**Business Advisory Meeting**

**April 22, 2015**

**TEC229**

**Noon-1**

**Present:** Wil Tubs Kevin Waldrum Vicki Badgley Roslyn Turner

 Pete Parks Carolyn Langston Ron McDaniel Jim Roomsburg

 Judy Ward Cathy Harrell Keith Smith Nita McDonald

The meeting was called to order by Ron McDaniel, Chair of the committee. The meeting opened with greetings and introductions.

**PBL Report**

Donna Hendricks reported on the state PBL competition: 45 students competed this year at state level, of those 28 placed in the top five of their division. Professor Hendricks went on to report that this year “We had more to place 1st than ever before.” The students are now preparing for Nationals. Ms. Hendricks reported we will have 14 students to compete at Nationals. Nationals will be held in Chicago this year June 23-28. The committee was pleased with the students’ success.

**Current Program Statistics and Outcomes**

Dean Jim Roomsburg reported these statistics for projected spring graduation:

**Administrative Assistant Program** Technical Certificate 1

 Certificate of Proficiency 1

 Associate Degree 3

**General Business** Technical Certificate 2

 Associate of Applied Science 6

**Accounting** Technical Certificate 14

**Computer Information** Associate of Applied Science 2

 Certificate of Proficiency 4

Cathy Harrell stated these figures could change for different reasons.

**Update on PACE** **Grant**

This update was given by Cathy Harrell. Cathy listed items purchased for the betterment of the department and the student as a whole. In summary Cathy stated the grant will run out in August of this year.

**Program Review**

Professor Vicki Badgley gave a summary of program review for the CIT program. Ms. Badgley stated we learned a lot. We answered questions such as: “What are we doing?” “What is working?” “What is not working?” “How do we make it better?” It is an ongoing processes Ms. Badgley stated in her closing. Ms. Hendricks is to follow up with, Wil Tubbs for Customer Service and etiquette training for his company. Dr. Langston reported that changes in accounting will be coming in the Fall Semester.

**Review of Curriculum**

Dean Roomsburg introduced a packet of courses offered by the college for review and suggestions. The committee recommended moving Customer Service class to the 1st or 2nd semester of the Administrative Assistant degree.

**How do we better serve the needs of incumbent works?**

This question was raised by Dean Roomsburg. The committee was interested in employees going back to take classes for betterment in job performance. Ms. Harrell suggested more afternoon classes.

**New Business other concerns**—there was no new business or other concerns.

**Fall Meeting**—no time was set for next meeting

Meeting was adjourned