

Advisory Committee Meeting Minutes  
Business Management

CHAIRPERSON: Cliff Berg		
MEETING DATE: 11/8/2012	MEETING TIME: 11:45 am - 12:45pm	MEETING PLACE: VC CCC Room 115
RECORDER: Ann Tacker		PREVIOUS MEETING: Thursday, 11/9/ 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT

(VC):

Name and Title	Name and Title	Name and Title
Larry Martin, General Mgr. Market Street	Terri Jackson, Employment Interviewer, Texas Workforce Commission	Dr. Gary Don Harkey, Dean of Instructional Services
Cliff Berg, President First National Bank of WF	Jennifer Babineaux, Buyer, City of Wichita Falls	Sharon Winn, Assistant to the Dean of Instructional Services
Ann Tacker, Training Manager, Tyson/Wright Brand Foods	Kevin Goldstein, VP, Trust & Investments, American National Bank	Shana Munson, Associate Dean of CTE
Joe Gazdik, Director, United Regional Health Care System		Debbie Richard, Secretary, Div. of Information & Industrial Technology
Dr. Terry Patton, Dean, Dillard College of Business Administration, Midwestern State University		John Hennington (JWH), Faculty, Business Management

Agenda Item	Action, Discussion, or Information	Responsibility
<b>Reading of Previous Minutes</b>	Action- Approved as presented	Chairperson
<b>Old Business:</b>	None	
<b>Continuing Business:</b>	None	
<b>New Business:</b>		
Program statistics: Graduates, majors, enrollment	Information	John Hennington
Program Objectives, revisions, learner outcomes	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	Information	John Hennington & Sharon Winn

to business and industry		
Professional development of faculty	Information	John Hennington
Needs of students from special populations	Discussion	John Hennington

### 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 34. Last year the program had 6 graduates. Majors: 67. Total enrollment in classes taught by JWH and adjuncts for Fall is 127, down 13 or 9.3% from Fall 2011.
Program Objectives, revisions/ learner outcomes	Objectives remain the same. No changes in the program curriculum are planned at this time but any suggestions will be considered. Learner outcomes were sent to committee members before this meeting. About the only things discussed at the meeting was how time consuming it is to map test scores and other assessments to the outcomes and this mapping is our effort to be more accountable.
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
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.
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.
Professional development of faculty	We have guest speakers and periodic training at the new VC Innovation Center. In addition, JWH participates in online programs offered by textbook publishers.
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: *Ann Tacker*

Date: 11/20/2012

Next Meeting: Fall 2013