

# Advisory Committee Meeting Minutes

<b>PROGRAM COMMITTEE NAME:</b>		OFFICE ADMINISTRATION			
<b>CHAIRPERSON:</b>		DONNA ARNEY			
<b>MEETING DATE:</b>	1/12/18	<b>MEETING TIME:</b>	12:00 PM	<b>MEETING PLACE:</b>	215 BYRD BUSINESS BUILDING
<b>RECORDER:</b>	LYNNE SEAL			<b>PREVIOUS MEETING:</b>	12/14/16
<b>COMMITTEE MEMBERS</b>					
<i>List all members of the committee, then place an X in the box left of name of those present</i>					
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>
X	Donna Arney	Manager, Talent Acquisition	AIG		Donna.Arney@aig.com
X	Erin Lincycumb	Nurse Manager / Office Manager	Lone Star Heart Center	(806) 352-9090	
X	Christy Lackey	WIOA Career Specialist	Workforce Solutions		clackey@wspanhandle.com
	Monica Martinez	WIA/WIOA Program Manager	Workforce Solutions Panhandle	(806) 350-1634	MMartinez@wspanhandle.com
	Chris Lyles	Office Administrator	Amarillo EDC	(806) 379-6411	chris@amarilloedc.com
	Kae Rae Austin	Administrative Secretary	Amarillo ISD	(806) 326-1015	Kaerae.austin@amaisd.org
X	Lisa Bentley	Unit Asst Director, School of Pharm	Texas Tech University HSC	(806) 414-9355	lisa.bentley@ttuhsc.edu
	Robin Gertonson	Director	Executive Office Suites	(806) 350-7410	robin@eosaonline.com
X	Ynai Hamilton	Student Representative	Amarillo College Student		y0159144@amarillocollege.com
X	Kay Taylor	Director of EOD	Amarillo College	(806) 371-5141	ketaylor@actx.edu
X	Samantha Jewett	Advising Associate, Business Dept	Amarillo College	(806) 345-5664	s0114380@actx.edu
X	Toni Van Dyke	Administrative Specialist III	Amarillo College	(806) 371-5296	tjvandyke@actx.edu
<b>EX-OFFICIO'S PRESENT</b>					
X	Carol Buse, Ph.D.	Dean, STEM	Amarillo College	(806) 371-5621	acbuse@actx.edu
X	Lynne Seal	Program Coordinator	Amarillo College	(806) 371-5249	lseal@actx.edu
X	Rashmi Pillai	Instructor, CIS	Amarillo College	(806) 371-5219	rspillai@actx.edu
X	Gay Mills	Former Coordinator/Adjunct, OFAD	Amarillo College		jgmills@actx.edu
X	Camille Cargill	Adjunct Instructor, OFAD	Amarillo College		ccargill@actx.edu
X	Kathy Davenport	Administrative Assistant	Amarillo College	(806) 371-5269	kathy.davenport@actx.edu

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AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
<b>OLD BUSINESS:</b>	No old business was up for discussion.	
<b>CONTINUING BUSINESS:</b>	<p>Program growth: with restructuring the degree to 60-semester hours and the introduction of 8-week courses, students are passing through the program at a quicker pace. Recruitment has not kept pace. How do we grow the program?</p> <p>Review of ongoing and new AC Initiatives: 70% by 2020, Success IS..., expansion of 8 week course offerings based upon student success, AC 360, programs offering student support, etc.</p>	
<b>NEW BUSINESS:</b>	<p>Recruiting initiative launched by AC: OFAD is one of three programs that might provide an avenue for increased enrollment. Projected job growth in the Panhandle indicates a need for training AC could fulfill. Good time to reconsider what the program offers to both the student and potential employers.</p> <p>Need to restructure the program to graduate students with the skill sets employers value; need to relook at technology courses and exposing students to a wider variety of technology</p> <p>Program Coordinator introduced and opened for discussion proposed changes for the program.</p>	
<b>Curriculum Decisions:</b>	<p><b>Program name change:</b> Business Technology</p> <p><b>Degree names changes:</b> Business Technology Foundations Certificate (15-hour), Business Technology Professional Certificate (30-hour), Business Technology Systems Certificate (48-hour), and Business Technology AAS (60-hour)</p> <p><b>Prerequisites:</b> removal of POFT 2301 (Word Processing) as a prerequisite for POFT 1309 (Administrative Office Procedures 1)</p> <p><b>Removal of courses:</b> remove POFT 1301 (Business English), POFT 1313 (Professional Workforce Preparation), POFT 1325 (Business Math Using Technology), POFT 1329 (Beginning Keyboarding), POFT 2301 (Intermediate Keyboarding), POFT 2333 (Advanced Keyboarding), and POFT 1302 (Legal Terminology)</p>	

