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Advisory Committee Minutes Fall 2019
Business Management
Vernon College – Century City Center, room 115
Thursday, October 3, 2019 at 12:00pm

Tyler Helms – Chair
Leslie Rhodes - Vice Chair
Claudia Ordonez - Recorder

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Members Present:
Kevin Goldstein, President – American National Bank
Tyler Helms, GM – Homewood Suites
Claudia Ordonez, HR – Tranter, Inc.
Leslie Rhodes, Mgr. Texoma Community Credit Union
Traci Roberts, Office Mgr. BAAS Program -MSU
     (Proxy for Dr. Jackson)

Faculty and Staff Present:
Steven Underhill
Mark Holcomb
Holly Scheller
Chelsey Henry
Molly Williams
Debbie Richard

Members Not Present:
Daniel Ahem
Vanda Cullar
John Daugherty
Joe Gazdik
Delores Jackson

Tyler Helms began the meeting with new business since there was no old business to discuss.

Review program outcomes, assessment methods/results, and workplace competency

Program Outcomes:

Tyler Helms asked the committee to review the program outcomes and asked that the faculty member, Steven Underhill, elaborate:

1. Identify issues including laws and ethics related to the business/business management environment.
2. Recognize and use basic accounting terminology and analyze financial information.
3. Demonstrate basic knowledge of cost behavior and control and the product costing and budgeting processes.
4. Apply concepts of organizational behavior in the management of human resources.
5. Apply marketing principles and management practices to improve organizational performance.
6. Create and present effective business communications.

The Kevin Goldstein asked Steven Underhill about the communication projects that the students are working on. It seems like the millennial generation cannot seem to verbally communicate with the employer, customer, and/or manager. Leslie Rhodes asked if outcome six could be revised to include written and verbal communication skills

Tyler Helms asked for a motion to approve program outcomes with the revision to program outcome number six to include written and verbal communication skills.
Leslie Rhodes made a motion to approve the program outcomes with the revision to program outcome number six to include written and verbal communication skills.
Kevin Goldstein seconded the motion

The motion passed to approve the program outcomes with revisions.

Approve assessment methods and results:

Tyler Helms asked the faculty member to review the tables below with the committee. Steven Underhill reminded the committee that ad

Target = 4; Acceptable = 3; Unacceptable = 2; No evidence = 1				
Upon successful completion of the Business Management AAS, students will be able to:				
Outcome	**4**	**3**	**2**	**1**
1) Identify issues including laws and ethics related to the business/business management environment				
Describe the relationship of ethics and the law business				
Explain basic principles of law that apply to business and business transactions				
Describe current law, rules and regulations related to settling business disputes				
2) Recognize and use basic accounting terminology and analyze financial information				
Analyze and interpret financial statements using financial analysis techniques				
3) Demonstrate basic knowledge of cost behavior and control and the product costing and budgeting process				
Use appropriate financial information to make operational decisions				
Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control and operational/capital budgeting for management decisions				
4) Apply concepts of organizational behavior in the management of human resources				
Identify methods of resolving organizational problems				
Describe the impact of corporate culture on employee behavior				
5) Apply marketing principles and management practices to improve organizational performance				
Apply rationale behind marketing mix components as they relate to market segmentation				

Outcome				
Identify environmental factors affecting consumer and organizational decision making				
6) Create and present effective business communications				
Apply basic rules of grammar, spelling, number usage and punctuation				
Utilizing terminology applicable to business writing in complete sentences and properly formatted paragraphs				
7) Apply concepts and theories of business management in planning, organizing, leading and controlling various aspects of a business				
Identify various leadership roles in an organization				
Utilize elements of effective communication in an organization				
8) Apply problem solving and project management theories to improve organizational outcomes				
Identify issues an organization experiences that hamper growth or effectiveness				
Propose solution to issue utilizing detailed project planning and management skills to mitigate and/or resolve issue.				

To assess these outcomes a capstone course (BMGT2303) is used. In the course the students are required to write a 10-page research paper on a business problem being addressed by a company, identify the issue, define and explain the company's rationalizations for addressing the problem and what, if anything, you would do differently if you were in their position. In their paper, they will address the consequences of the issue from financial, productive, legal, ethical and organizational perspectives. The consequences should be explained in both the current environment and the student's proposed hypothetical solution's environment.

