

Advisory Committee Form Instructions

Program Committee Name – ex. Computer Information Systems

Chairperson – appointed by program manager (someone outside of Amarillo College)

Meeting Date, Time, and Place – date, time and place recorded minutes take place

Recorder – person taking notes from meeting

Members – Include all members of committee; place an x to left of name if present

Ex-Officio – Include all other people present

Agenda Item – list the agenda under appropriate headings

Action Discussion Information – If a motion is made; make note in this section and include results

Responsibility – name of person making motion

Key Discussion Points – Discussion – Complete discussion of agenda items

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PROGRAM COMMITTEE NAME:		Office Administration Advisory Committee				
CHAIRPERSON:		Chris Lyles				
MEETING DATE:		May 1, 2013	MEETING TIME:	12:00 p.m.	MEETING PLACE:	BYRD Business Building, Room 321
RECORDER:		Linda Butler		PREVIOUS MEETING:	May 3, 2012	
COMMITTEE MEMBERS						
List all members of the committee, then place an X in the box left of name of those present						
	NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL	
X	Donna Arney		Western National	342-2286	darney@wnl.com	
X	Debbie Bailey	Instructor	Amarillo College	371-5312	dabailey@actx.edu	
X	Janet Barton	Employment/Benefits Specialist	Amarillo College	371-5039	jlbarton@actx.edu	
	Shirley Blenden		Cardiology Center of Amarillo, LLP	354-9764 676-4408-cell	sblenden@ccallp.com	
X	Terri Boswell-Williams		Amarillo National Bank	378-8000	Terri.boswell-williams@anb.com	
X	Amy Collie		Pantex	477-5488	acollie@pantex.com	
X	Robin Gertonson		Executive Office Suites of Amarillo	350-7410 336-7549-cell	robin@eosaonline.com	
	Kay Harris	Senior Manager/Human Resources	American Quarter Horse Association	376-4811	kharris@aqha.org	
	Krystal Holder	Human Resource Business Partner	Bell Helicopter	341-3622	KHolder@bellhelicopter.textron.com	
	Janet Howe		ProAg		jhowe@proag.com	
	Dr. Russell Lowery-Hart	VP for Academic Affairs	Amarillo College	371-5226	rdloweryhart@actx.edu	
X	Chris Lyles		AEDC	372-7928	chris@amarilloedc.com	
	Dr. Paul Matney	President	Amarillo College	371-5123	jpmatney@actx.edu	
X	Bonnie McClure	AC Student Representative		290-7940	b0252684@amarillocollege.com	
	Rob McKay	Attorney	Underwood Law Firm	379-0341	Rob.McKay@uwlaw.com	
X	Gay Mills	Professor/Program Coordinator	Amarillo College	371-5099	jgmills@actx.edu	
	Bruce Moseley	Business Education Department Chair	Amarillo College	335-4352	bamoseley@actx.edu	
	Jan Panger		Atmos Energy	349-5715	Jan.panger@atmosenergy.com	
X	Donna Pergrem	Business Administrator Advisor	Amarillo College	371-5451	drpergrem@actx.edu	
	Linda Purvines		Panhandle WorkSource Business Services	372-5521 Ext. 1644	lpurvines@wspanhandle.com	
X	Mary Spruell		Workforce Solutions	372-5521 Ext. 1670	mspruell@wspanhandle.com	

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EX-OFFICIO'S PRESENT

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AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:	A motion was made to approve the May 3, 2012 minutes. Motion passed with all in favor.	Donna Arney – made motion Mary Spruell - seconded
Continuing Business:		
New Business:		
Curriculum Decisions:		
Other:		
KEY DISCUSSION POINTS	DISCUSSION	
Old Business:		

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Continuing Business:
Summarize Career Clusters

Mrs. Mills explained the various levels of degree plans offered by the Office Administration department. We have Marketable Skills Certificates which require 12-14 hours of coursework.

Our next level is a Level 1 certificate which requires 40 credit hours and takes approximately one year to complete. This certificate provides entry-level skills.

The next level is a Level 2 certificate which requires 55-58 credit hours and takes approximately 15 months to complete. This certificate provides the students with advanced skills and students can specialize in a specific track, if desired.

Our highest level is the Associate in Applied Science degree. The students take the same Office Administration classes as the Level 2 certificate, but also are required to take 15 hours of general academic classes: Freshman Composition I, Math, Social/Behavioral Science, Speech, and Humanities/Fine Arts.

