Administrative Information Technology
Advisory Committee Meeting Minutes
2016-2017

CHAIRPERSON: Charla Carter		
MEETING DATE: October 28, 2016	MEETING TIME: 11:00 AM	MEETING PLACE: MSC – Bluebonnet Room
RECORDER: Vanessa Verjan		PREVIOUS MEETING: September 18, 2015

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Carter, Charla Uvalde Memorial Hospital	Dillard, Bill First State Bank	Lara, Liza Middle Rio Grande Development Council
Melchor, Rosy Texas A&M AgriLife Extensions Service		

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Bermea, Gilbert Vice President	Buchanan, Connie Division Chair	Herndon, Bonny AIT Instructor
Reyes, Raul Vice President / CIO	Ruiz, Luis CTE Counselor	Sandoval, Derek Vice President
Underwood, Diane Instructor	Underwood, Mark Vice President	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 11:11 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	Connie Buchanan 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**	Connie Buchanan
Reading & Approval of Minutes	Everyone read the minutes. Bill Dillard motioned to approve; Charla Carter seconded the motion. All in favor – Minutes were approved.	Charla Carter

Administrative Information Technology
Advisory Committee Meeting Minutes
2016-2017

Old Business:	New Courses of POFT 2331 Administrative Project Solutions, BMGT 1325 Office Management and BMGT 1341 Business Ethics have replaced old courses of IMED 1301 Intro to Digital Media, IMED 1316 Web Design, and IMED 2309 Internet Commerce after Advisory Committee recommendations in Fall 2015.	
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2015 to Fall 2016 Enrollment	Dashboard information; the following is current enrollment: Fall 2015 first time college: 10 Fall 2015 program enrollment: 82 Fall 2016 first time college: 21 Fall 2016 program enrollment: 67 Fall to Fall retention is always low due to students receiving a certificate and accepting jobs.	Bonny Herndon
ACTION ITEM Blocked Schedule	HB 1583 signed into law by Governor on June 3, 2015 mandating Junior Colleges have technical programs with "Blocked Scheduling". Charla Carter motioned to move BUSI 1301 Business Principles to Block B and move POFT 1301 Business English to Block A. Seconded by Rosy Melchor. All in favor. Motion carried by acclamation.	APPROVED
ACTION ITEM 2 Year AIT Certificate	Bonny Herndon asked the committee their suggestions on a 2 Year Certificate for the AIT program. Bill Dillard motioned to add the 2 Year Certificate to the AIT program. Seconded by Rosy Melchor. All in Favor. Motion carried by acclamation.	APPROVED
Curriculum Decisions:		
Discussion/Other:	Discussion: Bill Dillard discussed the importance of learning Business Ethics and decision making. Connie Buchanan informed the committee about 4DX. The goal for 4DX is to increase retention. Bonny will meet once a week with a student, if the student is enrolled in the certificate program Bonny will discuss the benefits of continuing for their Associate Degree. Bill Dillard asked if the students receive Financial Aid. Connie Buchanan explained that many students do receive Financial Aid but many are part timers with families and have a hard time returning because of financial need. Bonny Herndon shared one of her student's situations where she is unable to attend school because her husband of 17 years is upset because his wife is attending school. Connie Buchanan informed the committee that some of the students that are only going for their certificate are doing so	

	because they are not required to take academic classes. Students struggle in passing their academic courses that they need to take for the AAS. Raul Reyes suggested Data Security course for the students. Charla Carter suggested to add the course if it is possible.	
Adjournment	Motion to adjourn was made by Charla Carter. All in favor, meeting was adjourned at 12:20 PM.	Charla Carter

Lunch was provided

RECORDER SIGNATURE:	DATE: October 28, 2016	NEXT MEETING: Fall 2017, unless otherwise notified.