**Business Technology Program Advisory Committee Work Plan**

**2015-2016**

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| **Annual Goal Area** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM**  **Goal(s):** |  |  |  |
| Develop SharePoint course fall 2015 and Outlook course for summer 2015 | Develop teaching materials and locate textbooks. On track, working with Network Tech and IT to set up the server just for BTEC.  365 professional account- Course structure amendedin response to limited availability of practical teaching materials | Ongoing – development over Summer 16 | All members |
| Staff training in SharePoint 2013 | Work with IT to build site for BTEC faculty training on SharePoint | ongoing | BTEC faculty members |
| Provide input on the implementation of program and course outcomes as well as assessments. | Currently collecting artifacts from Word & Publisher. Sit down with faculty to see how to grade. | Ongoing | All members |
| Continue to explore applied baccalaureate degree opportunities and determine ways to feed into BAS. | Waiting for the state approval of the business administration Baccalaureate degree (BAS). | Fall meeting with Bus Adm program planned | 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. Waiting for information from OOI. | Ongoing/update in fall 2015 | All members |
| Explore ways to market all BTEC degrees including BTEC Office Management AAT. | Students are creating flyers and brochures for the degree paths. Helen Martin’s students created flyers to market the programs. Contact Marketing Dept. for next steps. Spring 2016 splash. | Ongoing/spring 2016  State approval due May 16 | BTEC faculty & Marketing Dept. |
| **EQUIPMENT/FACILITIES** |  |  |  |
| **Goals(s):** |  |  |  |
| Provide input into the 3-5 year equipment plan for the BTEC unit. |  | Ongoing | All members |

**Updated 5/3/16**