

Advisory Committee Fall 2016 Annual Meeting Minutes  
Administrative Office Technology, Room 115  
Vernon College- Century City Center

CHAIRPERSON: Rhonda Raub		
MEETING DATE: November 21, 2016	MEETING TIME: 12:00 PM	MEETING PLACE: Century City Center, Room 115
RECORDER: Michelle Oates	VICE CHAIRPERSON: Penny Miller	PREVIOUS MEETING: November 19, 2015

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Julia Barron, Office Manager, Spearmint Dental	William Bachman, Sr. Vice President, State National Bank of Texas	Arwyna Randall-Gay, Instructor, Vernon College
Jeanie Boyd, Owner, Spherion Staffing	Henry Florsheim, President, Wichita Falls Chamber of Commerce & Industry	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair, Vernon College
Tracy Flynn, Lease Analyst, Cobra Oil and Gas	Charles Moore, Project Director, Work Force Solutions-North Texas	Debbie Richard, Skills Training Center Administrative Assistant & Adjunct Instructor, Vernon College
Penny Miller, President, Venture HRO, LLC		Shana Drury, Associate Dean of Instructional Services, Vernon College
Michelle Oates, Administrative Director, Wichita Falls Area Food Bank		Melissa Moore, Early College Start Coordinator, Vernon College
Rhonda Raub, Office Manager, RACM, Inc., DBA McDonalds		
Kenny Weeks, Bookkeeper, MySaff		

AGENDA

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

Approve program outcomes and assessment methods	Action	Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Rhonda Raub
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Rhonda Raub
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Rhonda Raub
Approval of course/exam of workplace competencies	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Rhonda Raub
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Rhonda Raub/Members Present
External Learning experiences, employment and placement opportunities	Information	Rhonda Raub
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Rhonda Raub/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Rhonda Raub
Serving students from special needs	Information	Rhonda Raub
Adjourn	Action	Rhonda Raub /Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Arwyna Randall-Gay welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated 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 an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Administrative Office Technology field.
Election of Chair, Vice Chair and Recorder	Arwyna Randall Gay asked for nominations for a Chairperson. Rhonda Raub volunteered to be Chair. Penny Miller volunteered for the Vice Chairperson position, and Michelle Oates volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Rhonda Raub asked the committee to review the previous minutes and they did. Rhonda then asked for a motion to accept the minutes as is. Penny




	Miller made a motion to approve last meetings minutes and Jeanie Boyd seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	The Chair stated that there was no old business.
Continuing Business: (List if any, otherwise type None)	Rhonda Raub noted that there was no continuing business.
New Business:	
Review program outcomes, assessment methods, and results	The Chair asked members to review the program outcomes, assessment methods, and results. Arwyna explained that each course has their own assessment in addition to the final POFT 2331 course that is used to measure a student's ability to meet the entire program's qualifications. The committee members reviewed and discussed them. No recommendations were made at this time.
Approve program outcomes and assessment methods	Rhonda Raub asked members to approve program outcomes and assessment methods as is. Michelle Oates made a motion to approve the outcomes and assessment methods as is. Penny Miller seconded. The committee agreed universally.
Review program curriculum/courses/degree plans	<p>The Chair asked the committee to review the Program curriculum, courses, and degree plans and they did. Arwyna Randall-Gay explained which courses went with the AAS and COC.</p> <p>Shana Drury asked for input on any changes the committee deemed necessary. The committee had no recommendations.</p> <p>Shana Drury asked Arwyna Randall-Gay how the new Business English class was going. Arwyna informed the committee on its success. Arwyna stated that she had 3 students in the class and explained what the class covered and how she assessed their progress.</p> <p>Julia Barron asked if the curriculum covered job search skills. Arwyna Randall-Gay explained how she incorporated interviews, resume writing, and mock interviews.</p> <p>Rhonda Raub asked for an explanation of Project Solutions. Arwyna explained that it was her final assessment class using all the skills they have learned.</p> <p>Members had a discussion. The committee made no recommendation to change the program outcomes, courses or degree plans at this time</p>
Approve program revisions (if applicable)	Rhonda Raub asked members to approve program curriculum, courses, and degree plans as is. Penny Miller made a motion to approve and Julia Barron seconded. The committee agreed by a unanimous vote.
Review SCANS and Gen Ed outcomes matrices	<p>The Chair asked members to review and discussed each matrix. Arwyna Randal-Gay explained how to read the matrix. Shana Drury explained the purpose of each matrix.</p> <p>Penny Miller asked for an illustration of how team work and social responsibility were added. Arwyna Randal-Gay updated the committee on how she incorporated both. The committee had a discussion. Members did not have any recommendations at this time.</p>
Approve SCANS and Gen Ed outcomes matrices	Rhonda Raub asked members to approve the three matrices as is. Kenny Weeks made a motion to approve the three matrices as is. Tracy Flynn seconded. The committee agreed universally.
Review verification course/exam of workplace competencies	The Chair asked the committee to review verification course/exam of workplace competencies POFT 2331 Administrative Project Solutions, and they did. Arwyna Randall-Gay stated the students have a portfolio with their required created documents and projects for the program. Members made no recommendations.
Approval of course/exam of workplace competencies	Rhonda Raub asked members to approve the course/exam of workplace competencies as is. Penny Miller made a motion to approve course/exam workplace competencies as is. Michelle Oates seconded. The committee

