

**Advisory Committee Fall 2017 Annual Meeting Minutes
 Administrative Office Technology Program
 Vernon College – Century City Center
 Thursday, November 16, 2017 at 12:00 p.m.
 Joe Chat Sumner Board Room (115)**

CHAIRPERSON: Michelle Oates		
MEETING DATE: November 16, 2017	MEETING TIME: 12:00 p.m.	MEETING PLACE: Vernon College – Century City Center Joe Chat Sumner Board Room (115)
RECORDER: Kenny Weeks	VICE CHAIRPERSON: Jeanie Boyd	PREVIOUS MEETING: November 21, 2016

MEMBERS PRESENT:	MEMBER'S ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Jeanie Boyd, Owner, Spherion Staffing	Julia Barron, Office Manager, Spearmint Dental	Arwyna Randall-Gay, Instructor, Vernon College
Michelle Oats, Administrative Director, Wichita Falls Food Bank	Penny Miller, President, Venture HRO, LLC	Shana Drury, Associate Dean of Instructional Services, Vernon College
Kenny Weeks, Accountant, MyStaf	Rhonda Raub, Office Manager, RACM, Inc., DBA McDonalds	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Megan Magana, Officer Manager Spherion Staffing	Lauren Zotz, Purchasing/Contacts Manager	Debbie Richard, Skills Training Center Administrative Assistant & Adjunct Instructor, Vernon College
Denise Williams, General Manager MyStaf		Holly Scheller, Coordinator of Marketing and Community Relations
		Clara Garza, Student Services Counselor Vernon College
		Jackie Polk, Student Services Counselor Vernon College

AGENDA

iMac

HD:private:var:folders:17:1x1c4q2n1vtvgdf526t5dy16h0000gn:T:com.microsoft.Outlook:Outlook
 Temp:Adv Com Mtg Min 11.16.17[1].doc

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Arwyna Randall-Gay
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Arwyna Randall-Gay
Approval of Minutes from the Last Meeting	Action	Chair
Old Business: (if any, otherwise type None)	Old Business or None	Chair
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chair
New Business:		
Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods and results	Action	Chair/Members Present
Approval of course/exam of workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chair
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local demand	Information/Discussion	Chair/Members Present
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	Chair
Professional development of faculty and recommendations	Information/Discussion/Action (if applicable)	Chair/Members Present

iMac

HD:private:var:folders:17:1x1c4q2n1tv9df526t5dy16h0000gn:T:com.microsoft.Outlook:Outlook
Temp:Adv Com Mtg Min 11.16.17.doc

(if applicable)		
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/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 field of Administrative Office Technology.
Election of Chair and Recorder	Shana Drury explained the positions and asked for nominations for Chair. Michelle Oates was elected Chair by acclamation. Jeanie Boyd was elected Vice Chair by acclamation. Kenny Weeks was elected Recorder by acclamation. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Michelle Oates, Chair, asked the committee to review the previous minutes. Michelle asked for a motion to approve the last meeting minutes. Denise Williams made the motion to approve. Megan Magana seconded the motion. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Michelle Oates, Chair, stated there is no old business.
Continuing Business: (List if any, otherwise type None)	Michelle Oates noted there was no continuing business.
New Business:	
Review program outcomes, assessment methods, and results	Michelle Oates asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Arwyna Randall-Gay stated all of the outcomes

iMac

HD:private:var:folders:17:1x1c4q2n1tvgdf526t5dyl6h0000gn:T:com.microsoft.Outlook:Outlook
Temp:Adv Com Mtg Min 11.16.17.doc

