

OFFICE ADMINISTRATION ADVISORY COMMITTEE MEETING MINUTES

Monday, April 21, 2008

12:30 p.m., Private Dining Room, College Union Building

Members Present: Donna Arney, Brenda Bussey, Kelly Hixon, Linda Purvines, Mary Spruell, Patsy Wells

Members Absent: Angie Allen, Shirley Blenden, Terri Boswell, Jim Everett, Kay Harris, Sandra Horton, Sherry Merriweather, John Neusch, Jan Panger, Glen Phillips

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

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 December 7, 2006, meeting. Donna Arney made a motion to approve the minutes; Mary Spruell seconded.

Progress Report: Gay Mills, Coordinator, Office Administration Department, gave a progress report regarding the changes that have occurred since the last meeting. The changes included receiving additional WIA funding for the Administrative Professional plans of study, upgrading to Office 2007, creating a new Insurance Office track, developing new courses for online delivery, recruiting students, etc.

Marketing/Enrollment: Gay told the committee that we are doing our best to advertise our program. In January 2008, the Office Administration department hosted the Business Professionals Association contest with over 200 students from Texas Panhandle high schools participating. As part of our recruitment effort, they were given brochures for the entire Business Division.

Gay also stated that we offer support classes for various other majors such as Medical Data Specialist, Paralegal Studies, and Dental Hygiene.

Office Administration also offers evening academic and continuing education classes. David Hernandez, Chairman, Business Division, stated that this is important because some students feel they are not ready for college; but after taking these continuing education classes, they find they can succeed in college.

Gay told the committee that in addition to the recruiting that she has done at Tascosa and Caprock, she will also be visiting with juniors at AISD and Hereford. David said after this first year, he would like for members of the committee to participate in this recruitment effort. He thinks it would be beneficial for students to see and talk with various employers in the community.

Insurance Track: In October 2007, Gay was contacted by local insurance agents regarding their need for training Administrative Professionals specializing in the insurance field. Gay has been working with these individuals and researching approved WECM courses and found classes that would meet the insurance agents' needs. Gay met with Steve Lapp from HRH Insurance Agency, and he was pleased with the courses she recommended and would like to see Principles of Insurance offered in 2008 fall.

Although the insurance agents have assured us that they would be willing to pay or provide scholarships for their employees, there is no guarantee that we could get enough students to register for these classes.

Donna Arney, AIG, said she thought this was a good start; even though AIG might not require employees to take these courses, they would definitely prefer applicants that had taken these classes.

Gay said that the classes will be offered as continuing education courses as well as academic.

Donna Arney also suggested that we include Business Correspondence and Communications in this plan of study, and the rest of the committee agreed. Kelly Hixon, Amarillo College, asked if someone completed this track, would they then be able to get a license. Both Donna Arney and David Hernandez said that it would be up to the individual companies to secure licensing for those students. David asked Mary Spruell, Panhandle Worksource, if we would be able to get WIA funding for this track. She said we would need to go through the certification process with the State. It was suggested that we also check with the hospitals and doctors' offices to see if there was any interest in those areas.

Receptionist "Boot Camp": Gay has received a request from a gentleman wanting us to start a week-long "Boot Camp" for receptionists, covering customer service skills and various other receptionist duties. After discussion regarding the various classes that are being taught or have been taught, the committee decided that this should be turned over to the Workforce Development office. They have taught these types of classes before and maybe they just need to be resurrected. The committee thinks that there is a need for these classes since a lot of funding has been cut for technical classes in high schools. Mary Spruell said Panhandle Workforce does offer some of these work readiness classes, and they are free.

Career Clusters: Gay and David told the committee that there are sixteen Career Clusters. Their goal is to identify, at a young age, the direction that students need to move in order to achieve their goals. This is a federal initiative, and this program is designed to provide a seamless transfer for students from high school to college. David stated that this ties our curriculum back to industry which is where we need to be. David also said that at some point in time, we will be asking for members to volunteer to work with this Career Cluster initiative.

Status of Online Courses: Gay told the committee that Office Administration has added several online courses and will be offering Introduction to Spreadsheets in fall 2008. After this course is added, Office Administration will offer six online courses. The committee asked if these classes were having any trouble making, and Gay stated the online courses “make” before our traditional classes. It was also asked if we have any demographics on who is taking these classes, and Gay said our younger students are more likely to take these classes.

Curriculum Revisions: Patsy asked the committee to review the following program revisions and vote if they approved these changes: 1) MDCA 1242 (Medical Insurance I) changed to HITT 1341 (Coding and Classification Systems); 2) MDCA 1221 (Administrative Procedures II) changed to POFM 1327 (Medical Insurance); 3) Delete POFT 2264 (Practicum) on Medical Office Administrative Professional AAS and Professional Certificate. Gay explained that these changes really won’t affect the students. It is more of a housekeeping change due to some of the names of the Medical Data Specialist courses being changed. Since these are WECM changes, we need to update our programs. Brenda Bussey made a motion to approve these changes; Donna Arney seconded. The committee then unanimously approved these changes.

New Business: None

Adjournment: Patsy thanked the committee members for attending and contributing their expertise. The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Linda Butler
Staff Assistant
Office Administration Department