Advisory Committee Fall 2017 Annual Meeting Minutes
Business Management
Vernon College – Century City Center
Joe Chat Sumner Board Room (115)
Monday, January 29, 2018 at 11:30 a.m.

CHAIRPERSON: Claudia Ordonez		
MEETING DATE: January 29, 2018	MEETING TIME: 11:30 a.m.	MEETING PLACE: Joe Chat Sumner Board Room (115)
RECORDER: John Daugherty	VICE CHAIRPERSON: Daniel Ahern	PREVIOUS MEETING: March 29, 2017

MEMBERS PRESENT:	MEMBER'S ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Daniel Ahern, Co-Owner, The Iron Horse Pub and Supervisor BlueCross Blue Shield of Texas	Kevin Goldstein, President, American National Bank	Steven Underhill, Program Coordinator, Vernon College
John Daugherty, President, Landmark Title Company	Larry Martin, General Manager, Market Street	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair, Vernon College
Claudia Ordonez, H.R. Generalist, Tranter, Inc.		Shana Drury, Associate Dean of Instructional Services, Vernon College
Joe Gazdik, Director Guest Services, United Regional Health Care System		Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Jeff Stambaugh, Dean Dillard College of Business Administration Midwestern State University		Holly Scheller, Coordinator of Marketing and Community Relations, Vernon College
		Clara Garza, Student Services Counselor Vernon College
		Jackie Polk, Student Services Counselor Vernon College

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Steven Underhill
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Steven Underhill
Approval of Minutes from the Last Meeting	Action	Chair
Old Business	None	Chair
Continuing Business	None	Chair
New Business:		Chair
Review program outcomes, assessment methods/results, and workplace competencies	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods	Action	Chair/Members Present
Approve workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS, Gen Ed and outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed and outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local Demand	Information/Discussion	Chair/Members Present
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present

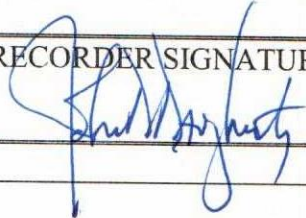|		
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Steven Underhill welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves, stating their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of the advisory committee. She, also, stated their input guarantees the college is maintaining the most current practices, direction and equipment. The committee ensures the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the field of Business Management.
Election of Chair, Vice Chair and Recorder	Shana Drury explained the positions and asked for nominations for a member to serve as Chair for the upcoming year. Claudia Ordonez volunteered for the position of Chair. Daniel Ahern volunteered for the position of Vice Chair. John Daugherty volunteered for the position of Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Claudia Ordonez, Chair, asked the committee to review the previous minutes. Claudia asked for a motion to approve the last meeting minutes. Daniel Ahern made the motion to approve the previous minutes. Jeff Stambaugh seconded the motion. The committee agreed unanimously.
Old Business	The Chair stated there was no old business.
Continuing Business	The Chair, Claudia Ordonez, informed the committee that there was no continuing business.
New Business:	
Review program outcomes, assessment methods/results, and workplace competencies	Ms. Ordonez asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Claudia informed the committee the program outcomes are generalized and overarching but lead back to the Program Outcomes. Ms. Ordonez asked Steven Underhill to

	expound on the outcomes, assessment methods, and workplace competencies. Mr. Underhill stated when the student has successfully completed the program there are six program outcomes the student will be proficient in. Steven has developed an assessment rubric, which work with the outcomes to measure the progress of the students. The workplace competency for the program is BMGT 2303 Problem Solving and Decision Making. Mr. Underhill reported there is one capstone completer for the 2016-2017 year and shows proficiency in all six program outcomes. Mark Holcomb added Steven has been transitioning into the position of Program Coordinator so all of the outcomes, assessment methods, and workplace competencies will evolve and adapt over time and the committee will see these changes over the next few meetings. Daniel Ahern asked for clarification in the capstone course and its use. Mark informed the members the capstone course, BMGT 2303 Problem Solving and Decision Making, is the final step is the student's process and the course measures the totality of the student's knowledge and success in the program prior to graduation. Shana Drury noted the committee should make any recommendations for additions and alterations to the program during this time. The committee had no further recommendations.
Approve program outcomes	The Chair, Claudia Ordonez, asked members to approve program outcomes as presented. Jeff Stambaugh made a motion to approve the program outcomes as discussed. Joe Gazdik seconded the motion. The committee agreed unanimously.
Approve assessment methods	The Chair, Claudia Ordonez, asked members to approve the assessment methods/results as presented. Daniel Ahern made a motion to approve the assessment methods/results as presented. Jeff Stambaugh seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Claudia Ordonez, Chair, asked members to approve workplace competencies as presented. John Daugherty made a motion to approve the workplace competencies as presented. Jeff Stambaugh seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Ms. Ordonez requested Mr. Underhill review and explain the program curriculum, courses, and degree plans to the committee. Steven explained the certificate requirements, the skills award, and the Associate in Applied Science degree. John Daugherty wanted to know which course the students most often choose as an elective. Mr. Underhill noted the most popular student choice is BUSI 1301 Business Principles because it covers a broad spectrum of business needs. This course transfers into the four year program. John asked if most of the students transfer to other institutions from this program.

