Administrative Information Technology
Advisory Committee Meeting Minutes
2014-2015

CHAIRPERSON: Charla Carter		
MEETING DATE: September 12, 2014	**MEETING TIME:** 11:00 AM	**MEETING PLACE:** MSC – Bluebonnet Room
RECORDER: Vanessa Verjan		**PREVIOUS MEETING:** November 15, 2013

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Cantu, Leticia Texas Attorney General Child Support Division	Carter, Charla Uvalde Memorial Hospital	Castañon, Mayela Community Health Development, Inc.
Watkins, Sandy Community Health Development, Inc.	Young, Denise Texas Attorney General Child Support Division	

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Alejandro, Manuel Computer Science Instructor	Bermea, Gilbert Associate Vice President	Buchanan, Connie Division Chair
De Hoyos, Elsa Counselor	Guzman, Johnny Dean of Applied Science	Herndon, Bonny AIT Instructor
Masterson, Lynn CIS Instructor	Torres, Michelle Director of Outreach	Silva, Connie Outreach Coordinator
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.	Bonny Herndon
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	Everyone read the minutes.	Charla Carter

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Minutes	Charla Carter motioned to approve; Leticia Cantu seconded the motion. All in favor – Minutes were approved without any changes.	
Old Business: 1. Recommendations for possible name changed of AIT program	The program name change has been put on hold due to legislation that mandated all A.A.S. and A.A. programs be 60 semester credit hours. The AIT program removed the English course, but has a English business course that is included for the degree.	Bonny Herndon
2. Consideration of needs of our medical community for office staff	Committee suggested to remove the medical office classes and just teach students office procedures courses. Each medical organization has its own medical terminology training that an employee must receive.	Bonny Herndon
3. Recruitment methods for students	College day is one of the original methods to recruit potential students. Over the past year, the committee suggested finding different ways to recruit non-traditional students who hold a higher enrollment in the program. Bonny has added Middle Rio Grande and Health and Human Resources Division for recruiting since there have been students from these locations that enrolling into the program.	Bonny Herndon
4. Support Services & motivational factors for students	Student Success Centers provide a great tutoring service for our students. It is important to have student engagement to make them feel supported.	Bonny Herndon
5.Partnership for internships for students	Some of the businesses that participate in our student internships would be the General Attorney Office and the Child Support Division. Charla asked if an email can be sent out to the organizations with the requirement for the interns, and perhaps at the beginning of the spring semester to see what opportunities the organizations have to offer to the students. Discussion on creating a contract for interns.	Bonny Herndon
6. Committee suggestions and recommendations for improvement	Test prep software was changed, because the previous software did not tide with the test. Starting Spring 2014, the software for the test prep was changed to G-metrix.	Bonny Herndon
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2013 to Fall 2014 Enrollment	Dashboard information; the following is current enrollment: Fall 2013 first time college: 13 Fall 2013 program enrollment: 89 Fall 2014 first time college: 10 Fall 2014 program enrollment: 72 Bonny Herndon informed the committee that enrollment has dropped, but enrollment for the entire college has decreased. The Fall retention rate is low because many of the students	Bonny Herndon

	obtain jobs, but overall graduates have improved.	
7. Changes in curriculum to focus on certifications for students	a) Microsoft Word b) Microsoft Excel c) Microsoft Access d) Adobe Photoshop e) Adobe Illustrator f) Adobe InDesign g) Adobe Dreamweaver h) QuickBooks Bonny explained to the committee that the list above is where she would like her students to be certified. She asked the committee about their thoughts in teaching students Adobe software to make the students more marketable. Leticia Cantu explain that they use Adobe and it would be great to teach students how to use and manipulate. Connie Buchanan informed the committee that Bonny has her students try a 30 day trial of Adobe Illustrator and InDesign. The students enjoy it and some even buy the software. Charla Carter emphasized the importance of knowing Microsoft Office, being that there are many employees that don't have basic knowledge in it.	Bonny Herndon Leticia Cantu Connie Buchanan Charla Carter
Curriculum Decisions:	None.	
Discussion/Other:	Discussion: High Schools are pushing for the students to be certified, this will help students with employment. Bonny included an article that discusses the importance of having a MOS certification and that it can increase a person's salary from $5,000 to over $20,000. Bonny Herndon shared that she got an approval to apply for a grant through Carl Perkins, which will award $20,000 for skills standard base curriculum project. Also another project that might be working on will be on a DACUM.	Bonny Herndon Bonny Herndon Bonny Herndon
Adjournment	Motion to adjourn was made by Charla Carter. All in favor, meeting was adjourned at 12:10pm.	Charla Carter

Lunch was provided

RECORDER SIGNATURE:	DATE:	NEXT MEETING: Fall 2015, unless otherwise notified.