

**MINUTES OF OFFICE ADMINISTRATION ADVISORY COMMITTEE
MEETING**

**Thursday, December 7, 2006
12-1:15 p.m., AC College Union Building**

Members Present: Donna Arney, Brenda Bussey, Charles Harris, Kelly Hixon, John Neusch, Jan Panger, Glen Phillips, Linda Purvines, Nancy Smith, Mary Spruell

Members Absent: Angie Allen, Shirley Blenden, Terri Boswell, Jim Everett, Kay Harris, Sandra Horton, Patsy Wells

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

AC Faculty/Staff Absent: Dr. Paul Matney

Welcome: Gay Mills, Office Administration Department Chairman, welcomed committee members and asked that members introduce themselves. Members were asked to review the minutes from the April 25, 2006, meeting. Glen Phillips made a motion to approve the minutes; Brenda Bussey seconded. Gay told committee members that all of the suggested changes made at the last meeting have been implemented.

Gay invited the committee to tour our classrooms and labs after the meeting. She also told the committee that we would be getting an ESL Smart Classroom in BB 307 that will house the latest technology.

Committee Address List: Committee members were asked to make corrections to the address list included in their packet.

Review of 2006: Gay Mills addressed the recent personnel changes in the Office Administration program. There are now two full-time instructors, Debbie Bailey and Gay Mills. Linda Butler is employed as the 19-hour Staff Assistant that is shared with Paralegal Studies.

Recommended Curriculum Revisions: Gay stated that this summer she and Debbie Bailey perused curriculums from other Texas community colleges that offer Office Administration programs. Based upon this research, interviews with Office Administration graduates, current majors, and AC colleagues, they are ready to present proposed revisions to the plans of study.

Gay explained each of the changes on the Recommended Curriculum Revisions list included in the packet. She used Shorthand/Notetaking II as an example and stated that this course is no longer needed and Administrative Office Procedures II will take its place. The majority of Office Administration majors will take Administrative Office Procedures II, which is a higher-level (capstone) course that contains simulated office

projects. Shorthand I will remain a requirement since there are still jobs requiring shorthand for minutes and various other tasks.

Debbie explained the process to make major curriculum revisions. First, proposed revisions are submitted to Dr. Matney. Second, these recommendations will go to AC's Academic Affairs Committee for review and approval. Third, the changes will then go to the Texas Higher Education Coordinating Board (on the State level) for approval. If all steps are completed, the changes are placed in the AC catalog.

Narrative of Changes:

1. **Office Administration Core Course Requirements** – WECM change: ITSW 2331, Advanced Word Processing, will be changed to POFI 2340, Advanced Word Processing. The advantage of using WECM-approved courses is to promote transfer ability among Texas colleges.
 2. **Office Administration Core Course Requirements** – POFT 2312, Business Correspondence and Communications - This change was due to an error in the catalog. The name change for POFT 2312 needs to be updated to reflect the correct WECM course title.
 3. **Deactivate/Sunset the Business Education (AS) Plan of Study.** Since WTAMU no longer offers a 4-year Business Education degree, it was recommended that we sunset AC's Business Education AS degree.
 4. **Office Administration Specialty Course Requirements.** Proposed updated program names are:
 - Office Technology to Office Assistant,
 - Administrative Secretary to Administrative Professional,
 - Legal Secretary to Legal Office Administrative Professional,
 - Medical Secretary to Medical Office Administrative Professional,
 - and Office Assistant to Office Manager.
- Gay asked the committee members for their input on these new program titles, and the Committee unanimously approved the recommendations.
5. **Shorthand/Notetaking II** - replace with a practical course such as Administrative Office Procedures II.
 6. **Office Administration Information Management Specialist AAS Degree** -- revise to present more applicable courses, emphasizing software application programs and retaining some relevant CIS courses. Glen expressed concern about replacing a sophomore class with a freshman course. The committee stressed that they really want the fundamental courses which give students a strong foundation and are not as concerned about the course level.

John asked that we make sure the students are taking fundamentals before taking higher-level classes. Debbie stated that this will occur through enforcing course prerequisites and following the semester-by-semester plan.

Gay highlighted the addition of a customer service course, and committee members agreed with the change.

John suggested that instructors teach students to use the terms “customer” or “client”, not “users”.

7. **Office Manager** –Committee members expressed approval that students be given a choice between taking HRPO 1311, Human Relations, and BMGT 2303, Problem Solving and Decision Making. It was noted that BMGT 1301, Supervision, should be taken before Human Relations or Problem Solving and Decision Making. John made the suggestion that when faculty members are advising students, they should suggest that the other course be taken as an elective. These majors have the choice of taking the practicum or a 3-credit hour elective. Advisors might encourage students to take **both** HRPO 1311 and BMGT 2303.
8. **General Discussion:** John asked if any of these courses teach web page design, and the answer was “no.” He thought that offering a basic software package such as Front Page would be very beneficial in the workplace. Gay said in the fall they will add PowerPoint to Desktop Publishing and suggested that a brief unit on webpage development also be added to either Desktop Publishing or Administrative Office Procedures II. She also stated that the CIS department has a semester course on webpage development, but this course is currently not required for any Office Administration majors.

Gay asked the committee if the recommended changes incorporate the skills needed by students when employed; the committee consensus was favorable. Nancy Smith made a motion to approve the proposed curriculum revisions; Glen Phillips seconded. The motion to approve the curriculum changes as presented was passed with a unanimous vote.

Gay told the committee that Business English was taught online this semester and Document Formatting will be online in the spring.

Gay also asked the committee members if they had changed to Word 2007; none of the members are currently using 2007.

New Business: None

Adjournment: Gay thanked the committee members for attending and contributing their expertise. The meeting was adjourned at 1:15 p.m. with a tour of the Office Administration classrooms and labs.

Respectfully submitted,

Linda Butler
Staff Assistant
Office Administration