

**AMARILLO COLLEGE**  
**MANAGEMENT DEPARTMENT**  
**ADVISORY COMMITTEE MEETING**  
**Byrd Building – Room 305**  
**January 25, 2007**  
**11:30 a.m.**

**PRESIDING:** Anne Nail

**MEMBERS AND STAFF PRESENT:** Susan Burks (Amarillo College); LeAnn Estep (AISD); David Hernandez (Amarillo College); Charles King (Amarillo College); Catheryne Lankford (Amarillo College); Bruce Lehrman (Toot 'n Totum); Greg Meador (Marketing); Dontie McEwen (Pantex); John McKissick (BSA); Andrew Mitchell (Toot 'N Totum); Anne Nail (Amarillo College); Jan Panger (Atmos Energy); Steve Pritchett (AEDC); Roger Williams (Bell Helicopter);

**CALL TO ORDER:** Anne Nail called the meeting to order at 11:50 a.m.

**WELCOME AND INTRODUCTIONS:**

Anne Nail welcomed the participants. Attendees introduced themselves.

**APPROVAL OF MINUTES:**

**THE NOVEMBER 11, 2005 AMARILLO COLLEGE MANAGEMENT DEPARTMENT ADVISORY COMMITTEE MEETING MINUTES WERE APPROVED BY CONSENSUS.**

**CALL CENTER MANAGEMENT CERTIFICATE:**

Anne Nail referenced the Call Center Management certificate approved at the last Advisory Council Meeting. The following change was noted per discussion held at the last meeting:

BMGT 1383: Cooperative Education OR

BMGT 1171: Customer Service

was added to the certificate to provide flexibility to accommodate specific companies as needed. The updated certificate was included in the packet of information provided to meeting attendees.

**PROPOSAL FOR NEW CERTIFICATES AND DEGREE IN FOOD SERVICE MANAGEMENT:**

1. Anne Nail provided a brief history of the hotel, restaurant management degree in the past. Ms. Nail reiterated that the Management Department continually strives to evaluate industry needs and adjust course offerings, certificates, and degrees accordingly. Currently, industry assessment shows the need in the Amarillo area for training in food service management, not culinary arts.
2. Anne Nail introduced Charles King. Mr. King noted his background and career experience in food service management.
3. Anne Nail informed the committee that the Management Department has researched food service management, culinary arts, and travel and tourism programs at five other institutions. They also studied the WECM Courses under several different RUBRICS to see which courses would best meet the needs of the Amarillo community.
4. The Management Department recommends the following:
  1. Food Service Supervisor – 25 Hour Certificate
  2. Food Service Supervisor – 35 Hour Certificate
  3. Management- Food Service Management – Associates DegreeDetails of these certificates and degree were included in the packets for the meeting participants.
5. Anne Nail emphasized that the certificates and degree would focus on the “management” aspect of food service, not the “culinary arts” aspect. The program would give the student a broad overview of the field whereby they could start a job with an understanding of the industry and be able to continue with company specific training.

6. Anne Nail said a long-term goal of the program could be to form an articulation agreement with Texas Tech University.
7. LeAnn Estep described the three programs related to food service management that are currently in place at three high schools in AISD: Culinary Arts, Marketing, and the Consumer Cooperative Education Program. She stated that she believes the proposed program at Amarillo College would be a good option to promote to graduating high school students.
8. Anne Nail and Charles King said that the program would be targeted for the high school students and other adults interested in the food service industry and would also include those who are already employed in the industry and need management training.
9. DISCUSSION:
  1. John McKissack asked when the program would be implemented. Anne Nail detailed the process that the proposal would have to go through before being implemented. If plans go accordingly, the program would start in Fall 2007 and would be included in the 2007-2008 Amarillo College Catalog and Schedule of Classes.
  2. Greg Meador commented the courses appear to be a good fit for a work / credit program.
  3. Anne Nail and Charles King said another long-term goal for the program could be to meet the needs to become a Certified Dietary Manager.
  4. Bruce Lehrman suggested evaluating the Convenience Store Management Certificate to consider incorporating some of the courses from the Food Services Certificate.

John McKissack MOVED TO APPROVE THE FOOD SERVICE SUPERVISOR – 25 HOUR CERTIFICATE, THE FOOD SERVICE MANAGER – 35 HOUR CERTIFICATE, AND THE MANGEMENT-FOOD SERVICE MANAGEMENT ASSOCIATE DEGREE. BRUCE LEHRMAN SECONDED THE MOTION. MOTION APPROVED.

#### **MANAGEMENT CORE COURSES – ONLINE**

Anne Nail informed the committee that Charles King was on staff to help develop the three core Management Courses into online courses. The core courses include Human Relations, Supervision, and Communication in Management.

#### **EMERGING EDUCATION NEEDS**

1. John McKissack expressed the critical need for a Biomedical Technician program. David Hernandez said he would pass the information on to the appropriate parties.
2. David Hernandez and Anne Nail thanked committee members for attending and for their participation.

**ADJOURN:** The meeting was adjourned at 12:50 p.m.

Respectfully Submitted,

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Susan Burks  
Assistant Professor  
Management Department  
Amarillo College