

**Advisory Committee Meeting Minutes
Administrative Office Technology**

CHAIRPERSON: Missy Wise		
MEETING DATE October 29, 2012	MEETING TIME: 12:00pm	MEETING PLACE: Century City Campus
RECORDER: Bridget Robertson		PREVIOUS MEETING: : November 2, 2011

MEMBERS PRESENT:**MEMBERS ABSENT:****OTHERS PRESENT:**

Name and Title	Name and Title	Name and Title
William Bachman-Sr. Vice President-State National Bank of Texas	D'Nitra Bussey-Human Resources Manager for 1 st National Bank	Vernon College: Sharon Winn, Assistant to Dean of Instructional Services
Bridget Robertson-recruiter, Spherion Staffing Group	Rosemary Nauman- Director of Human resources for City Of Wichita Falls	Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Kimber Rinn- Spherion Staffing Group	Jeanie Boyd-Owner-Spherion Staffing Group	Rita Lee- Office Technology Instructor
Melodi Bernal-City of Wichita Falls		Jessica Sutherland- Early College Start Coordinator
Rhonda Raub-RACRN		Clara Garza-Counselor

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Rita Lee
Members and their role	Information	Sharon Winn
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Members present
Old Business:	None	
Continuing Business:		
Evaluation of facilities, equipment, and technology	Information	Rita Lee
New Business:		
Program statistics: Graduates, majors, enrollment	Information	Rita Lee
Review goals and objectives	Information/Discussion	Rita Lee
Workplace competencies	Discussion	Rita Lee & Sharon Winn
Program revisions, curriculum/course review	Information/Discussion	Rita Lee
Evaluation of facilities, equipment, and technology	Discussion	Rita Lee
Advice on selection and acquisition of new equipment and technology	Discussion	Rita Lee

External learning experiences, employment, and placement opportunities	Discussion	Rita Lee
Professional development of faculty	Information/Discussion	Rita Lee
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Rita Lee
Needs of students from special populations	Information/Discussion	Rita Lee
Curriculum Decisions:		Rita Lee
Other:		
Adjourn	Action	Missy Wise (Chairperson)

MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Sharon Winn thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Missy Wise was elected chairperson. Bridget Robertson was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Continuing Business:	
Evaluation of facilities, equipment, and technology	Per last year's minutes the computers in the lab at Vernon were upgraded in August 2012; total 24 new computers
New Business:	
Program statistics: Graduates, majors, enrolment	Program statistics: <ul style="list-style-type: none"> • Graduates Spring 2012- 4 • Majors 2012-2013- 17 • Enrollment Fall 2012 - 70
Review goals and objectives	Members felt the goals & objectives are stated appropriately.
Workplace competencies	Members agreed that the workplace competencies that were set last year are current and no changes were needed. Rita informed members that POFT 1349 Administrative Office Procedures II the capstone class covers all the workplace competencies.
Program revisions, curriculum/course review	Due to WECM changes the name of POFT 1325 Business Math and Machine Applications has changed to Business Math Using Technology. Melodi Bernal suggested having guest speakers to help emphasis the importance of being on time to work and how to dress for an interview. Members agreed and said they would love to help. Melodi Bernal also suggested that Rita tape students during their presentations to help them critique how they did. Members agreed that this is a great way of assessing the students.
Evaluation of facilities, equipment, and technology	The book used for POFT2312 Business Correspondence has been upgraded for Spring 2013. Both classrooms have been upgraded now with new computers.
Advice on selection and acquisition	Always looking for new books and software to stay current in new

of new equipment and technology	technology and techniques.
External learning experiences, employment, and placement opportunities	As per last year's meeting a letter was sent out to area businesses asking for help with the practicum course. Spherion Staffing, and Texas State Hospital Vernon & Wichita Falls answered. Right now no one is in the practicum course. Vernon College wants to thank you for stepping up to help. Clara asked members to send job postings to the counselor's office so that they can be put on website and posted on the campuses.
Promotion and publicity about the program to the community and to business and industry	Rita has been to several area high schools. High school students tour the Skills Training Center, Century City and Vernon through out the year. There have been some new 22"x28" posters designed and placed at Century City Campus, Vernon Campus, and at Sikes Senter Mall. Gave area high school counselors and teachers 8"x10 "posters. Advertisements are placed in the Vernon and area small town's news papers in the summer. Created a Facebook page for the Administrative Office Technology program that connects to the Vernon College Facebook page. Several suggestions were made to find out how students heard about the program. Possibly ask the first day of class what made them decide to take this course?
Professional development of faculty	Attended the Technology Forum hosted by North Texas Community College Consortium in Plano, Texas. Topics covered were: <ul style="list-style-type: none"> ✓ Shift to Mobile-How Technology is Revolutionizing Higher Education ✓ Head in the Clouds-That's a Great Idea ✓ Help Prepare Students for High-Wage, High Demand Jobs ✓ Tips and Tricks to Enhance Distance Learning Courses ✓ Extend Your Campus Resources by Granting Anytime, Anywhere Access from Any Device Also attended staff development in fall of 2012 Also attended "R You Ready 4 The Future" Career Fair at Region IX
Needs of students from special populations	Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. This office coordinates special accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extending testing time and individual tutoring.
Curriculum Decisions:	
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 11-12-12	NEXT MEETING:
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