

Administrative Information Technology

Advisory Committee Meeting Minutes
2018 - 2019

CHAIRPERSON: Charla Carter		
MEETING DATE: September 14, 2018	MEETING TIME: 11:00 AM	MEETING PLACE: MSC – Bluebonnet Room
RECORDER: Vanessa Verjan		PREVIOUS MEETING: November 10, 2017

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Cantu, Leticia Texas Attorney General	Carter, Charla Uvalde Memorial Hospital	Cervantes, Marisa Middle Rio Grande Dev. Council
Dillard, Bill First State Bank	Melchor, Rosy Texas A&M Agrilife Research & Ext.	Vasquez, Marlena Community Health Development
Viesel, Matt Uvalde Memorial Hospital	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:

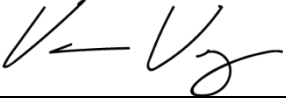
Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 11:41 AM. Administration, Faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Charla Carter
Appointment/Continuation 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. Rosy Melchor motioned to approve; Bill Dillard seconded the	Charla Carter

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	<p>motion. All in favor – Minutes were approved.</p>																									
Old Business:	<p>1. One-year certificate for heavy concentration in industry certifications including Microsoft Office Specialist for Word 2016, Excel 2016, Access 2016, and possibly Quickbooks certification.</p>																									
Continuing Business:	None.																									
New Business:																										
<p>Review of Technical Programs Dashboard/Comparison of Fall 2018 to Fall 2019 Enrollment</p>	<p>Dashboard information; the following is current enrollment: Fall 2017 first time college: 4 Fall 2017 program enrollment: 67 Fall 2018 first time college: 18 Fall 2018 program enrollment: 57</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>2013 2014</th> <th>2014 2015</th> <th>2015 2016</th> <th>2016 2017</th> <th>2017 2018</th> </tr> </thead> <tbody> <tr> <td>Degrees</td> <td>9</td> <td>8</td> <td>8</td> <td>7</td> <td>11</td> </tr> <tr> <td>Certificate</td> <td>0</td> <td>4</td> <td>5</td> <td>5</td> <td>8</td> </tr> <tr> <td>Total Awards</td> <td>9</td> <td>12</td> <td>13</td> <td>12</td> <td>19</td> </tr> </tbody> </table> <p>Some students that enter the program learn new skills, then start working and do not complete their degree.</p>	Year	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	Degrees	9	8	8	7	11	Certificate	0	4	5	5	8	Total Awards	9	12	13	12	19	Bonny Herndon
Year	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018																					
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<p>1. Demonstration of Videoconference class</p>	All committee members attended a Videoconference class																									
Curriculum Decisions:	None.																									
Discussion/Other:	<p>Discussion: Charla Carter emphasizes the importance of security. Students need to be educated on security and how big of a concern it is in the industry (Banking, Health Care and Insurance). Protecting information and privacy is essential.</p> <p>Bonny Herndon and Luis Fernandez will be meeting with Matt Viesel and Charla Carter to start on a contract that will allow students to work at the hospital as interns. Anyone else that is interested in helping students work in their organization as interns please contact Bonny to start this process.</p>	<p>Charla Carter</p> <p>Bonny Herndon</p>																								
Adjournment	<p>Motion to adjourn was made by Charla Carter. All in favor, meeting was adjourned at 12:14 PM.</p>	Charla Carter																								

Lunch was provided

<p>RECORDER SIGNATURE: </p>	<p>DATE: September 20, 2018</p>	<p>NEXT MEETING: Fall 2019, unless otherwise notified.</p>
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