	<p>start on page seven (7) of the agenda and they have not changed. This program is trying to produce students that are effective in oral communication, written communication/documentation, and new technology. Arwyna asked if there were any questions or additions from the committee on the program. Arwyna asked the committee to please note POFT 2331 Administrative Projects Solutions will be transitioned to a paperless program which will use PDFs and teach creation of online forms. Denise Williams requested information on which courses cover workplace culture and etiquette, citing the use of cell phones in the workplace, workplace attitude, and timeliness. Arwyna Randall-Gay stated workplace culture is filtered into Business Communications/Report Writing, Business English, and POFT 1309 Administrative Office Procedures. Arwyna covers the use of cell phones in the workplace, the professional attitude, dress/presentation and etiquette. Arwyna stated the expectations of proper business etiquette is covered throughout the entire program. Shana Drury stated the educational team at Vernon College teaches teamwork, social responsibility, personal responsibility and other quantitative skills which are outlined in the educational matrices.</p>
Approve program outcomes	<p>The Chair asked members to approve program outcomes as presented. Jeanie Boyd made a motion to approve the program outcomes as discussed. Kenny Weeks seconded the motion. The committee agreed unanimously.</p>
Approve assessment methods and results	<p>The Chair, Michelle Oates, asked members to approve the assessment methods/results as presented. Megan Magana made a motion to approve the assessment methods/results as presented. Denise Williams seconded. The committee agreed unanimously.</p>
Approval of course/exam of workplace competencies	<p>Michelle Oates, Chair, asked members to approve workplace competencies as presented. Kenny Weeks made a motion to approve the workplace competencies as presented. Jeanie Boyd seconded the motion. The committee agreed unanimously.</p>
Review program curriculum/courses/degree plans	<p>The Chair, Michelle Oates, asked the committee to review the program curriculum, course, and degree plans. Arwyna Randall-Gay stated there have been no recent changes to the program. Ms. Randall-Gay stated there was a change made to the program last year, which adjusted Administrative Project Solutions and added Business English. Business English is designed to address communication, grammar, and writing skills. Ms. Randall-Gay stated there will be several guest speakers in to assist with workplace culture and will include resume writing. The Cosmetology department will be addressing hair and makeup with the students. The Advisory Committee members will be asked to participate in practice</p>

iMac

HD:private:var:folders:17:1x1c4q2n1tvqdf526t5dy16h0000gn:T:com.microsoft.Outlook:Outlook
Temp:Adv Com Mtg Min 11.16.17.doc

	interviews with the students in the future. Arwyna stated she has no recommendations for changes at this time.
Approve program revisions (if applicable)	Michelle Oates, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Megan Magana made a motion to approve the program revisions as discussed. Denise Williams seconded the motion. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Michelle Oates asked members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Shana Drury explained the purpose of the three matrices. The SCANS are the federal requirements and show how the education requirements are mapped back into the courses. The Gen Ed has six requirements and also show how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes. Shana Drury stated the correct Gen Ed matrix will be sent out for electronic approval at the same time as the minute approval. Arwyna Randall-Gay asked for recommendations from the committee members. The committee had no additional recommendations.
Approve SCANS and Gen Ed outcomes matrices	The Chair, Michelle Oates, asked members to approve the three matrices as presented with corrections. Jeanie Boyd made a motion to approve the three matrices as discussed. Kenny Weeks seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Michelle Oates, Chair, asked Arwyna Randall-Gay to expound on the program statistics. Arwyna stated there were five program graduates for 2016/2017. There are three students scheduled to graduate in May. There are two students scheduled to graduate December 2018. There are currently six active students in the program pursuing degrees. Ms. Randall-Gay asked the committee if they have any questions or comments on the program statistics. Shana Drury stated there is a current concern over enrollment into the program. Arwyna stated the lab can facilitate 25 students but the program enrollment is low. Denise Williams stated she and other members of the committee could attend school presentation events. Shana Drury asked the committee if the program needs to be altered and changed to teach a more current curriculum or if there are recommendations on marketing the program to the community. Megan Magana stated the program should be marketed to a broader population and the various committee members need additional information to provide to the public about the start dates, costs, and classes. Megan stated the title of the program should be changed to something that is more reflective of what actually goes on in the training such as Administrative Skills or Clerical Skills. Megan stated she is also willing to assist with

iMac

HD:private:var:folders:17:1x1c4q2n1tvqdf526t5dyl6h0000gn:T:com.microsoft.Outlook:Outlook
Temp:Adv Com Mtg Min 11.16.17.doc