Additionally, students are required to produce a resume and cover letter, properly formatted, for a job posting made available to them at the beginning of the course. While the content of the resume (experience, education, extra-curricular activities) may be fabricated, the format should be professional and the cover letter should expound upon themselves displaying knowledge of the company they are applying t in a properly formatted block-letter format.

The final assessment measures student responses to two case studies. One case addresses organizational structure, corporate alliances and addressing slow growth. The other case looks at SARBOX and the events leading to its passage into law, and asks what if anything the student would add/change about the current law to prevent manipulation of corporate earnings.

Target = 4; Acceptable = 3; Unacceptable = 2; No evidence = 1				
Upon successful completion of the Business Management Level 1 Certificate, students will be able to:				
Outcome	**4**	**3**	**2**	**1**
1) Apply concepts and theories of business management in planning, organizing, leading and controlling various aspects of a business				

Identify various leadership roles in an organization				
Utilize elements of effective communication in an organization				
2) Demonstrate basic knowledge of cost behavior and control and the product costing and budgeting process				
Use appropriate financial information to make operational decisions				
Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control and operational/capital budgeting for management decisions				
3) Apply concepts of organizational behavior in the management of human resources				
Identify methods of resolving organizational problems				
Describe the impact of corporate culture on employee behavior				
4) Apply marketing principles and management practices to improve organizational performance				
Apply rationale behind marketing mix components as they relate to market segmentation				
Identify environmental factors affecting consumer and organizational decision making				
5) Create and present effective business communications				
Apply basic rules of grammar, spelling, number usage and punctuation				
Utilizing terminology applicable to business writing in complete sentences and properly formatted paragraphs				

To assess these outcomes a capstone course (BMGT1309) is used. In this course the student is required to a) show their understanding of project management techniques and requirements and b) to identify an issue experienced by an organization and propose a detailed project the organization can instigate for the remediation of the issue.

The majority of the grade in the course is derived from a 7-part submission breaking down a detailed project management plan that the student researches and articulates to an organization that will help the organization overcome an issue they are facing. Those seven parts include: a pitching of the plan (sell it to the organization as necessary), a project outline (summary of what will occur and when), an organizational structure analysis (what is the organization like today and what will it be like after implementation), identification of stakeholders, a project work breakdown structure (for each milestone, who is responsible for each deliverable by what time in order for the project to remain on time/budget), allocation of resources (what needs to be on hand and when does it need to be on hand for the project to be accomplished on time/budget) and finally a curveball where the budget was suddenly cut 20%. The project still has to be completed on time and under budget, though the adjustment of work/resources/scope of the project may need revision to accomplish this exercising the student's ability to demonstrate management decision making skills and contingency planning understanding.

Tyler Helms asked for a motion to approve the assessment methods as presented.

Claudia Ordonez made the motion to approve the assessment methods as presented
Leslie Rhodes seconded the motion

The motion passed to approve the assessment methods as presented.

Workplace Competency:

Tyler Helms asked the faculty member to tell the committee about the competencies and how the students have performed on the competency.

Insert workplace competencies (Capstone course or licensure exam). Use the table below to fill in data:

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
Identify issues including laws and ethics related to the business/business management environment	5	2 at 95% 2 at 90% 1 at 85%	Case/research paper are good. Will find a new case with student exploring legal/ethical issues (Tesla IPO and Elon Musk tweet for instance)
Recognize and use basic accounting terminology and analyze financial information	5	1 at 80% 2 at 81% 1 at 88% 1 at 94%	Better articulation of expectations seemed to have resulted in better outcomes here
Demonstrate basic knowledge of cost behavior and control and the product costing and budgeting process	5	1 at 80% 2 at 81% 1 at 88% 1 at 94%	Better articulation of expectations seemed to have resulted in better outcomes here
Apply concepts of organizational behavior in the management of human resources	5	1 at 80% 2 at 81% 1 at 88% 1 at 94%	Better articulation of expectations seemed to have resulted in better outcomes here
Apply marketing principles and management practices to improve organizational performance	5	1 at 80% 2 at 81% 1 at 88% 1 at 94%	Better articulation of expectations seemed to have resulted in better outcomes here
Create and present effective business communications	5	1 at 73% 1 at 80% 1 at 81% 1 at 88% 1 at 94%	While requirement is relatively simplistic, students still seem to struggle with creating of resume/cover letter

Tyler Helms asked for a motion to approve the workplace competency as presented.
Leslie Rhodes made a motion to approve the workplace competency as presented.
Kevin Goldstein seconded the motion

The motion has passed to approve the workplace competency as presented.