All Amarillo College technical degree programs fit into a specific Career Cluster. Office Administration's Career Cluster is Business Management and Administration. The Career Cluster begins in middle school and provides students with a seamless transition into college. As a result, the students take some cluster core classes then choose their pathway to the specialty programs.

The Business Management and Administration Cluster was charged with selecting three courses that can be shared by Management and Office Administration. After meeting with the Management Department, the core courses that were decided upon are:

- HRPO 1311 Human Relations
- ACNT 1303 Introduction to Accounting I
- BMGT 1382 Cooperative Education–Business

Mrs. Mills explained that the Co-op course is similar to our Practicum.

There was a discussion regarding the deletion of the Business Correspondence & Communication course on the Office Assistant Level One Certificate. Mrs. Mills explained that we are limited on the number of credit hours that can be required. When we add classes, some courses must be deleted to stay within these maximum hours. Since this is an entry-level certificate and the students do receive some training in this area in the Business English and Professional Workforce Preparation courses, we felt this class could be deleted. She also explained that this class has not been deleted from the higher-level certificates.

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Transition to New LMS System, Blackboard	Mrs. Mills told the committee that Blackboard bought ANGEL, so beginning fall 2013 we will be changing our online classes to Blackboard. She told the committee that Mrs. Bailey had volunteered to test some of her online classes this summer using Blackboard. Blackboard is a completely different management system and will take a little time to become familiar with it.												
BYRD Building Tour	Mrs. Mills said we would be glad to give a tour of our offices and classrooms if anyone was interested.												
New Business: Review WECM Changes to Course Names and Descriptions	<p>Mrs. Lyles told the committee that WECM changes occur periodically and the Office Administration department has to comply with their changes. Mrs. Mills said we are governed by the Texas Higher Education Coordinating Board; so when they make changes, we change our courses to match their information. As a result of the latest WECM meeting, five of our courses have name changes:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Current Course Name</u></th> <th style="text-align: left;"><u>New Course Name</u></th> </tr> </thead> <tbody> <tr> <td>Keyboarding and Document Formatting</td> <td>Beginning Keyboarding</td> </tr> <tr> <td>Document Formatting and Skillbuilding</td> <td>Intermediate Keyboarding</td> </tr> <tr> <td>Advanced Document Formatting</td> <td>Advanced Keyboarding</td> </tr> <tr> <td>Business Math & Machine Applications</td> <td>Business Math Using Technology</td> </tr> <tr> <td>Professional Development for Office Personnel</td> <td>Professional Workforce Preparation</td> </tr> </tbody> </table> <p>All of the name changes presented to our Curriculum Committee were approved.</p>	<u>Current Course Name</u>	<u>New Course Name</u>	Keyboarding and Document Formatting	Beginning Keyboarding	Document Formatting and Skillbuilding	Intermediate Keyboarding	Advanced Document Formatting	Advanced Keyboarding	Business Math & Machine Applications	Business Math Using Technology	Professional Development for Office Personnel	Professional Workforce Preparation
<u>Current Course Name</u>	<u>New Course Name</u>												
Keyboarding and Document Formatting	Beginning Keyboarding												
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Business Math & Machine Applications	Business Math Using Technology												
Professional Development for Office Personnel	Professional Workforce Preparation												
Introduce Bruce Moseley, Business Department Chairman	Mrs. Mills told the committee that Blackboard bought ANGEL, so beginning fall 2013 we will be changing our online classes to Blackboard. She told the committee that Mrs. Bailey had volunteered to test some of her online classes this summer using Blackboard. Blackboard is a completely different management system and will take a little time to become familiar with it.												
Curriculum Decisions:													
Vote on Revisions to Plans of Study	Mary Spruell made a motion to approve these curriculum changes, and Terri Boswell-Williams seconded the motion. All were in favor.												

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Other:	<p>Mrs. Lyles asked if anyone is using Office 2013. None of the committee members are using Office 2013 and didn't want the Office Administration department to start teaching it yet. They all thought it would be good to wait until all the "bugs" were worked out before we change to Office 2013.</p> <p>Mrs. Lyles asked how our enrollment is, and Mrs. Mills said it seems to be stable. She said we have some graduating, but we have also gotten some new students.</p> <p>Evaluate Advanced Document Formatting, POFT 2333, Portfolios: Mrs. Mills explained the evaluation process. She said our goal today is to evaluate the portfolios assuming these students would be starting at an entry-level position. The students should show proficiency at an employable level. The students being evaluated have completed at least 32 hours of Office Administration courses.</p>	
Chairperson Signature:	Date:	Next Meeting: