

## OFFICE ADMINISTRATION ADVISORY COMMITTEE MEETING MINUTES

Friday, May 15, 2009

11:45 p.m., Private Dining Room, College Union Building

**Members Present:** Donna Arney, Terri Boswell-Williams, Richard Fry, Kelly Hixon, Jan Panger, Glen Phillips, Mary Spruell, Patsy Wells

**AC Faculty/Staff Present:** Debbie Bailey, Linda Butler, David Hernandez, Gay Mills, Bruce Moseley

**Members Absent:** Angie Allen, Shirley Blenden, Brenda Bussey, Jim Everett, Kay Harris, Sandra Horton, Sherry Merriweather, Linda Purvines

**AC Faculty/Staff Absent:** Dr. Paul Matney

**Welcome:** Patsy Wells, Chairman, Office Administration Advisory Committee, welcomed committee members and asked that members introduce themselves. Members were asked to review the minutes from the April 21, 2008, meeting. Kelly Hixon made a motion to approve the minutes; Terri Boswell-Williams seconded.

**Insurance Plan of Study (2009FA):** Gay Mills, Coordinator, Office Administration Department, said the process began a year and a half ago after she was approached by Steve Lapp from the insurance industry. The insurance industry was concerned that the pool of potential employees with insurance knowledge was too small.

We have completed a year of research and now have three courses available so that someone finishing this program will have a good knowledge of the insurance industry. The basic curriculum is the same as our other specialty tracks with three classes that specialize in insurance. We will offer these courses, and will do some tweaking as needed. We feel confident that these graduates can expect to find employment in the insurance industry. This fall, Principles of Insurance will be offered in the evening and will be taught by someone from the insurance industry. The textbook is approved by the insurance industry and will be ordered directly from them.

The insurance industry will be offering some scholarship opportunities. Gay Mills and Steve Lapp will be working on the details this summer.

A question was asked if the insurance industry would be interested in job shadowing. Gay Mills said she thought they would be. We will also try to get this curriculum approved for state funds to students in this program.

**Marketing/Enrollment:** Gay told the committee that we have 10-15 students graduating this spring. That means we have some places to fill. We would appreciate the committee helping us spread the word about our programs. Gay told the committee that she has participated in Sneak Peek and several other venues that have reached out to high school students.

Richard Fry asked if Texas has a DECCA program. Gay said that AISD no longer offers that program. Amarillo College is using the Tech Prep programs to offer college credit to high school graduates.

**Career Clusters/PRO:** Some students are looking for classes in our area, but we don't have a seamless transition from high school to college. We are seeing a very good commitment between Office Administration and the independent school districts. Our goal is to see the student working and making money. We have discovered that high school teachers are experiencing the same challenges as we are.

**Status of Online Courses/ANGEL:** Gay told the committee that Amarillo College is abandoning WebCT and moving to ANGEL. The interface is entirely different. There is an on-line tutorial for students. The Office Administration department has six online courses. Debbie Bailey will develop Word Processing for fall, and Gay Mills will offer Document Formatting & Skillbuilding this summer. Our goal is to offer our whole program online.

**Advanced Document Formatting, POFT 2333, Portfolios:** Gay explained the grading process and how we are changing from a letter grade to a student work-ready grade. We have placed these goals in our Planning and Evaluation Tracking (PET) forms, and we have prepared these portfolios to see if we are meeting these goals. We had our students in Advanced Document Formatting submit extra copies of their production tests, and the committee's job is to review these documents and tell us if they think the student's work is proficient, acceptable, etc. Each student portfolio will be reviewed and rated by three committee members, and then be given an overall rating. Debbie Bailey explained that this is important because it not only helps us make sure we are graduating work-ready students, but it is also a requirement for our accreditation process.

Gay told the committee our goal is that 90% of our students will show proficiency in three of four areas listed. Gay told the committee to keep in mind that these documents would represent someone starting in an entry-level position.

After the committee finished reviewing the portfolios, Glen Phillips suggested that after the committee finishes reviewing these portfolios at the next meeting, the committee would be given the actual grade that was given to the student. That way the committee could see how the instructor's grades compared to their ratings. For instance, the committee might rank a particular portfolio as a 4, and the actual grade received was a 95. Everyone thought that was a good idea, so this information will be available at the next meeting.

**New Business:** Patsy Wells suggested that we add Janet Howe, 2009-10 President of IAAP Amarillo Chapter to our advisory committee. Gay thought that was a good idea, and said she would contact Janet and ask her to join us.

**Adjournment:** Patsy thanked the committee members for attending and contributing their expertise. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Linda Butler  
Sr. Staff Assistant  
Office Administration Department