



Recommended Changes in the Division of Business and Technology
Submitted by Dr. Timothy M. Sullivan, Dean
September 2008

Introduction:

The Division of Business and Technology is currently comprised of five Departments (Appendix A). As part of multi-year effort to build on existing strengths in the Division of Business and Technology, the Division's Department Heads and faculty have participated in a variety of curriculum development and revision initiatives to advance curriculum review and development projects. As a result of these faculty curriculum initiatives, several new programs have been developed within the Division including:

- A Business Administration degree designed to prepare students for transfer to AACSB accredited schools of business. This new program complements the recently revised Business degree, which provides learning options for academically diverse Business students.
- A Management of Computer Information Technology degree.
- An Automotive Technology-Management and Marketing Option that focuses on business, management, marketing, customer service, and technology skills.

In addition to these new degree programs, revisions of the Culinary Arts and Hospitality Management curricula are nearing completion. These new degree programs and curriculum revisions combined with existing Accounting, Automotive Technology-Automotive Service Technology Option, Finance, Management, and Marketing programs advance the Division's strategic focus in Business, Computer Technologies, Culinary Arts and Hospitality Management related areas.

Name Changes:

In an effort to communicate clearly the Division's academic focus, the following Department name changes have been made and will be effective with the 2009-2010 College catalog:

- Renamed the Computer Information Systems Department the Computer Technologies Department.
- Renamed the Economics and Accounting Department the Business Administration Department.

Recommendations:

I am recommending the following changes:

1. Relocate the Culinary Arts and Hospitality Management programs from the Marketing and Management Department to the Business Administration Department.
2. Close the Office Administration Department and move courses to the Computer Technologies Department.
3. Close the Transportation Technologies Management Department and move programs and courses to the Business Administration Department.

With this realignment of Departments and Programs, the Division will have three Departments: Business Administration, Computer Technologies, and Marketing and Management (See Appendix A).

The Dean of the Division of Business and Technology has reviewed this proposal with faculty in each of the existing Departments (See Appendix B), and a transition plan is being developed for communication with students, Admissions, Records and Registration, the Office of Marketing and Government Relations, and other internal entities. The recommended changes will be in effect for the 2009-2010 academic year.

Rationale for Department and Program Changes:

