

Amarillo College Business and Leadership Councils will ensure to comply with GIPWE Advisory Committee Meeting Minutes by incorporating the following agenda items into the meeting minutes. For more information about the characteristics of these committees, review pps. 7-8 in the [GIPWE](#).

- (1) Identification of committee members (**name, title, and affiliation**);
- (2) Indication of the committee members' presence or absence from the meeting;
- (3) The names and title of others present at the meeting;
- (4) The signature of the recorder; and
- (5) Evidence that industry partners have taken an active role in making decisions that affect the program as outlined below:
 - a. Evaluating the goals and objectives of the program curriculum;
 - b. Establishing workplace competencies for the program occupation(s);
 - c. Suggesting program revisions as needed;
 - d. Evaluating the adequacy of existing college facilities and equipment;
 - e. Advising college personnel on the selection and acquisition of new equipment;
 - f. Identifying local business and industry leaders who will provide student with work-based learning experience, employment, and placement opportunities;
 - g. Assisting in the professional development of faculty;
 - h. Assisting in promoting and publicizing the program to the community and to business and industry; and
 - i. Representing the needs of students from special populations as defined in Perkins V.

For recorders/notetakers

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, **note "no action or vote taken" in the section**.

Signatures and Routing

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes*. Afterwards, send it to Dean for review and final initial before you submit to the library for the electronic archives.

Instructions for Advisory Board / BLCs

Chairperson – appointed by program manager (someone outside of Amarillo College)

Recorder – person taking notes from meeting

Members – Include all members of committee; place an **X** to left of name if present.

Ex-Officio – Include all other people present. AC faculty, staff, and guests are ex-officio; they do not vote on motions.

Business Technology Program

Business and Leadership Council Meeting Minutes

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| CHAIRPERSON: | | |
| MEETING DATE: 5/7/2025 | MEETING TIME: 8:00 AM | MEETING LOCATION: IO 114, Innovation Outpost |
| RECORDER: Tina Alexander | | PREVIOUS MEETING: 8/13/2024 |

MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading "Others Present."

| P? | Name and Title (List all) | Business Affiliation | Email | Best contact number |
|----|---------------------------|---|--------------------------------------|---------------------|
| | Paige Anderson | Amarillo Independent School District | paige.anderson@amaisd.org | |
| P | Annalisa Bailey | Amarillo Economic Development Corporation | annalisa@amarilloedc.com | |
| P | Dana Connor | Valero | dana.conner@valero.com | |
| | Becky Gabhart | Education Credit Union | becky.gabhart@educationcu.com | |
| | Tiffany Sharpensteen | Education Credit Union | tiffany.sharpensteen@educationcu.com | |
| P | Denise Thomas | Amarillo National Bank | denise.thomas@anb.com | |
| P | Jerome Brooks | BSA | | |

OTHERS PRESENT:

| P? | Name and Title (List all) | Business Affiliation | Email | Best contact number |
|----|---------------------------|--|-------|---------------------|
| P | Edie Carter | Dean, STEM | | |
| P | Jacqueline Colten | Amarillo College Student Worker | | |
| | Collette DiAngi | Administrative Assistant, Business & CIS | | |
| P | Ryan Francis | Coordinator of Perkins Activities and BLC & Employer Engagement. | | |
| P | Adrine Harrell-Carter | Department Chair, Business & CIS | | |
| P | Lynne Kenney | Instructor, CIS and Business Technology | | |
| P | Rashmi Pillai | Program Coordinator, Business Technology | | |
| P | Tina Alexander | Paralegal/Admin Asst. | | |

MINUTES

| KEY DISCUSSION POINTS | DISCUSSION |
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| Old Business: | <p>Proposal for Curriculum Changes to the three stackable certificates (Foundations, Professional, and Systems) and the AAS degree in the Business Technology program.</p> <p>Replacing four existing program courses with the following:</p> <ol style="list-style-type: none">1. Special Topics – Business Communications (POFT-1291)2. Introduction to Spreadsheets (ITSW-1404)3. Spreadsheets (POFI 1349)4. Advanced Databases (ITSW 2337) <p>Anticipated benefits of these changes:</p> <ul style="list-style-type: none">• Increase employer-student engagement• Directed focus on interpersonal and other soft skills• Address knowledge gaps• Expand the use of digital collaboration tools and artificial intelligence• More fully develop critical thinking skills by using spreadsheets and databases for business analytics <p>Review of where each new course fits within a certificate, learning outcomes, and the types of assignments included in each course.</p> <p>If approved, the proposed changes will go into effect for the 2025-2026 academic year.</p> <p>Discussion amongst council members led by Ryan Francis, Amarillo College’s Coordinator of Perkins Activities and BLC & Employer Engagement.</p> <p>Discussion centered around: approval of cutting down the number of electives, because fewer options will allow for focus on important skills decided by council members; learning outcomes for the new courses track with what is needed in the local workforce; greater emphasis on developing writing skills for emails, letters, and reports is definitely needed; desire to prepare students for a rigorous interview process; bringing elements of artificial intelligence into each course will train students how to use AI effectively and responsibly.</p> |
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Continuing Business:

Review of Emerging Trends & Future Skills for Business-Related Positions

- Incorporating Trends into the Curriculum

Continued discussion of the knowledge and skills that are important to the program and changes made once we received feedback. Further discussion of AI trends and using AI responsibly. Discussion of soft skills.