Review program curriculum/courses/degree plans

Tyler Helms asked the faulty, Steven Underhill, to discuss the program's curriculum and degree plans.

Steven Underhill explained to the committee this reflects the changes that were made at the meeting last fall.

Business Management, A.A.S.

CIP 52.0101

Instructional Location - Vernon Campus, Century City Center
ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (15 SH)

ACCT 2301	Principles of Financial Accounting	3
ACCT 2302	Principles of Managerial Accounting	3
COSC 1301	Introduction to Computing	3
	or	

BCIS 1305	Business Computer Applications	3
	or	
ITSC 1301	Introduction to Computers (A)	3
ECON 2301	Principles of Macroeconomics	3

Major Requirements (30 SH)

BMGT 1327	Principles of Management (A)	3
BMGT 2303	Problem Solving and Decision Making	3
BUSI 1301	Business Principles	3
BUSI 2304	Business Report Writing and Correspondence	3
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
MRKG 1311	Principles of Marketing (A)	3
BMGT 1341	Business Ethics	3
BUSG 1303	Principles of Finance	3
BMGT 1309	Information and Project Management	3
BUSG 1307	Entrepreneurship and Economic Development	3
	Total Credit Hours:	**60**

BCIS 1305: *Preferred course*

> *To be selected from the following:* **ARTS 1301**, **DRAM 1310**, **DRAM 2366**, **ENGL 2322**, **ENGL 2323**, **ENGL 2327**, **ENGL 2328**, **ENGL 2332**, **ENGL 2333**, **HIST 2311**, **HIST 2312**, **MUSI 1306**
(A) *Course included on the State's Advanced Technical Credit list. (See* **Advanced Technical Credit***.)*

Verification of Workplace Competencies: Capstone Experience –

BMGT 2303	Problem Solving and Decision Making	3

Business Management, Level 1 Certificate

CIP 52.0101

Level 1 Certificate

Instructional Location - Vernon Campus, Century City Center
CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Related Requirements (6 SH)

COSC 1301	Introduction to Computing	3
	or	
BCIS 1305	Business Computer Applications	3
	or	
ITSC 1301	Introduction to Computers (A)	3
SPCH 1315	Public Speaking	3

Major Requirements (24 SH)

BMGT 1327	Principles of Management (A)	3
BUSI 1301	Business Principles	3
BUSI 2304	Business Report Writing and Correspondence	3
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
BUSG 1303	Principles of Finance	3
MRKG 1311	Principles of Marketing (A)	3
BMGT 1309	Information and Project Management	3
	Total Credit Hours:	**30**

*(A) Course included on the State's Advanced Technical Credit list. (**See Advanced Technical Credit**.)*
BCIS 1305: *Preferred course.*

Verification of Workplace Competencies: Capstone Experience –

BMGT 1309	Information and Project Management	3

Business Management Occupational Skills Award (12 Semester Hours):

BMGT 1327	Principles of Management (A)	3
BUSI 1301	Business Principles	3
BUSG 1303	Principles of Finance	3
MRKG 1311	Principles of Marketing	3

BUSI 2304	Business Report Writing and Correspondence	3

BGMT 1327 Principles of Management - Concepts, terminology, principles, theories, and issues in the field of management.

Explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

BGMT 2303 Problem Solving and Decision Making –

Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools.

Identify individual, group, and organizational decision-making processes; write, present, and defend project recommendations; and apply process to solving problems using managerial decision tools and critical-thinking skills.

BUSI 1301 Business Principles - The course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2304 Business Report Writing and Correspondence - Prerequisite: POFT 1301. Theory and applications for technical reports and correspondence .in business.

HRPO 2301 Human Resources Management - Behavioral and legal approaches to the management of human resources in organizations.

