

Advisory Committee Meeting Minutes
Business Management

CHAIRPERSON: Dr. Terry Patton		
MEETING DATE: 12/03/2014	MEETING TIME: 11:45 -1:15pm	MEETING PLACE: VC CCC Room 115
RECORDER: Phillip Lam		PREVIOUS MEETING: Thursday, 10/23/2013

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT (VC):

Name and Title		Name and Title		Name and Title	
Larry Martin, General Mgr., Market Street		Rosie Nauman, Director H.R. City of Wichita Falls		Dr. Gary Don Harkey, Dean of Instructional Services	
	Cliff Berg, Chief Lending Officer, First National Bank of WF		Kevin Goldstein, President, First National Bank of WF		Mark Holcomb, Division Chair, Information & Industrial Technology
	Joe Gazdik, Director, United Regional Health Care System		Ann Tacker, Training Manager, Tyson/Wright Brand Foods		LeAnn Scharbrough, Advancement Services
	Phillip Lam, President, Landmark Title Company				Donna Egoavil, Instructional Services Admin. Assistant
	Dr. Terry Patton, Dean, Dillard College of Business Administration, Midwestern State University				Debbie Richard, Secretary, Div. of Information & Industrial Technology
					Melissa Moore, Early College Start
					John Hennington (JWH), Faculty, Business Management

Agenda Item	Action, Discussion, or Information	Responsibility
Reading of Previous Minutes	Action- Approved as presented	Chairperson
Old Business:	None	
Continuing Business:	None	
New Business:		
Program statistics: Graduates, majors, enrollment	Information	John Hennington
Program Goals and Outcomes, Capstone course, Matrices for Program Outcomes, General Education and SCANS	Information	John Hennington & Dr. Harkey
Evaluation of facilities, equipment, and technology	Information	John Hennington
Advice on selection and acquisition of new equipment and technology	Information	John Hennington
External learning experiences, employment, and placement opportunities	Information	John Hennington
Promotion and publicity about the program to the community and to business and industry	Information	John Hennington
Professional development of faculty	Information	John Hennington

Needs of students from special populations	Discussion	John Hennington
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Key Discussion Points	Discussion
Old Business:	None
Continuing Business:	None
New Business:	
Program statistics: Graduates, majors, enrollment	The graduate count for the last 5 years was 34. Last year the program had 5 graduates. Majors: 68. Total enrollment in classes taught by JWH, Steve Underhill, Nancy Smith and adjunct for Fall 2014 is 139, up 2 from Fall 2013.
Program Goals and Outcomes, Capstone course, Matrices for Program Outcomes, General Education and SCANS	New Program Goals and Outcomes were introduced, discussed and approved by the committee. The new goals and outcomes will be assessed in the Capstone course, "Problem Solving and Decision Making", after approval by the Academic Council. Matrices for the Program Outcomes, General Education and SCANS were reviewed. A revised Certificate of Completion was also introduced, discussed and approved by the committee. It will also need approval by the Academic Council.
Evaluation of facilities, equipment, and technology	Equipment and technology is adequate at this time.
Advice on selection and acquisition of new equipment and technology	None
External learning experiences, employment, and placement opportunities	External learning experiences relate to practicum courses which are no longer part of the Business Management AAS curriculum. As for employment, the placement rate was 100% for 2012-13 graduates.
Promotion and publicity about the program to the community and to business and industry	We promoted the program to hundreds of high school students who visited VC last spring at Search: My Future and Gen TX Day and, this fall, at Sophomore Round Up. I also promoted the program on 11/7/14 in a broadcast interview at KFDX-TV.
Professional development of faculty	We have guest speakers during Faculty Development in the fall and spring and periodic training via the VC Innovation Center. In addition, I participate in online programs offered by textbook publishers.
Needs of students from special populations	The program is not gender specific. We recruit and serve all populations (minorities, female, etc). We also offer special accommodations, like extra time taking tests, note taking, etc., for students with special needs. The diversity of students in the Business Mgmt. program helps VC in gender equality.
Other:	Meeting adjourned at 1:15 p.m.

Recorder: *Plutty N Lam*

Date: 12/04/2014

Next Meeting: Fall 2015