

Advisory Committee Meeting Minutes
Business Management

CHAIRPERSON: Timala Box		
MEETING DATE: 11/9/2011	MEETING TIME: 11:45 am - 12:45pm	MEETING PLACE: VC CCC Room 206
RECORDER: Jennifer Babineaux		PREVIOUS MEETING: Thursday, 12/1/ 2010

MEMBERS PRESENT:

MEMBERS ABSENT:


OTHERS PRESENT (VC):

Name and Title	Name and Title	Name and Title
Jennifer Babineaux, Buyer, City of Wichita Falls	Terri Jackson, Employment Interviewer, Texas Workforce Commission	Dr. Gary Don Harkey, Dean of Instructional Services
Cliff Berg, President First National Bank of WF	Mamie McArthur, Executive Director, Wynwood Vernon	Sharon Winn, Assistant to the Dean of Instructional Services
Timala Box, Merchandise Manager, United Supermarkets		Debbie Richard, Secretary, Div. of Information & Industrial Technology
Joe Gazdik, Director, United Regional Health Care System		John Hennington (JWH), Faculty, Business Management
Kevin Goldstein, VP, Trust & Investments, American National Bank		
Dr. Barbara Nemecek, Dean, Dillard College of Business Administration, Midwestern State University		
Ann Tacker, Training Manager, Tyson/Wright Brand Foods		

Agenda Item	Action, Discussion, or Information	Responsibility
Reading of Previous Minutes	Action- Approved as presented	Chairperson
Old Business:	None	
Continuing Business:	None	
New Business:		
Program statistics: Graduates, majors, enrollment	Information	John Hennington
Program Objectives, revisions	Information	John Hennington & Dr. Harkey
Evaluation of facilities, equipment, and technology	Information	John Hennington
Advice on selection and acquisition of new equipment and technology	Information	John Hennington
External learning experiences, employment, and placement opportunities	Information	John Hennington
Promotion and publicity about the program to the community and to business and industry	Information	John Hennington & Sharon Winn
Professional development of faculty	Information	John Hennington
Needs of students from special populations	Discussion	John Hennington & Sharon Winn

MINUTES

Key Discussion Points	Discussion
Old Business:	None
Continuing Business:	None
New Business:	
Program statistics: Graduates, majors, enrollment	The graduate count for the last 5 years was 36. Last year the program had 11 graduates. Majors: 238. Total enrollment in classes taught by JWH and adjuncts for Fall is 140, down 34 or 20% from Fall 2010.
Program Objectives, revisions	Objectives remain the same. Dr. Harkey mentioned that THE CB is contemplating ways to educate students and make them more responsible in personal financial matters (student loans, etc.). No changes in the program curriculum are planned at this time but any suggestions will be considered.
Evaluation of facilities, equipment, and technology	Equipment and technology is adequate at this time.
Advice on selection and acquisition of new equipment and technology	None although Smart Boards were discussed.
External learning experiences, employment, and placement opportunities	External learning experiences relate to elective practicum courses. These are courses students get credit for while in the workplace. Opportunities for these courses are adequate. No recent information has been provided on employment/placement.
Promotion and publicity about the program to the community and to business and industry	Business Management brochures are sent out to prospective students. In addition, we promote the program to hundreds of high school students who visit VC on Career Day and we attend college fairs at high schools. Sharon Winn discussed her expanded duties in this area now that Tech Prep no longer exists.
Professional development of faculty	We have guest speakers for in-house opportunities and internet development weekly. In addition, JWH participates in online programs offered by textbook publishers. JWH attended the Teachers of Accounting at Two Year Colleges conference in May.
Needs of students from special populations	The program is not gender specific. We recruit and serve all populations (minorities, female, etc). We also offer special accommodations, like extra time taking tests, note taking, etc., for students with special needs. Sharon mentioned that the enrollment in the Business Mgmt. program helps VC in gender equality.
Other:	Meeting adjourned at 12:45 p.m.

RECORDER SIGNATURE: 	DATE: 11/15/11	NEXT MEETING: Next meeting will be Fall 2012.
--	--------------------------	---