

## ADVISORY COMMITTEE MEETING MINUTES

**PROGRAM COMMITTEE NAME:**

Graphic Design Advisory Committee

<b>CHAIRPERSON:</b> Jason Boyett					
<b>MEETING DATE:</b> 11/09/2012		<b>MEETING TIME:</b> 2:30 pm		<b>MEETING PLACE:</b> PH 217	
<b>RECORDER:</b> Donna Salter			<b>PREVIOUS MEETING:</b> 10/28/2011		
<b>MEMBERS PRESENT</b>					
<b>List all members of the committee, then place an X in the box left of name if present</b>					
	NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL
X	Steve Bargas	Owner	Matador Design	806-553-5489	steve@matadordesignstudio.com
x	Jerry Bergeron		Redcap creative, Corp	806-373-3227	jerry@helloredcap.com
x	Jason Boyett	Freelancer			Jasonboyett43@gmail.com
x	Don Carlisle		Zip Print	806-374-7711	prepress@zip-print.com
x	John Chaka		Redcap creative, Corp	806-373-3227	john@helloredcap.com
	Vinson Collier	Graphic Designer	Trinity Fellowship	806-677-1036	colliervinson@tfchurch.org
	Coco Duckworth				<a href="mailto:cocoduckworth@gmail.com">cocoduckworth@gmail.com</a>
	Tony Freeman		Cenveo Trafton	806-376-4347	Tony.freeman@cenveo.com
	Gary Ivey		Itech	806-282-4671	Itechdesign.biz
	Patrick Kemp		Three Leaf	806-553-5252	patrick@threeleaf.tv
	Lennon Mings	Graphic Designer	Pantex	806-477-7508	lmings@pantex.com
x	Mike Pryer	C&B Printing		806-354-6262	mp@candbprinting.com
	Gene Sanders		Custom Printing	806-374-1464	gene@txprinters.com
<b>EX-OFFICIO'S PRESENT</b>					
	Pete Gonzalez	Instructor/Graphic Design	Amarillo College	806-345-5547	<a href="mailto:pgonzalez@actx.edu">pgonzalez@actx.edu</a>
x	Derek Weathersbee	Instructor/Graphic Design	Amarillo College	806-371-5902	<a href="mailto:D0263091@actx.edu">D0263091@actx.edu</a>
x	Chris Perez	Instructional Lab Supervisor	Amarillo College	806-371-5094	cgperez@actx.edu
	Victoria Taylor-Gore	Chair	Amarillo College	806-371-5982	vtgore@actx.edu

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Agenda Item	Action / Discussion / Information		Responsibility
Old Business:			
Fall 2011 Minutes	Minutes approved unanimously	Boyett motioned, Chaka seconded	
Absentee Policy	<p>Perez noted that based on recommendations from the committee last year, faculty have revised their absentee policies. He noted that after 5 absences a student would fail the attendance portion of their grade. Discussion followed on how many absences a student should be allowed before failing the attendance portion of their class. Faculty and committee agree that there should be a standardized policy throughout the department and that student attendance is critical. Carlisle noted that an employee who missed 5 times in a ½ year time period would most likely be fired. Committee members emphasized the fact that an academic absentee policy should be similar to a policy that an employee in the industry would have to follow. Faculty and committee are in favor of a tier system for attendance grades.</p>		Faculty will work with Taylor-Gore to devise a clear and logical departmental absentee policy.
Technology	<p>Boyett asked about the purchase of iPads for faculty. Taylor-Gore noted that the department purchased 1 for the IMED 1316/1317 instructor. Chaka added that it is a critical tool for display testing. Committee agrees.</p>		
Continuing Business:			
Curriculum	<p>Handouts of ARTC.AAS and Certificate of Completion degree plans were distributed. A discussion followed concerning the possibility of adding ITSC 1311 Beginning Web Page Programming as a prerequisite to IMED 1316 Web Design I and IMED 1317 Web Design II. Concerns about ITSC 1311 being compatible with IMED 1316/1317 were shared by faculty and members. Everyone agreed that having an HTML course as a prereq is important and also agrees that standardization is important. Chaka inquired about the IMED 1316/1317 instructor's role in the course content offering in ITSC 1311 class. Taylor-Gore noted that communication with the CIS department would be vital and she felt Carol Buse would be open and cooperative.</p>		No decisions were made.

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	Taylor-Gore noted that upcoming changes in the core curriculum could affect hours; therefore, this should be tabled until the core changes have been made. Members advice will be sought at that time.	
Other Business/Recommendations/ Questions from Committee	There was a brief discussion regarding the use of cloud computing (software and services delivered through the internet). Members questioned whether or not students could purchase software through cloud computing. This could possibly take the place of a textbook and lessen the college's expense on software if each student had an Adobe account, for instance. Faculty noted that most student's already have an Adobe account and can access the software. Bergeron emphasized that student need to work on software/hardware that is compatible with the industry. Everyone agrees.	
Coursework	See above under curriculum.	
Hardware/Software	Perez noted that the department had been awarded Perkins funding for Lightwave 11, CS6 Production Premium software, 2 Epson R2880 large-format printers, Canon Rebel T31 digital camera and a Halogen tabletop copystand.  Jerry Bergeron noted how important it is for students to work with hardware/software that is compatible with the industry standards. Committee agrees and faculty/staff will continue to make that a priority.	
New Business:	Derek Weathersbee, new graphic design instructor, was introduced to the members. Weathersbee shared his background information with the members.	
Curriculum Decisions:	No decisions were made.	
Other:		

Adjourned 2:35 pm

<b>CHAIRPERSON SIGNATURE:</b> Victoria Taylor-Gore	<b>Date:</b> 11/09/2012	<b>Next Meeting:</b> Fall 2013
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