

**2013-2014
Mid-Year
Committee/Advisory Council 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
- Reviewed program objectives and workplace skills: Approved them with no change; Approved POFT 1349 as the capstone course
- Revised program: Moved COSC 1301 Introduction to Computing and ITSC Integrated Software Applications I from required to elective status
- Updated computers to Microsoft Office 2013

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.

Membership suggestions:

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