

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Office Administration Advisory Committee				
CHAIRPERSON:		Chris Lyles				
MEETING DATE:		May 7, 2014	MEETING TIME:	12:00 p.m.	MEETING PLACE:	Library, Room 113
RECORDER:		Linda Butler	<i>Linda Butler</i>	PREVIOUS MEETING:	May 1, 2013	
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@westernnational.com	
	Debbie Bailey	Instructor	Amarillo College	371-5312	dabailey@actx.edu	
X	Janet Barton	Employment/Benefits Specialist	Amarillo College	371-5039	jlbarton@actx.edu	
	Terri Boswell-Williams		Amarillo National Bank	378-8000	Terri.boswell-williams@anb.com	
	Amy Collie		Pantex	477-5488	acollie@pantex.com	
	Robin Gertonson		Executive Office Suites of Amarillo	350-7410 336-7549-cell	robin@eosaonline.com	
	Janet Howe		ProAg		jhowe@proag.com	
X	Chris Lyles		AEDC	372-7928	chris@amarilloedc.com	
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	
	Jerry Moller	Dean of Arts and Sciences	Amarillo College	371-5297	jemoller@actx.edu	
	Bruce Moseley	Business Education Department Chair	Amarillo College	335-4352	bamoseley@actx.edu	
X	Jan Panger		Atmos Energy	349-5715	Jan.panger@atmosenergy.com	
X	Mary Spruell		Workforce Solutions	372-5521 Ext. 1670	mspruell@wspanhandle.com	
X	Dr. Kathy Wetzel	Assistant Dean	Amarillo College	371-5097	kcwetzel@actx.edu	
EX-OFFICIO'S PRESENT						

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AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:	A motion was made to approve the May 1, 2013 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:		
Continuing Business: Summarize Career Cluster meetings and decisions:	Mrs. Mills told the committee she took their recommendations for adding three new career cluster classes to our curriculum committee, and it was approved. These classes will begin in fall 2014. The purpose of the career cluster program is to provide students with a seamless transition from high school into college.	
Transition to Office 2013 in Fall:	Mrs. Lyles informed the committee that the Office Administration department will begin teaching Office 2013 in the fall. Mrs. Mills reminded the committee members of their suggestion last year that we wait to transition to Office 2013, but it has been about 18 months since it came out and new computers have Office 2013 installed on them, so it is time to make the change.	

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<p>New Business:</p> <p>Discuss New Texas Standards for Maximum AAS Degree Hours and Vote on Revisions to Plan of Study:</p>	<p>Mrs. Mills discussed the main topic of the meeting, the requirement to revise our curriculum from 70-72 to 60 hours. The committee will need to vote on these changes. Amarillo College is subject to the Coordinating Board’s rules and regulations. Last year the Coordinating Board decided that all community college AAS degree hours should be reduced to 60 hours. She feels we will lose some of our needed skills classes, but this is something we are required to do. The following classes are the ones we would like to remove in order to meet the 60 credit hour requirement.</p> <p>Computer Fundamentals – Over the years the need for this class has declined.</p> <p>Shorthand – We can offer this class as CE for a specific company if needed.</p> <p>Records and Information Management – The beneficial part of this class can be covered in Office Procedures I.</p> <p>Human Relations and Cooperative Education are two career cluster classes that will be removed.</p> <p>Mrs. Mills told the committee that our core classes will have 30 credit hours. Every student will take these and complete Level I. These are the basic skills needed for an entry-level position. Depending on the student’s choice of degree plan, they will complete either an additional 15 hours for a Level II Professional Certificate, or 30 additional hours for the AAS degree.</p> <p>The committee discussed the new degree plans. Mary Spruell made a motion to approve the new degree plans, and Janet Barton seconded the motion. All were in favor.</p>	
Curriculum Decisions:		
Other:	<p>Introduce Dr. Kathy Wetzel, Assistant Dean:</p> <p>Mrs. Lyles introduced Dr. Wetzel to the committee. Dr. Wetzel has worked for Amarillo College for 26 years. She will be responsible for the Business, Math and Engineering, Sciences, and CIS departments and will teach at least one class. Dr. Wetzel said she is looking forward to working with the Business and CIS departments. She asked the committee for suggestions for a name for this new division. She would like something that would include all the departments.</p> <p>Retirement:</p> <p>Mrs. Lyles informed the committee that at the end of this summer semester, Debbie Bailey will retire after many years of service. The committee members shared good memories about Mrs. Bailey’s tenure at AC. Mrs. Mills told the committee that she has approval to replace Mrs. Bailey and has started the replacement process.</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: