

Advisory Committee Meeting Minutes  
Administrative Office Technology

CHAIRPERSON: Rhonda Raub		
MEETING DATE: November 2, 2011	MEETING TIME: 12:00pm	MEETING PLACE: Century City Campus
RECORDER: Jeanie Boyd		PREVIOUS MEETING: March 30, 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Joelee Ashley-secretary-Wharton Oil Company	D'Nitra Bussey-Human Resources Manager for 1 <sup>st</sup> National Bank	Vernon College: Sharon Winn, Assistant to Dean of Instructional Services
William Bachman-Sr. Vice President-State National Bank of Texas	Rosemary Nauman- Director of Human resources for City Of Wichita Falls	Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Jeanie Boyd-Owner-Spherion Staffing Group		Rita Lee- Office Technology Instructor
Ted Gregg-Human Resource Director, Wichita County		Jessica Sutherland- Early College Start Coordinator
Rhonda Raub, Adjunct Instructor, Administrative Office Technology		

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Rita Lee
Members and their role	Information	Mark Holcomb
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Members present
<b>Old Business:</b>	None	
<b>Continuing Business:</b>	None	
<b>New Business:</b>		
Program statistics: Graduates, majors, enrollment	Information	Rita Lee
Review goals and objectives	Information/Discussion	Rita Lee
Workplace competencies	Discussion	Rita Lee & Sharon Winn
Program revisions, curriculum/course review	Information/Discussion	Rita Lee
Evaluation of facilities, equipment, and technology	Discussion	Rita Lee
Advice on selection and acquisition of new equipment and technology	Discussion	Rita Lee

External learning experiences, employment, and placement opportunities	Discussion	Rita Lee
Professional development of faculty	Information/Discussion	Rita Lee
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Rita Lee
Needs of students from special populations	Information/Discussion	Rita Lee
Curriculum Decisions:		Rita Lee
Other:		
Adjourn	Action	Rhonda Raub (Chairperson)

## MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Sharon Winn thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Rhonda Raub was elected chairperson. Jeanie Boyd was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
New Business:	
Program statistics: Graduates, majors, enrolment	<p>Program statistics:</p> <ul style="list-style-type: none"> <li>• Graduates- 8 in Spring of 2011</li> <li>• Majors – 119 2011-2012</li> <li>• Enrollment- 69; 2011-2012</li> </ul>
Review goals and objectives	Members felt the goals & objectives are stated appropriately.
Workplace competencies	Members were given a copy of competencies and rating charts. Members were asked to rate the SCANS and were asked to email them to Rita so that the competencies and rating could be evaluated.
Program revisions, curriculum/course review	As per discussed at the last meeting POFT 1349 Administrative Office Procedures II is the capstone class.
Evaluation of facilities, equipment, and technology	Upgraded 50 computer with MS Office 2010 and 27 computers with MS Windows 7.
Advice on selection and acquisition of new equipment and technology	Computers in the labs at Century City are in good shape, but those at Vernon are in need of replacement.
External learning experiences, employment, and placement opportunities	As per last year's meeting a letter was sent out to area businesses asking for help with the practicum course. Spherion Staffing, and Texas State Hospital Vernon & Wichita Falls answered. Right now no one is in the practicum course. Vernon College wants to thank you for stepping up to help.
Promotion and publicity about the program to the community and to business and industry	Rita has been to several area high schools. We have several tours of the Skills Training Center, Century City and Vernon through out the year. There have been some new 22"x28" posters designed and placed at Century City Campus, Vernon Campus, and at Sikes Senter Mall. Gave area high school counselors and teachers 8"x10 "posters.

	<p>Advertisements are placed in the Vernon, and area small town's news papers in the summer.</p> <p>Created a Facebook page for the Administrative Office Technology program that connects to the Vernon College Facebook page.</p>
Professional development of faculty	<p>Spring 2011 training in the New Blackboard which is required if offering online or hybrid courses.</p> <p>Also attended staff development in fall of 2011 where the two topics covered by Andy Masters where, "How to engage and Inspire Today's Generation of students" and "Time Management &amp; Work Life Balance"</p>
Needs of students from special populations	<p>Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. This office coordinates special accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extending testing time and individual tutoring.</p>
Curriculum Decisions:	
Other:	<p>Rosemary suggested that we use the MSU to develop a marketing program. This will be researched.</p>
Adjourn	<p>Meeting was adjourned.</p>

RECORDER SIGNATURE:	<i>Janie Boyd</i>	DATE:	11-14-11	NEXT MEETING:	
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