meetings, and for reporting purposes honorary officers will be listed. For the purpose of the next meeting, Duane Bestoso will serve as chairperson and Keith Blackie will serve as vice-chairperson.
- e) Next Meeting. The next meeting will be held on April 1, 2015 at 11:45 a.m. in the conference room of Building 20 on the main campus of FGC.

## **VI. Adjournment**

Keith Rupert adjourned the meeting at 12:55 p.m.

Minutes submitted by: Keith Rupert

Minutes approved by: committee vote at the next meeting

# EPI Advisory Committee

Monday, March 3, 2014

5:00

Florida Gateway College: Building 27, Room 1

## Agenda

- I. Refreshments
- II. Introductions
- III. EPI- Who Are We?
- IV. EPI- How Can We Be Partners With You?
- V. Questions, Answers, Feedback
- VI. Door prize





Florida Gateway College

Agenda

Graphic Design Technology Advisory Board Meeting

Wednesday, 9/24/14, 5:15 p.m.

Graphics Lab, Building 2 Room 6

1. Welcome and Introductions
2. Approval of Minutes from 2/26/14
3. New Business
  - a. Spring Semester 2014 Externships and Mock Interviews
  - b. Final review of the survey for employers to evaluate students' preparation for employment and to identify employers' needs
  - c. Adobe Cloud licensing
  - d. Macintosh and Windows platforms and instructional delivery
  - e. Macintosh Computer Lab Relocation
4. Date of next meeting
5. Other items
6. Adjournment



Florida Gateway College

## Graphic Design Technology Advisory Board Minutes

September 24, 2014

Building 2 Room 6

5:15 p.m.

### In Attendance:

Josh Blackmon, Paul Hennessy, Joe Osburn, Pam Carswell, Denise Gross, Fran Rossi

### New Business:

1. The minutes from the February 26, 2014 advisory board meeting were approved.
2. Last Spring Semester 2014 graphic design majors enrolled in GRA 2181C – Portfolio participated in externships and mock interviews with members of this advisory board as part of their preparation for job readiness. Fran Rossi thanked the members who hosted students for their support. The students found these experiences valuable along with classroom assignments in creating resumes, writing business letters, and designing print and digital portfolios. Fran shared the success of the students' job search readiness in her Learning Enhancement Assessment Plan Summary Report.
3. There was a final review of the Employer Survey designed to evaluate the quality of the FGC Graphic Design Technology Program and its graduates. Joe Osburn recommended that the Digital Publishing Suite (for publishing to mobile devices) be added to the list of software skills. Denise Gross recommended the addition of HTML/CSS. With these additions, the board approved the survey. Fran will develop an interactive PDF so it can be completed by electronically.
4. Pam Carswell and Fran shared that FGC was able to upgrade from Adobe CS5 to Adobe CC at the start of this academic year. The state colleges and universities negotiated an academic price with Adobe this summer.
5. The board was surveyed for information on preferred platform: Windows/PC or Mac. Paul Hennessy, Josh Blackmon, Joe Osburn, and Jessica Prevatt work on the Macintosh platform. Joe indicated that some University of Florida departments use Adobe software on the PC platform. FGC will continue to provide coursework for the graphic design majors in both platforms. The Macintosh computers will be relocated to Building 21 Room 108 for Spring Semester 2015. This Mac lab will be next door to a PC lab, room 109. Two graphics classes, PGY 2801C – Digital Photography 1 and GRA 2751C – Web Design 1 will be taught in Building 21 Room 109 while the remaining graphic design classes will meet in Room 108. Josh indicated that this was a smart plan to prepare students to be comfortable with Adobe software on both Mac and PC platforms.
6. Pam explained that with Fran's retirement at the end of Fall Semester 2014, Denise will teach three of the graphic design courses in addition to the video game production courses. Adjuncts will be hired to teach Digital Photography 1 and Web Design 1. Advertising the full-time graphic design technology instructor position is under consideration for Fall Semester 2015.

7. In other items, Pam informed the board that the Department of Education (DOE) is changing the degree requirements for Associate of Science degrees from 64 credit hours to 60 credit hours. DOE is refashioning the frameworks for programs. Last year the Business Program was revised; this year Computer Science Programs are undergoing the change. The decision from DOE on which programs will undergo redesign is made in February with changes due by Fall term. When the graphic design program is selected for this change the advisory board will be involved in the discussion.