Explain the development of human resources management; explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; describe management's ethical, social, and legal responsibilities; explain methods of compensation and benefits planning; and describe the role of strategic human resources planning.

HRPO 2307 Organizational Behavior - The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fits its environment and operation; analyze leadership styles and determine their effectiveness in employee situations; identify methods in resolving organizational problems; describe the impact of corporate culture on employee behavior; and analyze team dynamics, team building strategies, and cultural diversity.

BMGT 1341 Business Ethics – Discussion of ethical issues, the development of moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

MRKG 1311 Principles of Marketing - Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Identify the marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision-making processes; and outline a marketing plan.

BUSG 1303 Principles of Finance – Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management and consumer and government finance. Emphasizes the time value of money.

BMGT 1309 Information and Project Management – Critical path methods for planning and controlling projects. Includes time/cost trade-offs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

BUSG 1307 Entrepreneurship and Economic Development – Overview of entrepreneurship as an economic development strategy. Includes community support systems for entrepreneurs

Tyler Helms asked for a motion to approve the program revisions as presented.
Kevin Goldstein made a motion to approve the program revisions as presented
Claudia Ordonez seconded the motion

The motion passed to approve the program revisions as presented.
Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, and Program Outcomes Matrices

Tyler Helms asked the faculty member to discuss the matrices with the committee.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Business Management	Credential: Associate in Applied Science (AAS) Degree/Certificate in Completion
Award: Business Management AAS Degree	
Cip: 52.0101	

LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

\	\	SCANS COMPETENCIES	\	\	\	\	\	Course Number	Course Title
1	2	3	4	5	6	7	8		
x	x	x	x	x	x	x	x	ACCT 2301	Principles of Financial Accounting
x	x	x	x	x	x	x	x	ACCT 2302	Principles of Managerial Accounting
x	x	x	x	x	x	x	x	*COSC 1301 or BCIS 1305 or ITSC 1301	Introduction to Computing **or** Business Computer Applications **or** Introduction to Computers
x	x	x	x	x	x	x	x	ECON 2301	Principles of Macroeconomics
X	X		x	x	x	x	X	BMGT 1341	Business Ethics
X	X	x	x	x	x	x	X	*BMGT 1327	Principles of Management
X	X	x	x	x	x	x	X	BMGT 2303	Problem Solving and Decision Making
X	X	x	x	x	x	x	X	*BUSI 1301	Business Principles
X		x	x		x		X	BUSG 1303	Principles of Finance
X	X		x	x	x	x	X	*BUSI 2304	Business Report Writing and Correspondence
X	x		x	x	x	x	x	*HRPO 2301	Human Resources Management
X	x		x	x	x	x	x	*HRPO 2307	Organizational Behavior
X	x	x	x	x		x	x	BMGT 1309	Information and Project Management
X	x	x	x	x	x	x	x	*MRKG 1311	Principles of Marketing
x	x	x	x	x	x	x	x	BUSG 1307	Entrepreneurship and Economic Development

						8. BASIC USE OF COMPUTERS
					7. WORKPLACE COMPETENCIES
				6. PERSONAL QUALITIES
			5. THINKING SKILLS
		4. SPEAKING AND LISTENING
	3. ARITHMETIC OR MATHEMATICS
2. WRITING
1. READING

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Business Management	Credential: Associate in Applied Science (AAS) Degree/Certificate in Completion
Award: Business Management Associate in Applied Science (AAS) Degree	
Cip: 52.0101	