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	<p><b>Addition of courses to AC catalog:</b> ACNT 1311 (Computerized Accounting) to teach QuickBooks and POFI 1341 (Computer Applications II) to teach additional software programs commonly taught in an office environment</p> <p>Additional courses for degree/certificates: POFT 2301 (Word Processing), ACNT 1311 (Introduction to Computerized Accounting), BUSI 2301 (Business Law), POFI 1341 (Computer Applications II), CMPT 1351 (IT Essentials: PC Hardware and Software), HRPO (Human Resource Management), and two electives from (BMGT 2303, BMGT 1307, MRKG 1301, BUSG 1315, POFM 1327, BMGT 1301, ENGL 2311)</p>	
<b>OTHER:</b>	N/A	
<b>KEY DISCUSSION POINTS</b>	<b>DISCUSSION</b>	
<b>OLD BUSINESS:</b>	N/A	
<b>CONTINUING BUSINESS</b>	Program growth – program coordinator informed the committee of new and ongoing AC initiatives	
<b>NEW BUSINESS:</b>	<ul style="list-style-type: none"> <li>• AC's new Recruitment and Retention Plan</li> <li>• Proposed curriculum changes</li> <li>• Committee members were active participants in the discussion and opinions and points of view were discussed and considered</li> </ul>	
<b>CURRICULUM DECISIONS:</b>	<ul style="list-style-type: none"> <li>• Program name change – program coordinator presented “Business Technology” as the program’s name and there was an immediate consensus.</li> <li>• AAS degree name – program coordinator presented “Business Technology AAS as the associate degree’s name and there was an immediate consensus.</li> <li>• 48-hour certificate name – after discussion of possible names, mostly about not overstating the skill set covered in this certificate, the committee settled on “Business Technology Systems Certificate”</li> <li>• 30-hour certificate name – after discussion of possible names, the committee settled on “Business Technology Professional Certificate”</li> <li>• 15-hour certificate name – after discussion of possible names, the committee settled on “Business Technology Foundations Certificate”</li> </ul>	

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	<ul style="list-style-type: none"><li>• Deletion of existing courses – want to remove courses that do not hold the same value in the job market that they once did; reviewed each course and justification for removal from the program; deletion of three keyboarding courses was considered more thoroughly</li><li>• Process for students to learn keyboarding – will need to provide a scheduled program (like AC’s Success Center), free to students, to train on proper technique and growing keyboarding skills; potential purchase of a software program that students could use at home or at school; would need to be well-structured.</li><li>• Addition of new courses – want to focus on offering additional courses that focus on technology; QuickBooks was discussed as important, especially for small businesses; project management, exposure to other software programs commonly used in an office environment; reviewed each course and its role in the program</li><li>• Substitution plan for students remaining in prior catalog – with the removal of seven courses, a plan was discussed that would allow students who remain in an older catalog year to graduate in timely manner</li><li>• Ability of students to rise to higher standards – discussed the impact of the proposed on office administration’s student population; some students are transitioning careers or have been out of school for some time; concern that the focus on technology may be beyond their current abilities and limit success; discussed the need to develop relationships with students and need to provide additional support opportunities</li><li>• Creation of 2 new certificates – discussed two proposed 15-hour certificates to add to the program; both would prepare students for entry level jobs in the community; Customer Service / Help Desk and Medical Office Assistant; the committee agreed there is a need; decided to hold off on moving forward at this time, pending discussions with other AC program coordinators</li><li>• Course prerequisites – discussed eliminating course prerequisites where it makes; reviewed the course where prerequisites are in place</li></ul>	
OTHER:	N/A	
Chairperson Signature: <i>Lynne Seal</i>	Date: <i>1/31/18</i>	Next Meeting. <i>Fall 2018</i>