	marketing videos for the program. Kenny Weeks stated the program can be recommended by the various staffing agencies. The committee stated they are the advocates in the market and want to promote the program to the clients they receive. Kenny Weeks stated he needs the information on financial aid for students so that the employment agencies can reference that to potential students.
Local demand	Michelle Oates asked the committee members to talk about the local demand for the program. Kenny Weeks, from MyStaf, stated there are positions available in the community. Megan Magana stated Spherion is able to place graduates from the program. The committee agreed there is a need for the program.
Evaluation of facilities, equipment, and technology	The Chair, Michelle Oates, asked all members if they have toured the facility. Arwyna Randall-Gay stated she will take the committee members to the lab/classroom for a tour after the meeting adjourns. The committee had no further discussion.
Recommendations of selection and acquisition of new equipment and technology	Michelle Oates, Chair, and Arwyna asked if there are any recommendations for new equipment or technology from the committee members. The committee had no recommendations.
External Learning experiences, employment and placement opportunities	Michelle Oates asked the committee to review the external learning experience opportunities. Arwyna Randall-Gay stated students from her program are placed by MyStaf, Spherion Staffing, and Work Services. She stated some of the students were currently working at Midwestern State University. Arwyna stated the VITA Tax Program provides a networking opportunity for the students. The committee had no requests at this time.
Professional development of faculty and recommendations (if applicable)	The Chair, Michelle Oates, asked the committee to review the professional development of the faculty. Arwyna Randall-Gay stated she will attend the TCCTA's 71 st Annual Convention in Dallas, Texas. She will also attend the TACTYC conference in Tampa, Florida. She stated these conferences will provide her with the latest in educational training. She stated she also attend the in-house trainings officer by Vernon College. The committee made no recommendations.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Michelle Oates asked Arwyna Randall-Gay to inform the committee on promotion and publicity of the program. Arwyna provided members with an update of the program recruitment and promotion. <ul style="list-style-type: none"> • Facebook • Literature • New posters • Fliers • Career Fairs • Youth Expo Day in September

iMac

HD:private:var:folders:17:1x1c4q2n1tvgrdf526t5dyl6h0000gn:T:com.microsoft.Outlook:Outlook
Temp:Adv Com Mtg Min 11.16.17.doc

	<ul style="list-style-type: none"> • GenTX Day, now called Spring Fest April 2017 <p>Shana Drury stated there were over 200 seniors recently visited the college and received information on the programs. Arwyna stated she has recently participated in the Roundup fair which is a sophomore recruitment program. Preview Day will happen in the spring. There will be a college presentation for 8th graders. There is a promotion video and the marquee which is used for marketing. The committee had a discussion and made recommendations. Denise Williams offered to come to presentations and speak to prospective enrollees. Megan Magana stated the marketing should be on a broader scale. Megan stated the various employment agencies can help put the program information out to the community. Megan stated the name of the program is not fitting for the services provided by the program. Megan stated the word technology should be dropped from the title and replaced with some other work such as skills.</p>
Serving students from special populations	<p>Michelle Oates, Chair, read the information on special populations to the committee members</p> <p>The definition of “special populations” as outlined by Perkins:</p> <ul style="list-style-type: none"> • 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: • individuals with disabilities; • individuals from economically disadvantaged families, including foster children; • individuals preparing for non-traditional fields; • single parents, including single pregnant women; • displaced homemakers; and • individuals with limited English proficiency. <p>Michelle Oates stated there are five females in the program and one male in the program. Shana Drury stated the program has a majority of female enrollees. Shana stated Arwyna is attempting to reach males and other nontraditional students.</p>
Adjourn	<p>The Chair, Michelle Oates, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 1:04 P.M.</p>

RECORDER SIGNATURE: 	DATE: 12-14-17	NEXT MEETING: Spring 2018
--	-------------------	------------------------------

iMac

HD:private:var:folders:17:1x1c4q2n1tvgdf526t5dyl6h0000gn:T:com.microsoft.Outlook:Outlook
Temp:Adv Com Mtg Min 11.16.17.doc