<table>
<tr><td colspan="9" align="center">LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</td></tr>
<tr><td colspan="6" align="center">GENERAL EDUCATION CORE OBJECTIVES</td><td>Course Number</td><td colspan="2">Course Title</td></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td><td colspan="2"></td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>ACCT 2301</td><td colspan="2">Principles of Financial Accounting</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>ACCT 2302</td><td colspan="2">Principles of Managerial Accounting</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>*COSC 1301 or BCIS 1305 or ITSC 1301</td><td colspan="2">Introduction to Computing or Business Computer Applications or Introduction to Computers</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>ECON 2301</td><td colspan="2">Principles of Macroeconomics</td></tr>
<tr><td>x</td><td>x</td><td></td><td>x</td><td>x</td><td>x</td><td>BMGT 1341</td><td colspan="2">Business Ethics</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>*BMGT 1327</td><td colspan="2">Principles of Management</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>BMGT 2303</td><td colspan="2">Problem Solving and Decision Making</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>*BUSI 1301</td><td colspan="2">Business Principles</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td></td><td>BUSG 1303</td><td colspan="2">Principles of Finance</td></tr>
<tr><td>x</td><td>x</td><td></td><td>x</td><td>x</td><td>x</td><td>*BUSI 2304</td><td colspan="2">Business Report Writing and Correspondence</td></tr>
<tr><td>x</td><td>x</td><td></td><td>x</td><td>x</td><td>x</td><td>*HRPO 2301</td><td colspan="2">Human Resources Management</td></tr>
<tr><td>x</td><td>x</td><td></td><td>x</td><td>x</td><td>x</td><td>*HRPO 2307</td><td colspan="2">Organizational Behavior</td></tr>
<tr><td>x</td><td>x</td><td></td><td></td><td>x</td><td></td><td>BMGT 1309</td><td colspan="2">Information and Project Management</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>*MRKG 1311</td><td colspan="2">Principles of Marketing</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>BUSG 1307</td><td colspan="2">Entrepreneurship and Economic Development</td></tr>
<tr><td></td><td></td><td></td><td></td><td colspan="5">6. Personal Responsibility</td></tr>
<tr><td></td><td></td><td></td><td colspan="6">5. Social Responsibility</td></tr>
<tr><td></td><td></td><td colspan="7">4. Teamwork</td></tr>
<tr><td></td><td colspan="8">3. Empirical and Quantitative Skills</td></tr>
<tr><td colspan="9">2. Communication Skills</td></tr>
<tr><td colspan="9">1. Critical Thinking Skills</td></tr>
</table>

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Business Management							Credential: Associate in Applied Science (AAS) Degree/Certificate in Completion
Award: Associate in Applied Science (AAS) Degree							
Cip: 52.0101							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
OUTCOMES						**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**		
x	x			x	x	ACCT 2301	Principles Of Financial Accounting
x	x	x		x	x	ACCT 2302	Principles of Managerial Accounting
					x	*COSC1301/BCIS 1305/ITSC 1301	Introduction to Computing /Business Computer Applications/ Introduction to Computers
					x	ECON 2301	Principles of Macroeconomics
x			x			BMGT 1341	Business Ethics
x	x	x	x	x	x	*BMGT 1327	Principles of Management
x	x	x	x	x	x	BMGT 2303	Problem Solving and Decision Making
x	x	x	x	x	x	*BUSI 1301	Business Principals
x	x	x				BUSG 1303	Principles of Finance
x	x		x	x	x	*BUSI 2304	Business Report Writing and Correspondence
x			x	x	x	*HRPO 2301	Human Resources Management
x			x	x	x	*HRPO 2307	Organizational Behavior
x	x	x	x	x	x	BMGT 1309	Information and Project Management
x	x	x	x	x	x	*MRKG 1311	Principles of Marketing
	x	x		x	x	BUSG 1307	Entrepreneurship and Economic Development

6. Create and present effective business communications.

5. Apply marketing principles and management practices to improve organizational performance.

4. Apply concepts of organizational behavior in the management of human resources.

3. Demonstrate basic knowledge of cost behavior and control and the product costing and budgeting process.

2. Recognize and use basic accounting terminology and analyze financial information.

1. Identify issues including laws and ethics related to the business/business management environment.

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Business Management						
Award: Associate in Applied Science (AAS) Degree						**Credential: Associate in Applied Science (AAS) Degree/Certificate of Completion**
Cip: 52.0101						

LIST OF ALL COURSES REQUIRED AND OUTCOMES						
OUTCOMES						**General Education Outcomes**
1	2	3	4	5	6	
x	x	x	x	x		Critical Thinking Skills
	x				x	Communication Skills
	x	x				Empirical and Quantitative Skills
			x	x	x	Teamwork
x			x	x	x	Social Responsibility
x		x	x	x		Personal Responsibility
						6. Create and present effective business communications.
						5. Apply marketing principles and management practices to improve organizational performance.
						4. Apply concepts of organizational behavior in the management of human resources.
						3. Demonstrate basic knowledge of cost behavior and control and the product costing and budgeting process.
						2. Recognize and use basic accounting terminology and analyze financial information.
						1. Identify issues including laws and ethics related to the business/business management environment.