Data driven decisions is Rashmi Pillai's (program coordinator) summer project. We want to make sure that the students maximize the data.

Discussion of role blending with social media and AI and projects that Rashmi Pillai gives to students.

Discussion of workforce preparation, equipping students to set up resumes, format resumes and remind students to change resumes at each level of achievement. Discussion of students looking online and at job sites and to teach the student to tailor their resumes to the job they are applying.

Review of the three stackable certificates (Foundations, Professional, and Systems) and the AAS degree in the Business Technology program. We want to incorporate these into each certificate level:

- AI and using AI to polish drafts (reports, letters, memos)
- Soft Skills (assigning group projects and presentations)
- Understanding data and have the students look at the data while using critical thinking to understand and see what the data is telling them.
- Workforce Preparation

Rashmi asks council members for input into what, if anything, we are missing and ideas of what we should add.

Council member, Dana Connor, discussed the importance of students stating the reason they are leaving previous appointments/jobs. Students need to be cognizant of not speaking badly about employers. Students need to continually update resume with new skills learned. Discussion of having someone from the industry help with mock interviews. Students need to focus on soft skills and presentation.

Council member, Jerome Brooks, discussed the importance and value of communication, being a team player and showing professionalism in appearance and actions.

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| <i>New Business:</i> | <p>Business Planning Trends</p> <ul style="list-style-type: none"> • Industry Certifications <ul style="list-style-type: none"> - Discussion of making the certifications required because the fees are incorporated into the classes and students are preparing as classes progress. - Discussion of current industry certifications: Microsoft Office Specialist (Word & Excel). - Discussion of potential industry certifications: Intuit Certified Bookkeeper and Intuit QuickBooks Certified User. <p>Council member, Denise Thomas, believes that records management is important and as such a certificate for this. Council member, Dana Connor, believes there is a need for vendor management and learning to properly vet vendors.</p> <ul style="list-style-type: none"> • Discussion of Employee Training and how Innovation Outpost offers specialized employee training. Further discussion of how students can achieve academic credit for: digital tools, business analytics, MS Excel, QuickBooks, customer service and supervising. <p>Council member, Jerome Brooks, discusses need for supervisor training.</p> <ul style="list-style-type: none"> • Discussion of Entry Level Roles in Business – Council members believe the roles that Rashmi Pillai have listed are important roles and a good start for the students to get their foot in the door. The following entry level roles include: <ul style="list-style-type: none"> - Administrative Support, Junior Business Analyst, Bookkeeping Clerk, Project Management Assistant, Human Resources Assistant, Financial Analyst, Data Entry & Records Specialist, Loan Assistant, Teller and Customer Service Representative. - Further discussion if the students can apply for entry level jobs with the foundational certificates. We don't want to limit what they can apply for. - Council member, Dana Connor, discussed that some entry level position starting wages are 42K/year. Further discussion on teaching students to take on more project specific tasks when at work to help them move ahead in their career. |

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| Curriculum Decisions: | <p>Council members agreed with the Program Coordinator, Rashmi Pillai, that we will start on our next BLC cycle and that the next order of business to discuss in the BLC Annual Cycle will be Orientation and KSA Analysis (member voting).</p> <p>No action or vote taken.</p> <p>Discussion about adding one extra class for advanced database class. Further discussion if we should help students get certified on advanced database.</p> |
| Other Business: | Program Coordinator, Rashmi Pillai, asked the council members to let her know if there is anyone else that may be interested in attending the BLC meetings. Date and Time for next BLC meeting was discussed and it may be held toward the end of July. |
| Adjourn: | 8:45 AM |

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| Committee Chairperson: | MEETING DATE: 5/07/25 | NEXT MEETING: July 2025 (Specific date to be determined) |
| Recorder's Signature: Tina Alexander <i>Tina Alexander</i> | 5/14/2025 06/09/2025 | |
| DEPARTMENTAL CHAIRPERSON SIGNATURE: <i>Rashmi Pillai</i> | DATE: 06/09/2025 | |
| DIVISION DEAN'S SIGNATURE <i>Eddie Carter</i> | DATE: 06/09/2025 | |