

PROGRAM MANAGER: Claudie Biggers		
MEETING DATE: 6/22/2017	MEETING TIME: 12:00PM	MEETING PLACE: Warren Hall 211
RECORDER: Jerica Pollard		

MEMBERS (P=Present)

P	Name and Title	Business Affiliation
P	Gigi Amerman	STEM Support/ Amarillo College
P	Zac Badrow	Environmental Health for the City of Amarillo/Public Health
P	Claudie Biggers	Program Manager /Amarillo College
P	Garrett Cathey	Owner/Manager of panhandle greenhouses
P	Teresa Clemmons	Grant Coordinator/Amarillo College
P	Clark Dillin	King Ranch Turf Grass
P	Toni Gray	Dean of Continuing Education/Amarillo College
P	Jimmy Heisler	Director of nonprofit missions association, aquaponics food productions
P	Bonnie Pendleton	Plant Sciences and pest management Instructor/WTAMU
P	Jerica Pollard	Administrative Assistant/Amarillo College
P	Dan Porter	Biological Sciences Instructor/Amarillo College
P	Jacob Price	Curriculum Specialist / Amarillo College
P	Frank Sobey	Associate Vice President of Academic Affairs/ Amarillo College
P	Kara Young	Highplains food bank
P	Justin Young	Highplains Food Bank

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Why is Amarillo college creating a new program	September 2016: Amarillo College was awarded a 5M grant to develop educational opportunities in Science, Technology Engineering and Math for Hispanic Serving Institutions. The grant will fund the construction of the 2,212 sq. ft. Instructional Lab and Greenhouse facility, develop of a level 1 certificate and 4 degree plans related to Horticulture.	
What is a certificate	<p>Non Transfer Career and Technology</p> <ul style="list-style-type: none"> • Level 1 Certificate: A program of study of no more than one year that consists of at least 15-42 semester credit hours. • Level 2 Certificate: A program of study that consists of 30-51 semester credit hours. 	

	<ul style="list-style-type: none"> • Associates of Applied Science (AAS): A program of study designed for immediate employment or career advancement. • WECM Workforce Education Workforce • GIPWE: Guidelines for Instructional Programs in Workforce Education <p>Transfer to a 4 Year Degree Program</p> <ul style="list-style-type: none"> • Associates of Science Degree: A curriculum designed to parallel the first two years of a four-year college or university. Allowing a student to transfer credits towards a Bachelor of Arts or Science degree. • ACGM Academic Course Guide Manual 	
Goals	<ul style="list-style-type: none"> • Our goal is to create a certificate that will allow our students employment opportunities. • Success would be enticing certificate seeking students into advanced degrees Associate, Bachelor's, Master's or Doctorate degree. • Create a certificate with 50% transfer courses so the certificate seeking student gains confidence to go further. 	
What is an Advisory Board	<ul style="list-style-type: none"> • Provide input regarding course and program content that will promote and ensure the highest quality program. • Assist with strategic planning for the program, including evaluating the goals of the program. • Recommend specific competencies necessary for entry-level employment and promotion within a career area. • Inform college of equipment currently used by business and industry. • Evaluate and recommend adequate facilities and equipment. <p>Recommend on-going professional development needs for the specific career field</p> <ul style="list-style-type: none"> • Promote community awareness of Amarillo College in the community • Assist college in meeting the community's needs for entry level workers, as well as continuing education needs for those working in the field • Serve as a liaison between the college and the community 	

	<ul style="list-style-type: none"> Keep the college informed of current specific needs and changes in the labor market 	
Who Votes?	<p>Définition of Membership (Voting)</p> <ul style="list-style-type: none"> Business/ Industry representatives (not full-time employees at AC) Broad representation from demographics of the service Employers for students AC <u>part-time</u> faculty who teach in the CIP code program AND hold <u>full-time employment in the field</u> Faculty or staff of senior institutions with which AC holds articulation agreements <p>If additional assistance is needed by the committee in solving a unique problem, special advisors may be invited by the college President and/or program Manager to provide such assistance. These experts would participate in the work of the committee on an ad hoc basis and serve strictly in an ex-officio capacity.</p> <p>Ex-officio Membership (Non Voting)</p> <ul style="list-style-type: none"> Vice-President of Academic Affairs (Frank Sobey) Instructional Dean (Frank Sobey) Program Manager (Claudie Biggers) Program Faculty (Jacob Price) Respective Divisional Advisor and Any special advisor that may be appointed (Toni Gray) Full Time Faculty and Staff related to the Program (Dan Porter and Teresa Clemmons) Students <p>Ex-officio members are to listen and provide insights when called upon by the Advisory Committee membership.</p>	
Who will step up and be chairperson?	<ul style="list-style-type: none"> REPRESENTATIVE RESPONSIBILITY Chairperson (Elect) Call to order and preside over meetings Plan the agenda (with the assistance of the curriculum team facilitator) Appoint subcommittees Represent the advisory committee when appropriate. Consults with curriculum team facilitator 	<p>Chairperson Co-ChairPerson</p>

	<ul style="list-style-type: none"> • Serve as an ex-officio member of all sub-committees • Designate any sub-committee and appoint the committee chairperson and its members, and charge the committee with its specific assignment • Co-Chairperson (Elect) • Serve with or in the absence of the chairperson. <p>Zac Bedrow Will be Chairperson Kara Young Will be Co-Chairperson</p>	
What is the purpose of the meetings	Public Relations/Recruitment/Professional Development <ul style="list-style-type: none"> • Promote community awareness of Amarillo College in the community • Assist college in meeting the community's needs for entry level workers, as well as continuing education needs for those working in the field • Serve as a liaison between the college and the community • Keep the college informed of current specific needs and changes in the labor market 	
Survey	Complete Survey	

MINUTES

Key Discussion Points	Discussion
Overall goal	Create certificate that allows students to get a job. create certificate with 50 percent transfer courses so the certificate seeking student gains confidence to go further.
The purpose of the Advisory Board	Provide input regarding course and program Assist with strategic planning for the program, including evaluating the goals of the program. "We need ideas, that we haven't thought about"- Claudie Biggers

Appointment of a chairperson and Co-chairperson	Zac Badrow and co-chairperson Kara young Volunteered to serve on the Advisory Board
Goals	Invest to make sure the community knows about the program. Summer stem camps use the new facility and reach in to the highschools., Invite highschool students to Work alongside AC students and faculty and industry partners.
Who to contact	Elizabeth Gresham Austin Boyles Amy Wagnor

Meeting ends: 1:10PM

PROGRAM MANAGER SIGNATURE:	DATE:	NEXT MEETING:
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