	Steven referred to Jeff Stambaugh, Dean of Business Administration at MSU, for further expansion on the transfer of students into a four year program. Mr. Stambaugh stated he did not have exact figures for transfer students but he did note a much greater number of juniors and seniors in the program at MSU than freshman and sophomores. Mark Holcomb stated the majors are usually high, 75 to 150, and the college works to insure the students produced are of the highest quality. Mark noted there is some disconnect between the amount of students enrolled in the program and the amount of students who are enrolled in the capstone course. This is an indicator the students are transferring to a four year institution. Mark noted the program is working towards students completing the program AAS and certificates prior to the student transferring. Shana informed the committee if they wanted to add any courses to the program or make changes this is the time to do so. The committee had no changes to the program.
Approve program curriculum/courses/degree plans/revisions	Claudia Ordonez, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Daniel Ahern made a motion to approve the program revisions as discussed. Jeff Stambaugh seconded the motion. The committee agreed unanimously.
Review SCANS, General Education and Outcomes matrices	Claudia asked the members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Steven Underhill explained the purpose of the three matrices. The SCANS are the federal requirements and show how the education requirements are mapped back into the courses. The Gen Ed has six requirements which also shows how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes. The committee had no additional recommendations.
Approve SCANS, General Education and Outcomes matrices	The Chair, Claudia Ordonez, asked members to approve the three matrices as presented with corrections. Jeff Stambaugh made a motion to approve the three matrices as discussed. Joe Gazdik seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Claudia Ordonez requested Steven Underhill review the program statistics, graduates, majors, and enrollment. Mr. Underhill stated for 2017-2018 there was 1 BM Certificate and 1 BM AAS. For the majors in Fall 2017-2018 there were 9 BM Certificate and 59 BM AAS. Steven noted there was a total of 83 students enrolled in Fall 2017.
Local Demand	Ms. Ordonez asked Shana Drury to explain the specifics of local demand. Shana Drury stated this is a federal reporting requirement. Is this program viable and are you, in the industries, hiring? From the employers in the room, is this

	program still needed? Will you see retirements in the next two years and will you be hiring graduates from this program? Daniel Ahern stated BlueCross BlueShield is hiring and the program is providing the necessary skills for new hires. Claudia Ordonez added the program provides entry level training. John Daugherty believes there is a need for the program in the community.
Evaluation of facilities, equipment, and technology	The Chair, Claudia Ordonez, asked all members if they have toured the facility. Steven Underhill offered to take the committee members to the lab/classroom for a tour after the meeting adjourns. At this time, Steven had no requests for additional equipment or technology. The committee had no further discussion.
Recommendations of selection and acquisition of new equipment and technology	Claudia Ordonez, Chair, and Steven Underhill asked if there are any recommendations for new equipment or technology from the committee members. The committee made no additional recommendations.
External Learning Experiences, employment and placement opportunities	Ms. Ordonez asked the committee to review the external learning experience opportunities. Mr. Underhill reported a practicum course has been added to the program. Steven stated the student's skills are assessed by an employer in the community. There was no further discussion from the committee on the matter.
Professional development of faculty and recommendations (if applicable)	The Chair, Claudia Ordonez, asked the committee to review the professional development of the faculty. Steven stated he is attending TTU's doctoral program, He has attended all VC development before Fall and Spring semesters. He participated in the Walk4Worrirs. Steven noted he has received MVPN training and he is the VP of the Faculty Senate. He is the Faculty Advisor to the Student Veteran Organization. The committee made no recommendations.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Ms. Ordonez asked Mr. Underhill to inform the committee on the promotion and publicity of the program. Steven provided members with an update of the program recruitment and promotion. • Facebook • Literature • New posters • Fliers • Career Fairs • Maker Faire STEMA event • Youth Expo Day in September • GenTX Day, now called Spring Fest April 2017 Mr. Underhill utilized a YouTube video for the promotion of the Business Management Program which he used at the Sophomore Roundup. The committee had no additional recommendations.

Serving students from special needs	Ms. Ordonez, Chair, asked Steven to expound on the information of special populations to the committee members. The definition of "special populations" as outlined by Perkins: • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • individuals with disabilities; • individuals from economically disadvantaged families, including foster children; • individuals preparing for non-traditional fields; • single parents, including single pregnant women; • displaced homemakers; and • individuals with limited English proficiency. Mr. Underhill stated there are 4 males in the certificate program, 35 males in the AAS program, 5 females in the certificate program, and 24 females in the AAS program.
Adjourn	The Chair, Claudia Ordonez, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 12:41 P.M.

RECORDER SIGNATURE:		DATE: 1/31/18	NEXT MEETING: Fall 2018