Administrative Information Technology
Advisory Committee Meeting Minutes
2017-2018

CHAIRPERSON: Charla Carter		
MEETING DATE: November 10, 2017	**MEETING TIME:** 11:00 AM	**MEETING PLACE:** MSC – Bluebonnet Room
RECORDER: Vanessa Verjan		**PREVIOUS MEETING:** October 28, 2016

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Aycock, Clare Val Verde Regional Medical Center	Carter, Charla Uvalde Memorial Hospital	Ramirez, Teresa Community Health Development
Wade, Teresa Community Health Development		

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Alejandro, Manuel Computer Science Instructor	Buchanan, Connie Vice President	Fernandez, Luis Division Chair of BITS
Herndon, Bonny AIT Instructor	Ruiz, Luis CTE Counselor	Silva, Connie Outreach Coordinator
Torres, Michelle Director of Outreach	Underwood, Diane Instructor	Verjan, Vanessa Admin. Assistant Applied Science/Liberal Arts

AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 11:09 AM. Administration, Faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Charla Carter
Appointment/Continuation of New Chairperson	Charla Carter will continue to serve as the chairperson. Motion carried by acclamation.	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	Luis Fernandez explained the guidelines/functions of the Advisory Committee. The committee must meet at least once a year and have a quorum present. However, contact with members throughout the year via e-mail, fax or phone is strongly recommended. It is imperative that SWTJC Technical Programs are aware of what it is that employers are looking for in the graduates, as well as keeping up with new technology, program improvement suggestions, and representing the needs of students from special populations. **Guidelines were included in packet**	Luis Fernandez
Reading & Approval of Minutes	Everyone read the minutes. Charla Carter motioned to approve; Teresa Wade seconded the motion. All in favor – Minutes were approved.	Charla Carter

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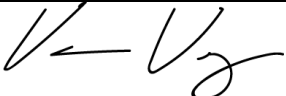2017-2018

Old Business:	HB 1583 signed into law by Governor on June 3, 2015 mandating Junior Colleges have technical programs with "Blocked Scheduling".
	   a. Importance of Ordering courses in sequence of least to most difficult, building on previous knowledge and skills.
	   b. Ordering courses	

Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2016 to Fall 2017 Enrollment	Dashboard information; the following is current enrollment: Fall 2016 first time college: 8 Fall 2016 program enrollment: 59 Fall 2017 first time college: 4 Fall 2017 program enrollment: 67 Bonny Herndon shared with the committee that the college as a whole is working on retention. Mr. Fernandez explained to the committee, that some of the students are not assigned to the correct degree they are pursuing. This is why the dashboards information changes from time to time.	Bonny Herndon
	1. Possible new one-year certificate for heavy concentration in industry certifications including Microsoft Office Specialist for Word 2016, Excel 2016, and possibly Quickbooks certification. AIT Proposed Office Technology Certificate Cohort (see table below) Bonny Herndon shared with the committee that she would like to teach the proposed 1-year certificate either online or evening classes. Teresa proposed that the classes should be optional for students. Allow the student to choose whether they like to take the courses online or in class during the evening.	
ACTION	Charla Carter motion to accept the proposed 1-year certificate. Second by Teresa Wade. All in favor, motion carried.	**APPROVED**
Curriculum Decisions:	None.	
Discussion/Other:	Discussion:	

AIT Proposed Office Technology Certificate Cohort

#	Rubric	Course Description	Credits
1	POFI 2301	Word Processing (MS Word)	3
2	POFI 1349	Spreadsheets (MS Excel)	3
3	POFT 1325	Business Math	3
4	ACCT 2401	Intro into Accounting	4
5	ACNT 1311	Intro to Computerized Accounting Quickbooks	3
6	POFT 1309	Admin Office Procedures	3
7	ITSW 1307	Intro to Database (MS Access)	3
8	POFT 2331	Admin Project Solutions (MS Project)	3
		Total credits	25

	Bonny Herndon shared with everyone that currently, the AIT does not have the facility to run a blocked scheduled. Claire suggested teaching students Process improvement (PI), or implement in one of the courses. Teresa Wade explained that it is essential that students understand software applications and they need to show they are proficient. Bonny Herndon asked the members if they use LinkedIn. All members agreed that they do not use LinkedIn. Teresa Wade discussed the importance of students communicating with students and instructors through a forum when they are taking online classes. Clare suggested teaching students how to use Microsoft Outlook.	
Adjournment	Motion to adjourn was made by Charla Carter. All in favor, meeting was adjourned at 12:16 PM.	Charla Carter

Lunch was provided

RECORDER SIGNATURE:	DATE: November 10, 2017	NEXT MEETING: Fall 2018, unless otherwise notified.