

## CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: March 4, 2026	MEETING TIME: 9:45 AM -11:00 AM	MEETING LOCATION: IO 114 & Teams online
RECORDER: Keri Shelburne	PREVIOUS MEETING: November 5, 2025	

**MEMBERS PRESENT: (P = Present) (Pt=Present on Teams) Add nonmembers to bottom of table with heading “Others Present.”**

	Name and Title (List all)	Title	Email	Best contact number
	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
Pt	Kristin McDonald-Willey	Director of Admissions and Registrar	kmw@actx.edu	806-371-5034
P	Kevin Cheek	Executive Director of Workforce Training & Development	kdcheek@actx.edu	806-371-2996
P	Linda Munoz	Dean of Special Projects	lmunoz27@actx.edu	806-371-5907
	Jeff Wallick	Director of Safety and Environmental Technology Education	j0079278@actx.edu	806-467-3040
Pt	Melissa Burns	Director of Center for Continuing Healthcare Education	m0084211@actx.edu	806-356-3650
Pt	Elisa Alvarado	Director of Institutional Effectiveness	eralvarado@actx.edu	806-371-5918
Pt	David Hall	Dean of Technical Education	dhall36@actx.edu	806-335-4309
P	Leslie Shelton	Director of Corporate Training	lgshelton@actx.edu	806-371-2904
	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
	Collin Witherspoon	Executive Director of Institutional Research	ccwitherspoon@actx.edu	806-371-5142
	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tmbabb@actx.edu	806-371-5420
Pt	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688
Pt	Eric Wallace	Dean of Public Service Programs	ecwallace@actx.edu	806-457-4464
	Olga Kleffman	Accounting Income Supervisor	okleffman@actx.edu	806-371-5002
	Kim Crowley	Dean of Nursing	kacrowley@actx.edu	806-354-6087
Pt	Kim Boyd	Dean of Health Professions/MLT Program Director	kmboyd@actx.edu	806-354-6060
Pt	Whitney Fernandez	Director of Enrichment and Wellness	wbfernandez@actx.edu	806-371-2906
Others present-virtual: Jodi Lindseth, Christina Gonzales, Rene’e Stovall, Rashmi Pillai, Karen Boatman, Edie Carter, Rhonda McCampbell, Tina Alexander, Robert Clarke				



Program TOTAL Contact Hours:

Major Course Requirements

Course	Type (e.g. WECM)	New, Revision, Existing	Course Level: Introductory, Intermediate	ContHRs	Lec/Lab Combo	Other Type	WECM Course Description/Outcomes:	Notes:
CPMT 1051 - IT Essentials: PC Hardware and Software	WECM	Existing	Introductory	64			<b>Course Description:</b> Provides comprehensive overview of computer hardware and software and an Introduction to advanced concepts addressed by Cisco certification. Topics may adapt to changes in industry practices. <b>Outcomes:</b> Describe the internal components of a computer; assemble a computer system; install an operating system; and troubleshoot using system tools and diagnostic software.	
ITSC 1007 - UNIX Operating System I	WECM	New	Introductory	64			<b>Course Description:</b> Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts. <b>Outcomes:</b> Use basic UNIX commands; apply terminal emulation; use a system editor; and manage individual user accounts and files.	
ITMT 2005 - Designing and Implementing a Server Infrastructure	WECM	New	Intermediate	64			<b>Course Description:</b> This course covers planning and deploying a server infrastructure; designing and implementing network infrastructure services; designing and implementing network access services and Active Directory infrastructure. <b>Outcomes:</b> Deploy a server infrastructure. Design and implement network infrastructure services. Install and configure network access services. Design and implement an Active Directory Infrastructure	
				192				

Program TOTAL Contact Hours:

Major Course Requirements

Course	Type (e.g. WECM)	New, Revision, Existing	Course Level: Introductory, Introductory	ContHRs	Lec/Lab Combo	Other Type	WECM Course Description/Outcomes:	Notes:
BMGT 1009 - Information and Project Management	WECM	New	Introductory	48	n/a		<b>Course Description:</b> Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, contingency planning, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision. <b>Learning Outcomes:</b> Identify project tasks; sequence project activities; estimate the duration of project activities; Identify interdependencies; and demonstrate means to coordinate change across a project.	
BMGT 1044 - Negotiations and Conflict Management	WECM	New	Intermediate	48	n/a		<b>Course Description:</b> Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver. <b>Learning Outcomes:</b> Recognize communication skills in negotiations and conflict resolution; and demonstrate strategies in negotiations.	
BGMT 2003 - Problem Solving and Decision Making	WECM	New	Intermediate	48			<b>Course Description:</b> Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. <b>Learning Outcomes:</b> Identify individual, group, and organizational decision-making processes; write, present, and defend project recommendations; and apply process to solving problems using managerial data-driven decision making tools and critical-thinking skills.	
				144				

Program TOTAL Contact Hours:

