

Administrative Information Technology

Advisory Committee Meeting Minutes
2015-2016

CHAIRPERSON: Charla Carter		
MEETING DATE: September 18, 2015	MEETING TIME: 11:00 AM	MEETING PLACE: MSC – Bluebonnet Room
RECORDER: Vanessa Verjan		PREVIOUS MEETING: September 12, 2014

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Cantu, Leticia Texas Attorney General Child Support Division	Carter, Charla Uvalde Memorial Hospital	Dillard, Bill First State Bank
Rains, Teresa Community Health Development	Velasquez, Christina Community Health Development	Young, Denise Texas Attorney General Child Support Division
Ovalle, Lyza Middle Rio Grande Development Council		

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Alejandro, Manuel Computer Science Instructor	Bermea, Gilbert Vice President	Driskill, Trish Instructor
Guzman, Johnny Dean of Applied Science	Herndon, Bonny AIT Instructor	Sanchez, Cheryl Dean of Liberal Art
Sandoval, Derek Vice President	Silva, Connie Outreach Coordinator	Torres, Michelle Director of Outreach
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	Johnny Guzman 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.	Johnny Guzman

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	Guidelines were included in packet	
Reading & Approval of Minutes	Everyone read the minutes. Denise Young motioned to approve; Christina Velasquez seconded the motion. All in favor – Minutes were approved with changes done to old business topic number 5.	Charla Carter
Old Business:	None.	
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2014 to Fall 2015 Enrollment	Dashboard information; the following is current enrollment: Fall 2014 first time college: 15 Fall 2014 program enrollment: 115 Fall 2015 first time college: 10 Fall 2015 program enrollment: 82 It's hard to keep students for Fall to Fall retention. Many of our students will get a job with a one-year certificate and do not continue to finish the two-year program.	Bonny Herndon
Curriculum Decisions:	The committee decision to change the name of the program is to allow students to participate in the name changing and coming up with a logo. The committee will also be communicating through email to come up with some names for the program.	
Action Item	The committee has agreed to accept the proposed changes made to the program degree plan that Bonny Herndon has made. Bill Dillard motioned to accept changes as proposed. Seconded by Teresa Rain. All in favor. Motion approved.	Approved
Discussion/Other:	Discussion: Charla Carter proposed handing out the committee member names and contact information to the students that will be approaching them for internship jobs. Teresa Rains suggested putting flyers up as a recruitment tool for the program. Flyers can be posted at community businesses. Bonny Herndon handed out a proposed degree plan for the Administrative Information Technology program. Committee members agreed that the Web Design class and Adobe are not necessary for the job field of an administrative assistant. Bill Dillard discussed the importance of students learning finances via the personal finance course. Charla Carter spoke about the new non-traditional students. These are students that range from age 17-21 and are parents who are also considered non-traditional students that have dropped out of school but are more familiar with today's	

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	technology. Johnny Guzman talk edabout having more meetings if necessary to help with the changes of the name of the program. Also he discuseds the importance of keeping "Administration" into the name of the program.	
Adjournment	Motion to adjourn was made by Charla Carter. All in favor, meeting was adjourned at 12:49 PM.	Charla Carter

Lunch was provided

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