**Next Meeting:**

The date for the Spring Semester Graphic Design Advisory Board meeting will be decided in January 2015. An email will be sent out at the start of Spring Semester to select one of these Wednesday dates: 2/25/15, 3/4/15, or 3/11/15.

**Adjournment:**

The meeting adjourned at 6:05 p.m.







**If your company has hired a Florida Gateway College Graphic Design Student or Graduate please assess his or her readiness**

NA = Not Applicable

D = Deficient means lacking or poorly prepared

A = Adequate means sufficient or satisfactory preparation

E = Excellent refers to the highest level or superior preparations

<b>FGC Graphic Design student or graduate employment readiness</b>	NA	D	A	E
Ability to work in a team structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to verbally communicate effectively with people inside and outside the organization, including clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to make decisions and solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan, organize, and prioritize work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to manage a project by identifying key steps, resources, and timelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to obtain and process information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical knowledge related to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency with computer software programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to target market or sell products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to find answers and improvise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding and following the organizations' processes and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility/adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Minutes of EPI Advisory Committee Regular Meeting, Florida Gateway College

Date: March, 3, 2014

Time: 5:00-6:00

Members Present: Megan Thornton (Union), Debi Dukes (Union), Carrie Dopson (Baker), Denee Hurst (Dixie), Frank Moore (Columbia), Justin Lang (Columbia), Michael Christy (Columbia), Tabitha McMahon (Columbia), April Vinson (Columbia), Michele Padget (Columbia), Pam Carswell (FGC), Laura Williams (FGC)

Members Absent: Robin Mobley, Janet Bradley, Kate Ray, Brian Weekly

Topics Covered: Overview of EPI; Topics covered in EPI; Guest Speakers; Requirements for Entrance into the EPI Program; EPI has a 100% pass rate on the FTCE; Financial Aid Available; ESOL PD March 17<sup>th</sup>; Partnerships within the districts we serve; Former EPI success stories

1. Laura Williams called the meeting to order. Laura began the meeting by introducing who she was and her background. The EPI Advisory Committee members then proceeded to introduce themselves by stating their names and backgrounds in education.
2. Laura Williams stated the EPI departments love for education and desire to make teachers better educators.
3. Laura Williams explained FGC's EPI Program, including the topics covered in EPI.
4. April Vinson gave information about the upcoming ESOL Professional Development beginning March 17<sup>th</sup>.
5. Pam Carswell went over the FGC EPI FEAPS document that was given out to all Advisory members.
6. Laura Williams went over the EPI entrance requirements.
7. Laura Williams relayed that FGC EPI has a 100% pass rate on the FTCE.
8. Laura Williams shares that there are financial aid opportunities available for EPI students.
9. Laura Williams discussed professional development opportunities that she has had throughout the various counties.
10. Celena Crews is a proud EPI graduate that was mentioned as the Columbia County Teacher of the Year.
11. EPI Student Perspectives were shared.
12. Pam Carswell gave information about the ESE class that will be offered online beginning in the Fall for teachers that need to recertify.
13. Michele Padget asked about topics covered in the ESE class. Pam Carswell replied that the research would be current, and that she could obtain a copy of the syllabus for viewing.
14. Laura Williams reiterated a desire for partnership and to help within the districts as needed.
15. Laura Williams closed by drawing a name for a door prize of flowers.

A booklet was given out to all attendees that included EPI Student Perspectives, EPI Course Descriptions and Current Tasks, and the FEAPS as documents throughout the EPI Program.

# Advisory Council Meeting

## AGENDA

**Date:**  
**Feb.18,2014**

**Time: 15:00**

**Place- Rivers  
Library (study  
room)**

- Welcome, introductions
- Update on our Bachelor's degree application
- Review of Dept of Education *Learning Outcomes*
- Other items as time permits
  - case study ideas,
  - Management education ideas, -
  - Internship openings
- Adjournment

YOUR LOGO  
HERE



## **FGC Supply Chain and Logistics Industry Advisory Council**

### **Sub-Committee Meeting Minutes**

**February 18, 2014**

*Present:* M. Sellers – Blue Linx, J. Coker – New Millenium,  
W. Radder – Wal-Mart, J. Piersol and S. Scott - FGC

*Next meeting:* t.b.d *Fall 2014*

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#### **I. Welcome**

The meeting began at 3:00 p.m. After introductions, Dr. Scott and Mr. Piersol thanked the participants for coming and welcomed them to the College. The purposed of the meeting, to review, revise and discuss Learning Outcomes as shown by the Dept. of Education, was restated.