	agreed unanimously.
Program statistics: Graduates, majors, enrollment	<p>Rhonda Raub asked Arwyna Randall-Gay to expound on the graduates, majors and enrollments. Arwyna updated the committee. Shana Drury asked if the 10 enrolled were unduplicated and Arwyna responded yes, she has more students in other courses.</p> <ul style="list-style-type: none"> <li>• Graduates: 2016-2017, 5</li> <li>• Enrolled: Fall 16, 10</li> </ul>
Evaluation of facilities, equipment, and technology	<p>The Chair asked Arwyna to give an update on the facilities, equipment and technology. Arwyna updated the committee on the new equipment that was purchased with Perkins funds and how she incorporated it into the program.</p> <ul style="list-style-type: none"> <li>• I Pad Pro</li> <li>• Tripod</li> <li>• Adobe Pro software</li> </ul> <p>The committee had not recommendations at this time.</p>
Recommendations of selection and acquisition of new equipment and technology	Rhonda Raub asked the committee for any recommendations on lab/equipment/classroom/facility. Members had a discussion and had no recommendations at this time.
External Learning Experiences, employment and placement opportunities	<p>The Chair asked Arwyna Randall-Gay to update the committee on External Learning Experiences, employment and placement opportunities. Arwyna informed the committee how she was partnering with the VITA Tax Program as an external learning experience and how the students will earn their tax preparation certification in addition to customer service skills. Arwyna then explained how the students would benefit by having an opportunity to network with employees and customers.</p> <p>Rhonda Raub asked for clarification regarding the VITA TAX program certification for Arwyna and the students and asked if it was during class time. Arwyna Randal-Gay stated that both she and the students will both receive a certification and it will be worked in the Accounting class as a lab. Mark Holcomb asked if it would be offered to both ACCT and ACNT and then asked if it would consume all 21 hours. Arwyna explained that she will offer it to both classes and that the training material from VITA will be condensed into 21 hours.</p> <p>Rhonda Raub asked if the students will have a test on the tax preparer portion of the lab. Arwyna expressed that they would and added that students will have to pass the test to receive certification.</p> <p>Julia Barron asked if the students had to pay for the test. Arwyna stated that they did not.</p> <p>Members deliberated and had no further questions and offered no recommendations.</p>
Professional development of faculty and recommendations (if applicable)	<p>Rhonda Raub asked Arwyna Randall-Gay to inform the members of any professional development opportunities she has taken advantage of. Arwyna updated the committee.</p> <p>2016:</p> <ul style="list-style-type: none"> <li>• VITA Tax Program certification training program</li> <li>• Compliance Based Education Across America workshop</li> <li>• Various in-house training</li> </ul> <p>2017:</p> <ul style="list-style-type: none"> <li>• TCCTA's 70<sup>th</sup> Annual Convention in Austin , TX in February</li> <li>• TACTYC Conference in Austin, TX in May</li> </ul>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>The Chair asked Arwyna Randall-Gay to update the committee on promotion and publicity of the program. Arwyna provided members with an update of the program recruitment and advertisement.</p> <ul style="list-style-type: none"> <li>• Sophomore Round-Up (Nov 4, 2016)</li> <li>• GenTX (spring 2017)</li> </ul>



	<ul style="list-style-type: none"> <li>• Advertising on the VC CCC marque on Maplewood</li> <li>• Creating a marketing video (April 2017)</li> <li>• Program spotlight open house (Jan 2017)</li> </ul> <p>Shana Drury asked Arwyna to explain to the members about the upcoming program spotlight/open house event. Arwyna updated the committee on the open house opportunity, the agenda, and expectations for that night. The committee had a discussion and had no recommendations at this time.</p>
Serving students from special needs	<p>Rhonda Raub asked Arwyna Randal-Gay to update the committee on how she were meeting the needs from the special populations and she did.</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> <li>• 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:</li> <li>• 1. individuals with disabilities;</li> <li>• 2. individuals from economically disadvantaged families, including foster children;</li> <li>• 3. individuals preparing for non-traditional fields;</li> <li>• 4. single parents, including single pregnant women;</li> <li>• 5. displaced homemakers; and</li> <li>• 6. individuals with limited English proficiency.</li> </ul> <p>Shana Drury asked if out of the 10 enrolled, were any males. Arwyna stated that she has one male. The members had no recommendations at this time.</p>
Adjourn	<p>Rhonda Raub motioned to adjourn the meeting at 1:00 PM. The committee agreed unanimously.</p>

<b>RECORDER SIGNATURE:</b> 	<b>DATE:</b> 12/13/16	NEXT MEETING: Fall 2017
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