Tyler Helms opened the floor for discussion and recommendations.
Kevin Goldstein asked the faculty, Steven Underhill, about the Introduction to Computing classes, are they really necessary? Mr. Underhill stated that he believed it was very necessary students can use social media, cell phone technology, but they do not have the necessary skills to use the Office Suite. They are unable to make spreadsheets or databases. Mr. Underhill and Mrs. Drury informed that most degrees still require the basic computer skills class.

With no further discussion Tyler asked for a motion to approve the matrices as presented.
Leslie Rhodes made a motion to approve the matrices as presented.
Claudia Ordonez seconded the motion.

The motion has passed to approve the matrices as presented.

Program statistics: Graduates (from previous year/semester), current majors, current enrollment:

- Program Statistics:
  - Graduates 2019-2020: (5 Business Mgmt. AAS graduates)
  - Majors Fall 2019-2020: 92 declared (67 AAS, 9 Certificate, 16 transfer)
  - Enrollment Fall 2019: 30 Business Management majors enrolled into at least 1 Business Management courses

Local Demand:

Leslie stated that Texoma Credit Union has two positions available currently.
Kevin Goldstein stated that they liked to see the business degree and if students were working on their degree they would be happy to work with them as they are continuing their education
Tyler Helms said that they had several positions available for people skills, however they liked to see a business degree for the management positions. They currently do not have any positions but with a new opening they may have some opening soon.

Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology.

Tyler Helms asked if everyone had a chance to tour the facilities and if the committee has any recommendations for new equipment or technology. There was none.

External learning experiences, employment, and placement opportunities:

Tyler Helms asked if the faculty, Mr. Underhill, would like to review the following table with the committee.

Removed BUSG1366 – Practicum course requirement from BM degree plan in meeting January 2019

*Due to Perkins transition this is the most recent report

Placement Rate of Program Completers by Reporting Year [1]			
	2013-2016 3-Year Average		
Program	Plc	Cmp	%
52010000-Business/Commerce, General	14	15	93.33%

Tyler Helms asked if there was any discussion or recommendations.

Professional development of faculty and recommendations:

Advisor to VC's Student Veteran Organization
July 2019 - SACSCOC Conference

September 2019 – SBDCs Boots to Business. Presented material on Entrepreneurship
10 Credit hours dissertation through Texas Tech
Walk for Warriors

Tyler Helms asked the committee to take time to review the professional development opportunities the faculty has taken or will take advantage of. Tyler then asked the faculty, Mr. Underhill, if he had anything to add to the information.

Promotion and publicity (recruiting) about the program to the community and to business and industry:
- Posters throughout Skill Training Center, Century City Center, and Vernon Campus with the non-traditional gender advertised
- Invites both male/female professionals to the promotional events
- Individual tours
- Sophomore Roundup
- Facebook
- Preview Day in Vernon
- Program spotlight open house
- Vernon College's Marque
- Marketing video
- Springfest
- Early College Start Coordinator Melissa Moore mentions in instructions at high schools
- Recruiting Coordinator, Rachel White, mentions during recruitment events

Serving students from special populations:

1. Special populations new definitions:
   a. Individuals with disabilities;
   b. Individuals from economically disadvantaged families, including low-income youth and adults;
   c. Individuals preparing for non-traditional fields; 37 males, 56 females
   d. Single parents, including single pregnant women;
   e. Out-of-workforce individuals;
   f. English learners;
   g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
   h. Youth who are in, or have aged out of, the foster care system; and
   i. Youth with a parent who—
      a. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
      b. is on active duty (as such term is defined in section 101(d)(1) of such title).

Tyler Helms asked if Steven Underhill for more information about serving the students with special populations.

Tyler Helms asked if there was any other recommendations or discussion at this time? There was none so the meeting adjourned.

The meeting was adjourned at 2:00pm.

Recorder Signature	Date	Next Meeting: Fall 2020
Claudie Ordoñez	06/24/2020	