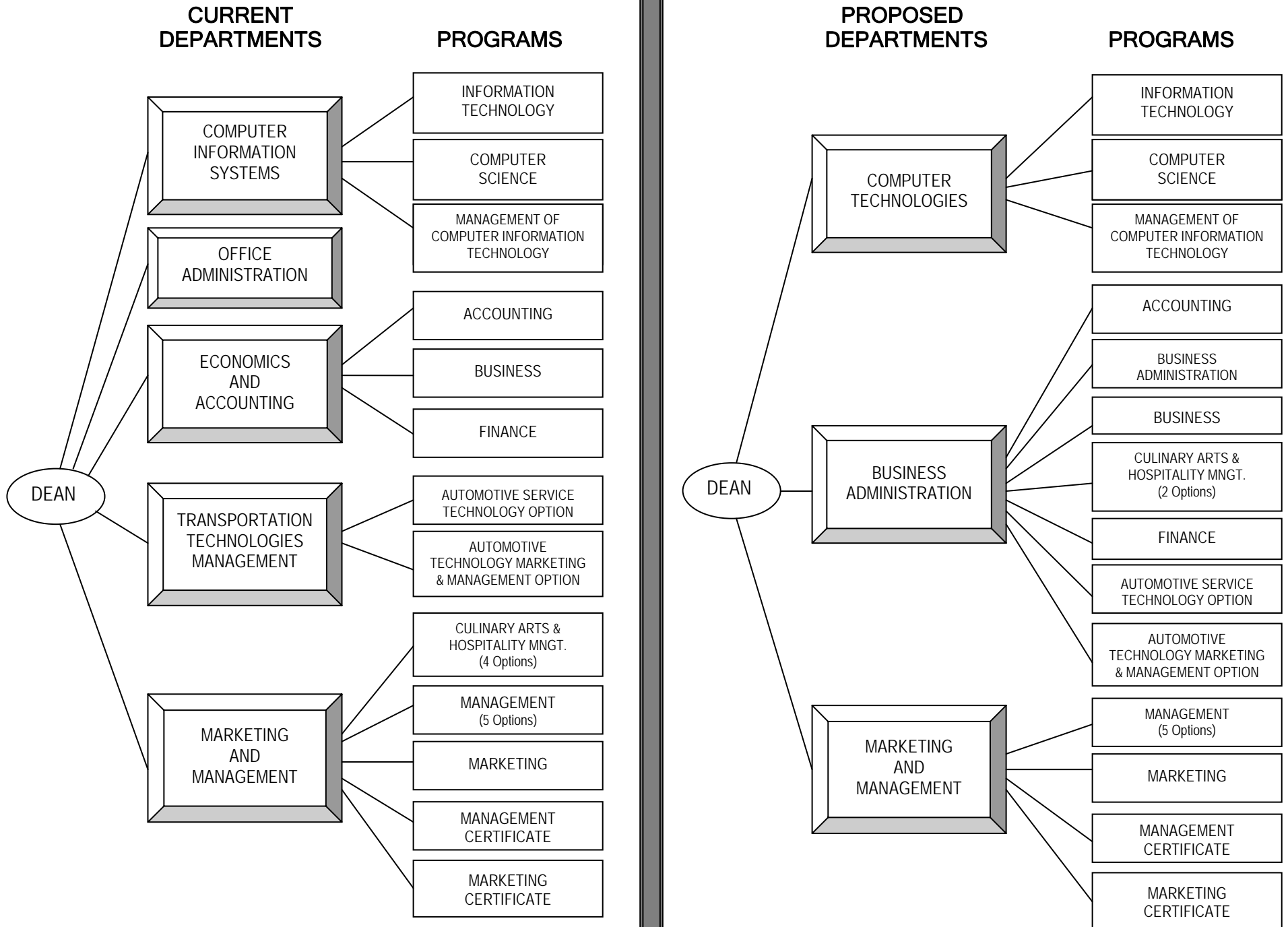
As noted earlier in this document, the Division faculty have worked to refine and further develop the Division's academic offerings related to Business Administration, Computer Technologies, Culinary Arts and Hospitality Management. The changes proposed in this document are designed to further enhance ongoing program and curriculum efforts with an emphasis on meeting the needs of students and employers.

The Office Administration Department has not offered degree programs since 2005. The proposed change provides the opportunity to fully integrate existing Office Administration computer skills' offerings with Computer Technologies' offerings.

Recognizing the changing nature of the automotive industry, the Transportation Technologies Department developed a new degree option designed to prepare students to move into customer service leadership positions. The Automotive Technology-Management and Marketing Option provides students with studies in business, management fundamentals, business law, and financial accounting. As the automotive and transportation field continues to change, students will increasingly need to develop a broader range of business skills.

The revision of the Culinary Arts and Hospitality Management program represents a strategic decision to position the College as the City's premier provider of affordable, high quality education and training in the diverse hospitality industry. The proposed realignment of the Culinary Arts and Hospitality Management program to the Business Administration Department reflects the ever-increasing emphasis on the attainment of business skills in culinary arts, hospitality, tourism, gaming, and event management.

DIVISION OF BUSINESS AND TECHNOLOGY



APPENDIX B

From: Mr Charles Herbert <cherbert@ccp.edu>
To: <tsullivan@ccp.edu>
Date: Wednesday, August 27, 2008 8:53PM
Subject: realignment

Tim,

Thanks for speaking to the CIS Department at our meeting today about your plan for realignment of the Division. After you left, the Department approved the plan without objection and asked me to let you know this.

