

Advisory Committee Fall 2015 Annual Meeting Minutes
 Business Management, Conference Room
 Vernon College- Century City Campus

CHAIRPERSON: Kevin Goldstein		
MEETING DATE: 11/11/15	MEETING TIME: 11:45 am	MEETING PLACE: CC Rm 115
RECORDER: Ann Tacker		PREVIOUS MEETING: 12/3/14

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Daniel Ahern, Co-owner, The Iron Horse Pub	Dr. Terry Patton, Dean, Dillard College of Business, Midwestern State University (R. Roanhaus attended in his place)	Michelle Wood, CTE Director, Wichita Falls ISD
Cliff Berg, Chief Lending Officer, First National Bank of WF		Randi Roanhaus, Academic Advisor Coordinator, Dillard College of Bus., Midwestern State
Joe Gazdik, Director Guest Services, United Regional Health Care		Dr. Gary Don Harkey, Dean, VC Mark Holcomb, Div. Chair, VC Debbie Richard, Secretary, VC
Kevin Goldstein, President, First National Bank of WF		Mellissa Moore, Early College Start Coordinator, VC
Phillip Lam, President, Landmark Title Company		John Hennington, Program Coordinator, VC
Larry Martin, Gen. Mgr., Market Street		
Claudia Ordonez, H. R. Generalist, Tranter Inc.		
Bill Patty, V. P., Union Square Credit Union		
Ann Tacker, Training Mgr., Tyson/Wright Brand Foods		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	John Hennington
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey
Election of Chair and Recorder	Action	John Hennington
Approval of Minutes from the Last Meeting	Action	Kevin Goldstein
Old Business: (if any)	None	Kevin Goldstein

Continuing Business: (List if any, otherwise type None)	None	Kevin Goldstein
New Business:		
Review program outcomes, assessment methods, and results	Information	Kevin Goldstein
Approve program outcomes and assessment methods	Action	Kevin Goldstein /Members Present
Review program curriculum/courses/degree plans	Action	Kevin Goldstein
Approve program revisions (if applicable)	Delayed until spring	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Kevin Goldstein
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Kevin Goldstein
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Not Applicable	
Approve changes (if applicable)	Not Applicable	
Program statistics: Graduates, majors, enrollment	Information/Discussion	Kevin Goldstein
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	Kevin Goldstein
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Kevin Goldstein
Serving students from special needs	Information	Kevin Goldstein
Adjourn	Action	Kevin Goldstein /Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	John Hennington (JWH)

Purpose of Advisory Committee	Information	Dr. Gary Don Harkey(GDH)
Election of Chair and Recorder	Kevin Goldstein was elected Chair. Ann Tacker was elected Recorder.	John Hennington
Approval of Minutes from the Last Meeting	Approved	Kevin Goldstein
Old Business: (if any, otherwise type None)	None	Kevin Goldstein
Continuing Business: (List if any, otherwise type None)	None	Kevin Goldstein
New Business:		
Review program outcomes, assessment methods, and results	JWH reviewed the program outcomes and assessment methods that were approved last fall plus the limited results due to few students taking the “capstone” course since then. He recommended reapproval.	Kevin Goldstein
Approve program outcomes and assessment methods	Approved	Kevin Goldstein /Members Present
Review program curriculum/courses/degree plans	GDH & JWH discussed the possible addition of several courses to the VC inventory so that Wichita Falls ISD students can take advantage of credit if they choose to continue their education at VC. In addition, we are considering addition of POFT 1301, Business English, changing the two 4 credit hour accounting transfer courses (ACCT 2401 & ACCT 2402) to 3 credit hours transfer courses (ACCT 2301 & ACCT 2302), deleting ECON 2302 and adding an elective. Final plans will be sent to members by early March for electronic vote.	Kevin Goldstein
Approve program revisions (if applicable)	Delay vote until spring term.	Members present
Review SCANS and Gen Ed outcomes matrices	JWH reviewed.	Kevin Goldstein
Approve SCANS and Gen Ed outcomes matrices	Approved	Members Present
Review verification course/exam of workplace competencies	JWH reviewed.	Kevin Goldstein
Approval of course/exam of workplace competencies	Approved	Members Present
Review student handbook	Not Applicable	
Approve changes (if applicable)	Not Applicable	
Program statistics: Graduates,	JWH reported 5 graduates in 2014-15	Kevin Goldstein (KG)

majors, enrollment	and 29 graduates in the last 5 yrs. Majors now total 57 (down 11 from fall 2014) and enrollment is now 126 (down 13 from fall 2014).	
Evaluation of facilities, equipment, and technology	JWH reported all were adequate and GDH indicated various upgrades were scheduled.	Members Present
Recommendations of selection and acquisition of new equipment and technology	KG asked if any simulation software had been considered and JWH responded we use some in accounting but no other software has been found to be cost and need effective.	Members Present
External Learning experiences, employment and placement opportunities	External learning (practicums) were eliminated when we deleted a 3 credit hour elective to get to the mandatory 60 credit hours for the program. We may propose adding an elective, including a practicum, as mentioned above.	Chair
Professional development of faculty and recommendations (if applicable)	JWH discussed the internal and external professional development that faculty utilize.	Kevin Goldstein /Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	We continue to promote the program to high school students with Gen TX Day, Sophomore Round Up, etc. JWH also promoted the program a year ago on KFDX-TV.	Kevin Goldstein
Serving students from special needs	The program is not gender specific. We recruit and serve all populations (minorities, female, etc.) We also offer special accommodation, like extra time taking tests, note taking, etc. for those with special needs.	Kevin Goldstein
Adjourn	Approved	Kevin Goldstein /Members Present

RECORDER SIGNATURE: <i>Ann Tacker</i>	DATE: 11/19/2015	NEXT MEETING: Fall, 2016
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