Major Course Requirements

Course	Type (e.g. WECM)	New, Revision, Existing	Course Level: Introductory, Advanced	ContHRs	Lec/Lab Combo	Other Type	WECM Course Description/Outcomes:	Notes:
HRPO 2030: Human Resource Certification Test Preparation	WECM	New	Advanced	40 (Maximum)			<b>Course Descriptions:</b> Major concepts, theories, and their applications to prepare for the Professional Human Resources (PHR) Certification Exam or the Senior Professional Human Resource (SPHR) Certification Exam. <b>Outcomes:</b> Identify the major concepts and laws in human resource management; and apply these to various workplace situations.	
HRPO 2001: Human Resource Management	WECM	New	Intermediate	(48 minimum up to 64)			<b>Course Description:</b> Behavioral and legal approaches to the management of human resources in organizations. <b>Outcomes:</b> Explain the development of human resources management; identify current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; describe management's ethical, social, and legal responsibilities; analyze methods of compensation and benefits planning; and evaluate the role of strategic human resources planning.	
HRPO 2004: Employee Relations	WECM	New	Intermediate	(32 minimum up to 64)			<b>Course Description:</b> An examination of policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Family Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates. <b>Outcomes:</b> Identify key legislation affecting the employee relations function of human resource management; and analyze how employee relations practices influence organizational culture.	

Program TOTAL Contact Hours:

Major Course Requirements

Course	Type (e.g. WECM)	New, Revision, Existing	Course Level: Introductory, Introductory	ContHrs	Lec/Lab Combo	Other	WECM Course Description/Outcomes:	Notes:
DATN 1070 - Intro to Data Analysis & Visualization	WECM	New	Introductory		64		<b>Course Description:</b> Introduction to basic concepts of analyzing data and reporting on and presenting outcomes. Topics include research questions, data collection, data analysis, documentation and reporting. Topics may adapt to changes in industry. <b>Outcomes:</b> Upon completion, students will be able to: identify and locate appropriate data based on a defined research questions; develop a basic method for analyzing data; design informative reports to support decision making; and organize the process of data collection, analysis and outcomes.	CompTIA Data + (and Power BI)
ITSW 2037 - Advanced Databases	WECM	Exists in Academic	Advanced		64		<b>Course Description:</b> Advanced concepts of database design and functionality. <b>Outcomes:</b> Explain relational database theory; collect and distribute data; analyze data; and perform complex queries, data validation and table relationships.	
DATN 2070 - Advanced Analytical Tools and Methods	WECM	New	Intermediate		64		<b>Course Description:</b> Introduction to the basics of programming for data analysis, including collecting, cleaning, and preparing data for analysis. Topics may adapt to changes in industry practices. <b>Outcomes:</b> 1. Collect and import data. 2. Analyze data sets. 3. Clean and prepare data. 4. Organize the process of data collection, analysis, and outcomes for efficient replication.	

192

Program TOTAL Contact Hours:

Major Course Requirements

Course	Type (e.g. WECM)	New, Revision, Exis	Course Level: Intro	Cont	HRs	Lec/Lab	Combo	Other Type	WECM Course Description/Outcomes:	Notes:
ACNT 1003 - Introduction to Accounting I	WECM	Exists in Academic	Introductory	48	3/1			Hybrid	<p><b>Course Descriptions:</b> A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.</p> <p><b>Outcomes:</b> Define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; apply accounting concepts related to cash and payroll; prepare bank reconciliations; and correct accounting errors.</p>	
ACNT 1011 - Intro to Computerized Accounting	WECM	Exists in Academic	Introductory	48	3/1			Hybrid	<p><b>Course Description:</b> Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. <b>Outcomes:</b> Utilize an application software to perform accounting tasks; maintain records; prepare reports; analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software.</p>	Intuit Bookkeeping Certification
ACNT 1013 - Computerized Accounting Applications	WECM	New	Intermediate	48	3/1			Hybrid	<p><b>Course Descriptions:</b> Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. <b>Outcomes:</b> Utilize spreadsheet and/or database software for accounting and management applications; and complete a comprehensive project.</p>	

Program TOTAL Contact Hours:

Major Course Requirements

Course	Type (e.g. WECM)	New, Revision, Existing	Course Level: Introductory, Intermediate, Advanced	ContHRs	Lec/Lab Combo	Other Type	WECM Course Description/Outcomes:	Notes:
LGLA 1001 - Legal Research and Writing	WECM	Existing	Introductory	48			<p><b>Course Description:</b> Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.</p> <p><b>End-of-Course Outcomes:</b> Locate primary and secondary legal authority; implement research strategies using available research tools; draft legal documents; analyze the ethical considerations of the paralegal relating to legal research and writing.</p>	
LGLA 1045 - Civil Litigation	WECM	Existing	Intermediate	48			<p><b>Course Description:</b> Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.</p> <p><b>End-of-Course Outcomes:</b> Use terminology relating to civil litigation; analyze sources relating to civil litigation and applicable court rules; draft documents used in civil litigation; analyze the ethical considerations of the paralegal in relating to civil litigation.</p>	
LGLA 2039 - Certified Paralegal Exam Review	WECM	New	Advanced	48			<p><b>Course Description:</b> A review of the mandatory and optional topics covered in the Certified Paralegal Examination administered by the National Association of Legal Assistants.</p> <p><b>End-of-Course Outcomes:</b> Assess the knowledge acquired in the subject matter areas covered in the Certified Paralegal Examination.</p>	