

PROGRAM COMMITTEE NAME:		Office Administration Advisory Committee			
CHAIRPERSON:					
MEETING DATE:	December 15, 2015	MEETING TIME:	12:00 p.m.	MEETING PLACE:	BYRD 103
RECORDER:	Madison Stubbs		PREVIOUS MEETING:	May 14, 2015	
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
	Donna Arney	Manager, Talent Acquisition	Western National	342-2286	darney@westernnational.com
	Kae Rae Austin	Administrative Secretary	AISD	326-1015	kaerae.austin@amaisd.org
	Janet Barton	Employment/Benefits Specialist	Amarillo College	371-5039	jlbarton@actx.edu
x	Camille Cargill	Instructor	Amarillo College	371-5213	ccargill@actx.edu
	Robin Gertonson		Executive Office Suites of Amarillo	350-7410 336-7549-cell	robin@eosaonline.com
	Chris Lyles	Office Administrator	AEDC	379-6411	chris@amarilloedc.com
x	Samantha Jewett	Academic Advisor	Amarillo College	345-5664	s0114380@actx.edu
x	Gay Mills	Professor & Program Coordinator	Amarillo College	371-5099	jgmills@actx.edu
	Monica Martinez	WIA Program Manager	Workforce Solutions	350-1634	mmartinez@wspanhandle.com
	Rob Mckay	Office Manager	Underwood Law Firm	379-0341	Rob.McKay@uwlaw.com
x	Donna Pergrem	Academic Advisor	Amarillo College	371-5451	drpergrem@actx.edu
x	Jan Panger		Atmos Energy	349-5715	Jan.panger@atmosenergy.com
x	Jessica Perry	Nursing Advisor	Vibra Hospital	231-7764	JPerry@vhamarillo.com
x	Madison Stubbs	Administrative Assistant	Amarillo College	645-5670	m0251021@actx.edu
x	Toni Van Dyke	Administrative Assistant	Amarillo College	206-9977	tjvandyke@actx.edu
	Dr. Deborah L. Vess	Vice President of Academic Affairs	Amarillo College	371-5226	d0551113@actx.edu
	Zelda Vinson	Workforce Development Specialist	Workforce Solutions	345-5665	zvinson@wspanhandle.com z544425@actx.edu
x	Terri Boswell-Williams	Senior Vice President, Branch Administration	Amarillo National Bank	378-8000	terri.boswell-williams@anb.com
x	Dr. Carol Buse	Dept. Chair/Professor-Computer Info System	Amarillo College	371-5994	acbuse@actx.edu
EX-OFFICIO'S PRESENT					

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Students will be learning what they have been teaching in the Office Administration program. It will be structured a little differently, but they will get some complete terminology they do not have currently in the program. Gay Mills mentioned a few of the new courses that will be offered in the first semester of the degree plans.

Carol Buse talked about how Legal Studies factored in, and she discussed that they factored in Databases for the Paralegal program as well as in the Office Administration program because it is an important course for that program to have.

Gay Mills talked about the new course, BMGT 1305, and how it will be replacing POFT 2312. She said they are very similar, but BMGT 1305 is offered through the management program, and it will give the students an opportunity to write from more of a supervisory standpoint. It should be a strong change that will prevent any duplication.

Gay Mills then discussed how Beginning Keyboarding has always been offered as a developmental course in case students are a little behind on typing. She and Camille Cargill decided to offer Beginning Keyboarding as an 8-week class, and Intermediate Keyboarding as the second half of that semester.

Camille Cargill discussed how she feels like Beginning Keyboarding will enhance their current skills, and give them some basics before they get into Intermediate Keyboarding.

Donna Pergrem asked if students will be able to finish in 12 months with the 8-week classes for the 30 hour degree program. Gay Mills confirmed that is what they're planning on doing so the students can do 30 semester hours in one year, and she believes it should be manageable for students.

Gay Mills explained to members what the 8-weeks courses are. Donna Pergrem said that they have been doing a lot of the 8-weeks during the summer, and because of that, students GPA's were higher and less of them were dropping classes.

Gay Mills then informed members to look at the spreadsheet layout of each semester's degree and certificate plan handout to get a better look at what courses will be offered. Then she asked the members if the flow of the degree plans looks good. Donna Pergrem asked what the current prerequisite was for BCIS 1305, and Carol Buse answered by saying their TSI reading score will determine if they can take the class or not. Carol Buse also gave other options of what they could take if they do not pass the TSI test.

Donna Pergrem asked Gay Mills how she plans on marketing for the 15 hour degree, because she knew they had a problem with students thinking they could start work immediately with the 12-hour degree program. Gay Mills answered her by saying that they are hoping to help this by putting the BCIS class into this certificate, and she said they will get what they need to start into the work force. She also said that degree is created as a building block, and she

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	hopes the students will see they can be successful with that level one so they will continue going to the next degree and students generally do keep going. Carol Buse said that adding the BCIS class to the program, students will have an opportunity to take the Microsoft Office certification exam, and if they pass it students will be reimbursed the cost of the exam. Gay Mills said she had a student that took the exam and she passed it. Terri Boswell-Williams said that from the outside looking in the flow of the program looks very good. Gay Mills also mentioned that students can go into the medical field direction through the program, the legal field direction, or the office manager direction. Since the program had to go down to 60 hours, they did not have enough room for those specialty programs anymore. However, students do have an option to choose at least one specialty course so that could give them at least some background if they want to apply for those types of field. Terri Boswell-Williams mentioned that it is good that the students will at least have some idea, because there is a lot of students that apply and don't even have an idea of what they are going into. Gay Mills mentioned there will probably be more changes to come, because we are always changing. Jan Panger said that it is good to change so you can keep up with the workforce. She also said she appreciates Gay Mills's attitude on the changes because it sure helps the people in the workforce. Gay Mills says she values everyone's feedback, and they take it very seriously. She also said that she will take the committee's approval of the curriculum changes to the curriculum committee, so all of the Office Administration Advisory committee vote helps them to know that you approve.
Curriculum Decisions:	Office Administration Advisory Committee unanimously approved curriculum changes.
Other:	
	Suggestions on transition to Office 2016: Gay Mills asked committee members if the Office Administration program should switch to Office 2016 yet. Members all agreed that they aren't using that yet. They are still on Office 2013.
	Change in Office Administration Faculty: Gay Mills informed members that she and Donna Pergem took the retirement incentive Amarillo College offered. Gay Mills will return in August 2016 as an adjunct instructor.
Chairperson Signature: <i>Gay Mills</i>	Meeting adjourned at 12:46 p.m.
	Date: <i>1-21-16</i> Next Meeting: