2013-2014
Annual-End-of -Year Committee Report

Committee Name: Vernon College Administrative Office Technology Advisory Committee

Chairperson: Rhonda Raub

List of members: Mr. William Bachman, Ms. Michelle Oats, Jeanie Boyd, Charles Moore, Rhonda Raub, Wendy Gay, Adam Steed

Dates of meetings: November 18, 2013--12:00 pm

Accomplishments:
- Rhonda Raub was elected Chairperson and Jeanie Boyd elected Recorder
- Statistics: Graduates 2013-4; Majors 2013-2014-16; Enrollment Fall 2013-55
- Reviewed program goals and objectives :Approved them with no change
- Reviewed Workplace competencies: Agreed current and no changes; approved POFT 1349 Administrative Office Procedures II as the capstone course
- Revised program: Moved COSC 1301 Introduction to Computing and ITSC Integrated Software Applications I from required to elective status to reach goal of hour reduction from 64 to 60 for AAs degree
- Updated computers to Microsoft Office 2013
- Spherion Staffing signed up for practicum student.
- Jeannie Boyd. Midwestern State Nurses, offered to host a practicum student
- PD: Attended Technology Forum in Frisco, Texas; VC staff development
- Promoted program: tours; Sophomore Roundup; Facebook

Recommendations:
- Members suggested that a scanner be purchased so students can be trained on going paperless. Members also discussed changing the Administrative Specialist Certificate from 1 year to 1 ½ years.
- Use Public Service announcements to advertise-refer to Michelle Wood

Agendas, exhibits and minutes posted to Vernon College web site address:
http://www.vernoncollege.edu/CollegeEffectiveness/Committees.aspx

Submitted by: Donna Egoavil

Date submitted: 6/30/2014