**Business Technology Program Advisory Committee Work Plan**

**2014-15**

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| **Annual Goal Area** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM****Goal(s):** |  |  |  |
| Explore adding SharePoint and Outlook to curriculum | Look at other colleges to see if they are teaching SharePoint and Outlook. | Fall 2014 | Mary E., Chris W., & Marilyn H. |
| Provide input on the implementation of program and course outcomes as well as assessments. |  | Ongoing | All members |
| Continue to explore applied baccalaureate degree opportunities and determine ways to feed into BAS. |  | Ongoing | All members |
| Review the impact of the BTEC degree. | Follow-up on the implementation of the new BTEC degree. | June 2014Complete | All members |
| **INSTRUCTIONAL QUALITY & EFFECTIVENESS****Goal(s):** |  |  |  |
| Review Virtual Notebook data to examine current and future instructional staffing and other programmatic needs of the BTEC unit. | Review unit data and information and provide input and direction to address instructional staffing and other programmatic needs. | Spring/Summer 2014 | All members |
| Explore ways to market all BTEC degrees including BTEC Office Management AAT. |  | Ongoing |  |
| **EQUIPMENT/FACILITIES** |  |  |  |
| **Goals(s):** |  |  |  |
| Provide input into the 3-5 year equipment plan for the BTEC unit. |  | Spring 2013-14Complete | All members |

**Updated 4-30-14**