#### **II. Update on the Bachelor's Degree**

Dr. Scott updated the IAC members on the status of the 4-year degree program for supply chain.

- The State has approved our application for a Bachelors of Applied Science in Industrial Logistics. The title was chosen to fit the local environment in NE Florida with its logistics focus and the College's emphasis on occupational training.
- The accrediting body, the Southern Association of Colleges and Schools™ (SAC), has to approve it still. We hope to offer classes in Fall 2015. A curriculum has been drafted. Dr Scott enumerated some of those courses.
- The group appeared pleased to hear the news and noted that employers like Wal-Mart do require a 4 year degree for some managerial roles.

#### **III. Review of Learning Outcomes**

Dr. Scott handed out a folder detailing the various learning outcomes by topic to the group.

She asked each member to review their specialty area and to check off those outcomes that appeared to be reasonable appropriate and accurate and to cross out those that appeared inappropriate, making comments as to why. If the outcome could be made more appropriate by rewording, then suggestions were to be penciled in as to better language.

- After each was finished, the group discussed each page in turn, validating comments and noting changes. (Mr. Piersol left during this exercise.)
- At the conclusion of this exercise, each member was asked to initial his pages and turn in the comments to Dr. Scott for summary presentation to the DoE.

Dr. Scott also asked industry advisors about continuing education needs at their firms. Although the college does not offer a continuing education program, some companies do contact us to conduct such training from time to time. As the Plum Creek facilities developed it may be desirable for us to open a continuing education section if there are customers enough to support it. Dr. Scott was interested to know what topics companies are interested in for current employees.

- Mr. Radder mentioned 'Handling Conflict' as a recent one, but noted that materials must be adapted to suit the Wal-Mart culture for it to succeed.

#### **IV. Wrap Up**

Thanks to all for their attendance and for their comments and contributions. The school benefits and the students especially benefit from the tours, the guest speakers, and the help of these advisors. The output from the learning outcomes review will be passed on to the Department of Education to feed their Program Evaluation for the A.S. Supply Chain, which occurs every 3-5 years.

Meeting adjourned at 4:20 p.m.

## Industry Advisory Council - AGENDA

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November 7, 2014

- I. Welcome and Introductions
- II. Minutes of the Previous Meetings
  - report on action items
- III. New Business
  - a. Health Information Technology update
    - Two year degree
    - Internships
  - b. Business Program
    - Merge of Business and Supply Chain under Occupational Programs
    - Review of Business A.S. and Certificate programs
    - Internships
    - Industry issues?
  - c. Supply Chain program
    - B.A.S. Supply Chain approved
    - Dept. of Education Program Review Results
    - Internships
    - Industry issues?
- IV. Summary, Comments
  - a. Action items list
  - b. Suggestions from Industry
  - c. Thanks
- V. Adjournment

# Minutes of the Meeting: Industry Advisory Council for Business and Supply Chain Management, Health Information Technology, Medical Coder Biller

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**DATE:** November 7, 2014, Friday

**LOCATION:** Administrative Conference room, Building 1, FGC, Lake City, FL

**MEMBERS PRESENT:** Angie Altman, -Shands at LakeShore  
Michele Cuadras – FGC, Health Information Management  
Sharon Durrance – Timco (HAECO)  
Susan Jackson – FGC, Adjunct professor  
John Piersol – FGC, Business, Industrial and Agricultural Programs  
William Radder – Wal-Mart  
Susan Scott – FGC, Business and Supply Chain Management  
Michael Sellers- Blue Linx  
Jake Swab – Purina Feed / Land O'Lakes  
Kim Wheeler – VA Hospital

**MEMBERS ABSENT:** Susie Hall – Roundtree  
Sherri Cassidy – Vystar  
Jeff Coker – New Millenium  
Paul Boartfield – US Cold Storage  
Terrell Jones – Winn-Dixie  
Rebecca Golden – Columbia High School Logistics Academy  
Franklin Griffis – Bake County High School Logistics Academy

## I. Welcome

The meeting was called to order at 1:05 p.m. After introductions, the FGC staff welcomed the participants, recognizing the value of their commitment and attendance.

