

Advisory Committee Meeting Minutes  
Administrative Office Technology

CHAIRPERSON: Rhonda Raub		
MEETING DATE November 18, 2013	MEETING TIME: 12:00pm	MEETING PLACE: Century City Campus
RECORDER: Jeanie Boyd		PREVIOUS MEETING: : October 29, 2012

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	Adam Steed-Human Resources for Work Service Corp.	Vernon College: Shana Munson, Associate Dean, Career & Technical Education
Michelle Oats Assistant Director for Wichita Falls Area Food Bank		Sharon Winn, Assistant to Dean of Instructional Services
Jeanie Boyd-Owner-Spherion Staffing Group		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Charles Moore Project Director for Workforce Solutions North Texas		Rita Lee- Office Technology Instructor
Rhonda Raub-Office Manager for RACM, Inc DBA McDonalds		
Wendy Gay- Office Manager for Browning Electric Co. Inc.		

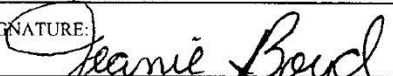
Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Rita Lee
Members and their role	Information	Shana Munson
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Members present
<b>Old Business:</b>	None	
<b>Continuing Business: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

External learning experiences, employment, and placement opportunities	Discussion	Rhonda Raub
Professional development of faculty	Information/Discussion	Rhonda Raub
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Rhonda Raub
Needs of students from special populations	Information/Discussion	Rhonda Raub
Curriculum Decisions:		Rhonda Raub
Other:		
Adjourn	Action	Rhonda Raub (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	Shana Munson thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Rhonda Raub was elected chairperson. Jeanie Boyd was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Continuing Business:	None
<b>Old Business</b>	None
New Business:	
Program statistics: Graduates, majors, enrolment	Program statistics: <ul style="list-style-type: none"> <li>• Graduates Spring 2013- 4</li> <li>• Majors 2013-2014- 16</li> <li>• Enrollment Fall 2013 - 55</li> </ul>
Review goals and objectives	The members were given a handout of the programs goals and objectives. Members agreed that they meet the needs of the Administrative Office Technology program.
Workplace competencies	Members agreed that the workplace competencies are current and no changes were needed. Rita informed members that POFT 1349 Administrative Office Procedures II the capstone class covers all of the workplace competencies.
Program revisions, curriculum/course review	Members discussed a reduction in hours from 64 to 60 for the Associate degree for the program. Members voted unanimously to move COSC 1301 Introduction to Computing and ITSC Integrated Software Applications I from required to elective status. Members also discussed changing the Administrative Specialist Certificate from 1 year to 1 ½ years.
Evaluation of facilities, equipment, and technology	The computers have all been updated to Microsoft office 2013.
Advice on selection and acquisition of new equipment and technology	Members suggested that a scanner be purchased so students can be trained on going paperless.
External learning experiences, employment, and placement	Vernon College wants to thank Spherion Staffing for taking on a student who sign up for the practicum. Unfortunately the student did not complete

opportunities	the course. Jeanie Boyd said she would be willing to try again. Michelle Oats told members about the Midwestern State Nurses that come out and do 2 hours of community service each semester at the Food Bank. She said she could always use office help if Rita wanted to send students to get some hands on training on the phones, entering stuff in the data base, or doing some filing. Members thought that would be great exposure to the real office world. Rita agreed to look into implementing this into the curriculum.
Professional development of faculty	Attended the Technology Forum hosted by North Texas Community College Consortium at Collin County College in Frisco, Texas. Workshops through VC Innovation Center Attended staff development in fall of 2013 and other VC workshops through the semester. Attended several Webinar's
Promotion and publicity about the program to the community and to business and industry	High school students tour the Skills Training Center, Century City and Vernon through out the year. Sophomore Roundup was November 15 <sup>th</sup> where 250 high school sophomores came and toured the Century City Center and all the programs. Rita was away at a conference but Wendy Gay filled in and did a fantastic job. Still have the Facebook page for the Administrative Office Technology program that connects to the Vernon College Facebook page.  The suggestion was made to use Public Service announcements to get the word out about the Administrative Office Technology program .Shana told Rita to get with Michelle Wood because she does PSAs every month.
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: 11-29-13	NEXT MEETING:
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