I think there are two causes for this support:

First, the plan makes sense. Many of our faculty have been through this kind of thing before and they can be very militant, but this time around the ideas that you put forward seem carefully thought out and most reasonable. Either that, or our militant faculty is just getting older.

Second, many of our faculty realize that we need to rebuild the Department, and appreciate your encouragement and support (and Marian's) in making this happen.

Chuck Herbert
CIS Department Chair
cherbert@ccp.edu

Chuck Herbert
cherbert@ccp.edu

CC: <mmcgorry@ccp.edu>, <jgay@ccp.edu>

APPENDIX B

From: Mr Wayne W Williams <wwilliams@ccp.edu>
To: <tsullivan@ccp.edu>
Date: Wednesday, August 27, 2008 4:59PM
Subject: Departmental Consent

Dr. Sullican-

Subsequent to your presentation to the Department of Economics and Accounting faculty, a motion was made and seconded that the department vote its consent and support of the name change and re-organization plan discussed at the meeting.

A caveat was the the department's name be the "Department of Business Administration" versus Business Administration Department. This will also be documented in our departmental minutes archives.

Wayne W. Williams
Department of Economics & Accounting
Community College of Philadelphia
Office: B2-22C
Phone: 215-751-8735

CC: <mmcgorry@ccp.edu>, <adavis@ccp.edu>

APPENDIX B

From: Marian McGorry
To: tsullivan@ccp.edu
Date: Tue, Sep 9, 2008 6:30 PM
Subject: Division Realignment

Tim

At their Department Meeting on Tuesday, September 9, the Marketing and Management Department full-time faculty agreed to the realignment of the Division of Business and Technology.

Marian E. McGorry, Interim Department Head
Marketing and Management Department

COMMUNITY COLLEGE OF PHILADELPHIA

BUSINESS AND TECHNOLOGY DIVISION

DEPARTMENT OF OFFICE ADMINISTRATION

INTEROFFICE MEMORANDUM

DATE: August 28, 2008
TO: Dr. Timothy Sullivan
FROM: Marijean Harmonis, Office Administration Department Head
SUBJECT: Division Realignment

The Department of Office Administration very much appreciates your visit with our Department on Monday, August 25, 2008, to discuss the realignment of the Division.

Your presentation was very informative. You answered our particular Department questions; we further discussed the implication, concerns, and impact of this realignment after our meeting with you.

At our Department meeting on Wednesday, August 27, 2008, the Office Administration department unanimously agreed to support your realignment plan of the Division. Again, thank you for taking the time to meet with our Department members to present your plan and to answer all questions to our satisfaction. We look forward to working with you and to help in any way we can to facilitate a smooth transition into this new Division alignment, which certainly is far-reaching, creative and expansive.

C Marian McGorry
 Judith Gay

APPENDIX B

>>> "Mr Richard T Saxton" <rtsaxton@gmail.com> 08/28/08 10:33 AM >>>

Dr. Sullivan-

After your presentation to the Transportation Technologies department faculty, a motion was made during our department meeting and seconded that the department vote its consent and support of the re-organization plan discussed at the meeting.

--

Richard Saxton
Department Chair
ASE Master Technician
Transportation Technologies Management
<http://faculty.ccp.edu/dept/autotech/>
Community College of Philadelphia
267-299-5875

CC: Marian McGorry; Waverly COLEMAN

APPENDIX B

Dear Dr. Sullivan:

The CAHM faculty accepts with pleasure your proposal to realign the Division of Business and Technology departments and programs. The CAHM faculty share your desire to revise, update, and improve how we serve our students.

Your proposal allows the CAHM faculty to collaborate with Division faculty who recognize how a Department of Business Administration will benefit the College and the, City of Philadelphia workforce.

Congratulations for bringing the proposed initiative to fruition.

Mark Kushner
Curriculum coordinator of Culinary Arts
and Hospitality Management