

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:	Management Advisory Committee		
CHAIRPERSON:			
MEETING DATE:	December 5, 2014	MEETING TIME: 8:00 a.m.	MEETING PLACE: BYRD 103
RECORDER:	Linda Butler	PREVIOUS MEETING:	April 20, 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
	Terri Boswell-Williams	Sr. Vice President-Operations	Amarillo National Bank	378-8126	terri.boswell-williams@anb.com
X	Susan Burks	Associate Professor-Bus. Mgmt.	Amarillo College	371-5261	sgburks@actx.edu
X	Marcie Fisher	Student			msfisher@amarillocollege.com
X	Jason Harrison	VP Bus. Development & Gov. Affairs	Amarillo Chamber of Commerce	373-7800	jason@amarillo-chamber.org
X	David Hemphill	CFO	Sonic	354-9660 x 305	davidh@cisonic.com
X	Jody Holland	CEO	The MuRF Website The Cloud Interview Website	410-0375	jody@murfsystems.com
	Brent Hoover	Resident District Manager	Amarillo ISD ESC	326-1263	Brent.Hoover@compass-usa.com
X	Brian Jennings	VP, Business Development	Amarillo EDC	379-6411	brian@amarilloedc.com
X	Jodi Lindseth	Program Coord./Instr.-Bus. Mgmt.	Amarillo College	371-5102	jllindseth@actx.edu
X	Shelia Martinez	Business Analyst	XCEL Energy		Sheila.Martinez@XCELENERGY.COM
X	Danita McAnally	Chief of Planning & Advancement	Amarillo College	371-5495	dlnacanally@actx.edu
X	Chip McCampbell	Director of Human Resources	Bruckner Truck Sales	349-5159	cmcccampbell@brucknertruck.com
X	Linda McCarty	Dir. of Human Resources/Risk Mgmt.	Toot 'n Totum	373-4353 Ext 144	lmccarty@tootntotum.com
	Trent Morris		Panhandle Work Source	350-1632	tmorris@wspanhandle.com
X	Bruce Moseley	Bus. Dept. Chair/Assoc. Prof.	Amarillo College	371-5551	bamosley@actx.edu
X	Niko Narvarro	General Manager	Decorators Workroom, Inc.	379-9500	decoratorsworkroominc@yahoo.com
X	Jan Panger	Human Resources Generalist	Atmos Energy	457-7319	Jan.Panger@atmosenergy.com
X	Donna Pergrem	Bus. Mgmt/Paralegal Studies Advisor	Amarillo College	371-5451	drpergrem@actx.edu
X	Karyn Pierce	CTE Career Guidance Counselor	AISD	326-1305	karyn.pierce@amaisd.org
X	Joshua Raef	Owner/Operator	Chick-fil-A at Georgia St.	358-8055	Joshua.raef@chick-fil-a.com
X	Oscar Rangel	Student			o0429743@amarillocollege.com
	Peggy Reed	District Sales Manager	Sysco West Texas	678-8899	reed.peggy@wtx.sysco.com
X	Kay Spiller	Student			k0246544@amarillocollege.com
X	Ladonna Troutman	Senior Relationship Manager	Wells Fargo	371-3746	ladonna.j.troutman@wellsfargo.com
X	Dr. Kathy Wetzal	Dean of STEM	Amarillo College	371-5097	kcwetzal@actx.edu
X	Shannon Williams	General Manager	Budweiser Distributing Co.	373-1746	Shwilliams@amabud.com

Advisory Committee Meeting Minutes

EX-OFFICIO'S PRESENT			
AGENDA ITEM	ACTION DISCUSSION INFORMATION		RESPONSIBILITY
Old Business:	A motion was made to approve the April 20, 2012 minutes. Motion passed with all in favor.		Jody Holland- made motion Jan Panger - seconded
Continuing Business:			
New Business:			
Curriculum Decisions:			
Other:			
KEY DISCUSSION POINTS	DISCUSSION		
Old Business:	Jodi told the committee that Anne Nail, Catheryne Lankford, and Paul Matney had all retired this past year. Dr. Russell Lowry-Hart is now the President, Jerry Moller is the Interim Vice President for Academic Affairs, and there is an ongoing search for the new Vice President for Academic Affairs. Dr. Wetzel is a candidate for this position.		
	Mr. Moseley, Business Education Department Chair, told the committee Amarillo College is one of sixteen colleges in the nation to be a Leader College. Being a Leader College has allowed Dr. Lowry-Hart to attend a meeting in Washington, D.C. with President Obama and other national leaders. This could make AC eligible for the Aspen Award which would be a million dollar grant. This is all based on the changes and improvements that AC is making in the educational field.		
Continuing Business:			

New Business:
Curriculum Changes

BUSINESS MANAGEMENT AAS DEGREE REVISIONS

Jodi Lindseth gave an overview of the current Business Management AAS degree requirements. She told the committee that the Coordinating Board is requiring the semester hours be reduced to 60 hours. Susan Burks told the committee the Management department will continually look to the community for needed changes.