## II. Approval of the Minutes

The minutes of the last meetings of both Business and Supply Chain Advisory Councils were reviewed for content and approved by unanimous votes.

## III. Health Information Technology

Curriculum changes: Michele Cuadras reviewed changes in the HIM curricula as follows:

1. A mandatory speech class has been added to requirements

2. Two 3-credit internships are being added to the requirements. The proposed guidelines for the internship were reviewed and the question of background checks and drug-testing was raised as a potential student expense. Consensus was that it might be included in fees but billed to the college at the same rate the host institution pays, rather than asking individual-pricing to be paid by the student. Ms. Jackson offered to supply some more detailed medical-oriented guidelines for review, based on her previous experience with such internships. Michele asked the HIM Advisors to step up to hosting these interns and to work with her on setting the parameters. Potential interns would interview for the privilege to ensure good fit with the host organization.
3. Ms. Jackson works as an adjunct instructor and requested that faculty have access to build 'course masters' on Blackboard well in advance of the semester in which the course will be taught. Current access is restricted to the week before classes start. Dr. Scott and Ms. Cuadras to follow up with Patty Anderson.
4. Currently 9 students are active in the program, despite it's just being launched in 2013. Efforts for certification are underway, with the timetable set to achieve that before the first student is ready to matriculate.
5. The budget is being considered for 2015-2016 to enable funding a 'virtual lab' for the program.

#### IV. Business

1. The business program has been put under the aegis of the Occupational group: now called Business, Industrial and Agriculture, under Susan Scott, who heads the Supply Chain Management program. This is beneficial for both the business and supply chain students, insofar as the course content has significant commonality for electives. The current versions of the curricula for the A.S. and the Certificate were reviewed. Susan pointed out that Business Ethics launches this Spring, and the Supervision course is being taught again this spring, after 3 semesters without it. Currently 19 students are declared majors and in various stages of the program.
2. Internship guidelines were reviewed, as this program requires one internship of 120 hours.  
  
Ms. Durrance from Timco (HAECO) offered to host interns in Purchasing, Human Resources, or Administration if they have appropriate skills to offer some work aptitude in these areas. Interns may initially shadow employees to understand processes and functions they are NOT qualified to do, then may subsequently be taught to perform various tasks with supervision of the host. Susan will contact other Business Program advisors (not present) concerning internships.

#### V. Supply Chain

1. Discussed transferability of the A.S. degree in Supply Chain Management as follow up to a question last fall from Scott Owens of Target. Many universities do not accept all credits. For example, the University of North Florida's director of student services told us that only 18 of the 120 credits would be transferable to their 4 year bachelor's degree program! This is why we applied for (and received) permission to confer a B.A.S. degree in supply chain management ourselves.

2. The required credits for the program will be reduced from 64 to 60 to meet the State's request for a less expensive degree, and to align to be one half of the 120 credits needed for most 4 year degrees. This involves eliminating one elective (likely a 4-credit lab course). Some advisors were not positive about any softening of requirements.

3. Susan shared the revisions made during the Department of Education's program review this past spring and summer. The revised standards were handed out, as well as the noted changes. Demand planning was added to the content required and information technology basics were removed on the assumption that all incoming students of the future would understand email and basic internet usage.

4. There are currently 20 students with declared majors for SCM or Logistics in the program. Additionally, 2-3 students are starting this Spring. Internships have been running since this past summer, with 2 completed and 2 in progress.

Mike Sellers of Blue Linx, one of the hosts, spoke about his firm's experiences with FGC interns. His firm pays for the intern's drug test(s) but does not do a background check. They interview potential interns and once accepted, ensure they see various aspects of the firm's operations during their 75 hours at the firm. He is willing and anxious to continue receiving interns as we go forward. His internships are unpaid. Bill Radder of Wal-Mart noted that they have allowed current employees to become interns by moving to new tasks, but expressed the difficulties that interns pose for his firm – especially in filling their regular work slot while they intern. Mr. Radder also noted that his firm has a great need for ASE- certified technicians right now, potentially a slot for an engineering or mechanical program graduate.

#### VI. Summary

Action items were summarized. Attendees were heartily thanked for their time and participation.

#### VII. Adjournment

The meeting adjourned at 1:55p.m.

The next meeting is expected to be some time in Spring 2014.