

Advisory Committee Fall 2015 Annual Meeting Minutes
Administrative Office Technology, Room Conference Room
Vernon College-Century City Center

CHAIRPERSON: Jeanie Boyd		
MEETING DATE: November 19, 2015	MEETING TIME: 12:00 pm	MEETING PLACE: CCC Conference Room
RECORDER: Ronda Raub		PREVIOUS MEETING: November 17, 2014

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Jeanie Boyd, Owner of Spherion Staffing Group	William Bachman, Sr. Vice President State Nation Bank	Dr. Gary Don Harkey, Dean of Instructional Services, Vernon College
Megan Magana, Office Manager Spherion Staffing Group	Henry Florsheim, President Wichita Falls Chamber of Commerce & Industry	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair
Brittany Price, Employment Specialist Spherion Staffing Group	Penny Miller, Owner Venture HRO, LLC	Arwyna Randell-Gay Administrative Office Technology Instructor
Ronda Raub, Office Manager RACM, Inc. DBA McDonalds	Charles Moore, Project Director Workforce Solutions - North Texas	Donna Egoavil, Instruction Services Administrative Assistant, Vernon College
Kenny Weeks, Bookkeeper for Mystaff	Michelle Oats, Assistant Director Wichita Falls Area Food Bank	Melissa Moore, Early College Start Coordinator, Vernon College
Michelle McDonald, Office Manager for Fidelity Bank	Tammy Oneal-mann, Business Manager Vantage Point Condominium	LeAnn Scharbrough, Advancement Specialist-Recruiting, Vernon College
Julia Barron, Office Manager Spearmint Dental		Jackie Polk, Student Forum Advisor/Counselor, Vernon College
Tracy Flynn, Cobra Oil and Gas		Debbie Richard, Adjunct Instructor, Vernon College

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Arwyna Randell-Gay
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey or Shana Drury
Election of Chair and Recorder	Action	Arwyna Randell-Gay
Approval of Minutes from the Last Meeting	Action	Jeanie Boyd
Old Business: (if any, otherwise type None)	Old Business or None	Jeanie Boyd
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Jeanie Boyd
New Business:		Jeanie Boyd
Review program outcomes, assessment methods, and results	Information	Jeanie Boyd


Approve program outcomes and assessment methods	Action	Jeanie Boyd /Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Jeanie Boyd
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Jeanie Boyd
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Jeanie Boyd
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Jeanie Boyd
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Jeanie Boyd
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	Jeanie Boyd
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Jeanie Boyd /Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Jeanie Boyd
Serving students from special needs	Information	Jeanie Boyd
Adjourn	Action	Jeanie Boyd /Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Purpose of Advisory Committee	Dr. Gary Don Harkey thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Chair and Recorder	Jeanie Boyd was elected chairperson. Ronda Raub was elected recorder.
Approval of Minutes from the Last Meeting	Minutes from last meeting were approved as presented.
Old Business: (if any, otherwise type None)	None
Continuing Business: (List if any, otherwise type None)	None
New Business:	

Review program outcomes, assessment methods, and results	The members were given a handout of the program's goals & outcomes. Members read over them and felt that they are relevant and necessary for today's workforce. Members approved them as presented.				
Review program curriculum/courses/degree plans	Arwyna gave members a handout of the certificate and degree plan along with a number of changes that she would like to make. Members looked over the items and agreed to table the changes for now. Member will have an email meeting to approve the changes in early December.				
Review SCANS and Gen Ed outcomes matrices	Members were handed a printout of the Scans and General Education Outcomes Matrices. Due to the potential curriculum changes members agreed to table this item for now. Member will have an email meeting to approve the changes in early December.				
Review verification course/exam of workplace competencies	Members discussed the capstone course POFT 1349 Administrative Office Procedures II and the rubric used to grade it. Members were in agreement that this course covers all the workplace competencies and the rubric used to grade it is sufficient.				
Program statistics: Graduates, majors, enrollment	<table> <tr> <td>Graduates: May 2015</td><td>5</td></tr> <tr> <td>Enrolled Spring 2014</td><td>17</td></tr> </table>	Graduates: May 2015	5	Enrolled Spring 2014	17
Graduates: May 2015	5				
Enrolled Spring 2014	17				
Evaluation of facilities, equipment, and technology	Arwyna and students feel the current classroom and lab space is very accommodating for all training requirements.				
Recommendations of selection and acquisition of new equipment and technology	<p>Arwyna told member that if they approve the addition of POFT 2331 Administrative Project Solutions course the college would need to purchase Adobe Reader Pro for the computer lab in room CCC 512. This would be used to create fillable forms and documents for use with mobile devices in the course.</p> <p>Members were in agreement that this would need to be purchased if the course is added. Members decided to table this and continue discussion via email when they discuss the potential curriculum changes.</p>				
Professional development of faculty and recommendations (if applicable)	<p>January 13, 2015 WFHRMA Luncheon Meeting: Emerging Strategies for the Evolving Workforce; Lynn Billings</p> <p>February 10, 2015 WFHRMA Luncheon Meeting: Legislative Update; Lon Williams</p> <p>March 10, 2015 WFHRMA Luncheon Meeting: The Care and Feeding of Supervisors; Penny Miller</p> <p>April 14, 2015 WFHRMA Luncheon Meeting: Linking Your Employees to Community Resources; Carol Marlar</p> <p>October 13, 2015 WFHRMA Luncheon Meeting: Employee Engagement and Its Connection to World Class Quality; Don Swift</p> <p>Also has attended several in house faculty development training sessions.</p> <p>Will be attending the 2016 TCCTA's 69th Annual Convention in Houston, Texas, in February</p>				

Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Recruiting efforts conducted by Vernon College such as GenTex day, Sophomore Roundup (Nov. 3), and several tours of Vernon College for area high school students and individuals help to promote the Administrative Office Technology program. There are also commercials and various Social Media campaigns along with the Administrative Office Technology Facebook page.
Serving students from special needs	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. Because the electronics field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE:	NEXT MEETING:
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