In order to condense the Business Management Associate in Applied Science Degree to 60 hours, the department recommends the following:

- Delete BMGT 1171 Customer Service from A.A.S. degree and certificates.
Several committee members stated they felt the Customer Service class is important and provides skills needed in all businesses. After much discussion, it was determined that this class can be incorporated in several other classes. **Lynda McCarty made a motion to delete this class, and it was seconded by Jody Holland. All approved.**
- Delete BMGT 1373 Professional Image Development from Major Course Requirements. It would still be an optional course in the Related Course Requirements. Again after much discussion, the committee felt as long as the basics of this class are being taught in other classes, this change would be appropriate. **Jody Holland made a motion to delete this class from the Major Course requirements. Brian Jennings seconded the motion. All approved.**
- Delete BCIS 1401 Microcomputer Applications from Related Course Requirements in Business Management Option of the A.A.S. Degree
- Add ITSC 2335 Applications Software Problem Solving to Related Course Requirements in Business Management Option of the A.A.S. Degree

BCIS 1401 Microcomputer Applications is no longer taught in the CIS department and was replaced with ITSC 2335 Applications Software Problem Solving.

These changes will allow the Management Department to be in compliance with the 60 hour degree rule.

To reduce course substitution requests by giving working and non-working students more flexibility in course selections, and to increase smoother transition from certificates to degrees when students choose to continue education after obtaining certificates, the department recommends the following:

- BMGT 1407 – High Performance Work Teams
- BMGT 1373 – Professional Image Development
- BMGT 1382 – Cooperative Education – Business Administration and Management, General
- BMGT 1383 – Cooperative Education – Business Administration and Management, General
- BMGT 2303 – Problem Solving and Decision Making
- BUSG 1315 – Small Business Operations
- BUSG 2309 – Small Business Management – Entrepreneurship
- TRVM 1300 – Introduction to Travel and Tourism
- ADD MRKG 2312 – e-Commerce Marketing to the Marketing Management option in the A.A.S. degree
- ADD BMGT 2309 – Leadership in the optional courses section of the Call Center Management Certificate
- ADD HRPO 2301 – Human Resources Management in the optional courses section of the Call Center Management Certificate

Susan explained to the committee that in several of the General Education Requirements, it is up to the student to decide which course they take. She said in most cases they are okay with the student being able to choose the course. The one area that the department would like to change is under Institutional Requirement. Instead of the option of the student choosing one of the following, SPCH 1315 – Public Speaking or SPCH 1321 – Business and Professional Speaking, or EDUC 1300 – First Year Seminar – Learning Framework, the department would recommend the following:

- Delete EDUC 1300 – First Year Seminar – Learning Framework

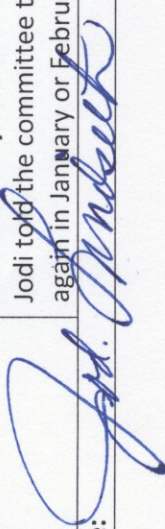
The department feels that students in the Management Program need the Speech class. The committee agreed. **Jody Holland made a blanket motion to approve all the above changes. David Hemphill seconded. All approved.**

E-mail Proxy

Jodi told the committee that due to large number of changes being made, that they would probably need to meet again in January or February. She suggested that some of the changes could be made by proxy via e-mail. **Lynda McCarty made a motion that would allow changes to be made by proxy via e-mail. Karyn Pierce seconded. All approved.**

Curriculum Decisions:

ADVISORY COMMITTEE MEETING MINUTES

Vote on Revisions to Plans of Study	Jody Holland made a blanket motion to approve all the above changes. David Hemphill seconded. All approved. Lynda McCarty made a motion that would allow changes to be made by proxy via e-mail. Karyn Pierce seconded. All approved.
Other:	During the discussions, several members told the committee of the various services that are offered at Amarillo College such as the Career Service Center, and the Clothes Closet. The Career Service Center offers help with job placement, resumes, some training in various areas, etc. The Clothes Closet provides clothing for students in need of appropriate clothing for job interviews, etc. Some of the services are not being fully utilized and the committee was asked to spread the word regarding these services. Next Advisory Board Meeting Jodi told the committee that since there are many changes still occurring, the committee will probably need to meet again in January or February. She will notify them at a later date regarding the next meeting.
Chairperson Signature:	 Date: December 5, 2014 Next Meeting: