

## OFFICE ADMINISTRATION ADVISORY COMMITTEE MEETING MINUTES

Friday, April 30, 2010

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

**Members Present:** Shirley Blenden, Terri Boswell-Williams, Melissa Gonzales, Kelly Hixon, Chris Lyles, Mary Spruell, Patsy Wells

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

**Members Absent:** Angie Allen, Donna Arney, Jim Everett, Richard Fry, Kay Harris, Sandra Horton, Jan Panger, Glen Phillips, Linda Purvines, Brenda Waren

**AC Faculty/Staff Absent:** Dr. Shawn Fouts, 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 May 15, 2009, meeting. Mary Spruell made a motion to approve the minutes; Terri Boswell-Williams seconded.

**Introduce Shawn Fouts:** Gay Mills told the committee there have been some structure changes to the Business Division. The Business Division is now part of Center for Technical Education (CTE) under the supervision of Dr. Shawn Fouts, Dean of Center for Technical Education. David Hernandez will return to teaching full-time and will no longer be the Business Division Chair effective fall 2010. The CTE includes the Business Division and the technical courses at the East Campus. Dr. Fouts will have an office in the Byrd Business building and at the East Campus. David Hernandez explained that we would still be the Business Division, but would be under the CTE umbrella. Because of this change, there may be some grant money that would now be available to the Business Division.

**Enrollment:** Gay told the committee that our enrollment was good this past semester. We were very excited that every class made. We will have ten to fifteen students graduating, so we are always looking for ways to replace these graduating students and increase our enrollment. David said this is where we need the committee's help to encourage all their contacts to continue their education and get a degree. There are continual changes in our technical world, and we can all benefit from taking classes to update our skills. An example of this is that we will soon be teaching Word 2010.

Gay told the committee that our summer enrollment is looking good. We have four classes that are full and will have to be closed soon.

Our insurance classes didn't make this year, and we will not be offering them this fall. We have offered Principles of Insurance three times, but the class has never made. The insurance companies that requested these classes have offered scholarships, but they just didn't get the response they were hoping for. Gay said most of the students she advises are interested in the medical track or our administrative professional track. The insurance track has been approved by the Academic Affairs committee, so we can offer it again if there is a demand. Patsy Wells asked how long it would be approved if we do not have students, and David said that the rule of thumb is five years.

**Career Clusters:** Last year Gay introduced the committee to the Career Clusters. The definition for the Career Cluster is the opportunity for a student to seamlessly transition from high school to a job. Gay explained the process, and the next step is to figure how to put this plan into motion. There will be core classes, then split out into Office Administration. We will then work with the high school to coordinate course offerings. The goal is good, but getting there will be quite a journey. This program is striving to get seventh and eighth graders to choose their career paths. Amarillo High School had five dual credit classes this year, and next year they will have one. Our legislators believe that because students can text, etc. they are computer literate and don't need these type of courses as much. We are hoping that we can fill the gap.

**Status of Online Courses/ANGEL:** Gay told the committee that we changed our online delivery software from WebCT to Angel. We will be moving to an upgrade soon. The change is very minimal. Gay and Debbie have already had training for this upgrade. We will be striving to add to our online classes. At first there was concern that the online classes might hurt the seated classes, but we have found there are two types of students—the ones who like online, and the ones who like seated classes. We will be adding Computer Fundamentals as an online class soon.

**Update on Vice President of Academic Affairs Search:** Amarillo College has been searching for a Vice President of Academic Affairs, and Gay has served on this committee. They have worked many hours and now have three finalists coming the week of May 3. They are hoping to have someone hired by the first of June.

**Remodel/Update of Byrd Building:** The Byrd Building is still scheduled to be remodeled starting August 2011. When this remodeling starts, we will move into the Biology Building.

Gay also told the committee that the Office Administration department got new computers last summer. David said that the ITS director helped in getting these new computers. He has been great in getting the college caught up in the technology world. Because of him, we now have copiers that are networked.

**New Business:** None.

**Evaluate Advanced Document Formatting, POFT 2333, Portfolios:** Gay explained the evaluation process. She said our goal today is to evaluate the portfolios assuming these students would be starting at an entry-level position. The students should be at an employable level. The students being evaluated have completed at least 30 hours of Office Administration courses.

Gay told the committee that the last page of the handout is a chart with the committee's evaluation and the actual grade the student received for the Spring 2009 portfolio evaluations. She told the committee that some of the discrepancy in the student's actual grade and the committee's grade could be due to our minimum speed of 50 wpm with 0-5 errors rule. Even if a student has turned in all their work and received an A, the maximum grade they can receive is a C, if they don't meet the 50 wpm with 0-5 errors minimum.

**Adjournment:** Patsy thanked the committee members for attending and contributing their expertise. The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Linda Butler  
Sr. Staff Assistant  
Office Administration Department