

# Management

## Advisory Committee Meeting Minutes 2017-2018

<b>CHAIRPERSON:</b> Susan Ditto		
<b>MEETING DATE:</b> September 26, 2017	<b>MEETING TIME:</b> 11:00 a.m.	<b>MEETING PLACE:</b> MSC Bluebonnet
<b>RECORDER:</b> Vanessa Verjan		<b>PREVIOUS MEETING:</b> October 4, 2016

### MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Aden, Amanda Hampton Inn	Cocchiaro, Melissa HEB	Eaker, Blake Uvalde Memorial Hospital
Guanajuato, Salyna Del Rio HS CTE Program	Ditto Rios, Susan Hampton Inn	Vasquez, Vanessa Wal-Mart

### OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Alejandro, Manuel Business & Computer Science Instructor	Bermea, Gilbert Vice President of Eagle Pass Campus	Dr. Box, Wilford W. Management Instructor
Buchanan, Connie Vice President of Del Rio Campus	Fernandez, Luis Division Chair of BITS	Ruiz, Luis Advisor
Sanchez, Damacio Outreach Coordinator	Verjan, Vanessa Technical Programs Admin. Assist.	

### AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 11:15 a.m. Administration, Faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Susan Ditto Rios
Appointment/Continuation of New Chairperson	Susan Ditto Rios will continue to be President for the Management Program Committee.	Committee
Appointment of Vice President	Salyna Guanajuato will continue to be Vice President for the Management Program Committee.	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. Salyna Guanajuato motioned to approve; Blake Eaker seconded the motion.	Susan Ditto

# Management

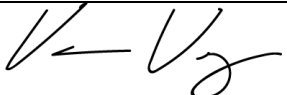
## Advisory Committee Meeting Minutes 2017-2018

	All in favor – Minutes were approved without any changes.	
Old Business	<ol style="list-style-type: none"> <li>1. Technical Program dashboard statistic</li> <li>2. Using proper communication techniques/procedures dealing with customers of business. This resulted in scripts being written and presented in the Cooperative Education portion of the AAS Management Degree Program.</li> <li>3. Election of a President and Vice-President of the Technical Advisory Committee, Management.</li> <li>4. Committee members were asked to find and refer potential students for Dr. Box</li> </ol>	
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2015 to Fall 2016 Enrollment	<p>Dashboard information was not provided.</p> <p>Luis Fernandez shared with the committee that there were about 18 students that graduated this past year. Luis also added that the State of Texas passed the law to have block scheduling for the technical program students.</p>	Dr. Wil Box
	<p>Southwest Texas Junior College has launched new initiatives to increase enrollment, retention and graduation rates of students. A special committee, The 4DX (4 Disciplines of Execution) Committee is now in operation. Brief explanation of the 4 Disciplines:</p> <ol style="list-style-type: none"> <li>1. Focus on Wildly Important Goals (WIG)</li> <li>2. Act on the lead measures established</li> <li>3. Keep a compelling scoreboard</li> <li>4. Create a cadence of accountability</li> </ol> <p>In representing the AAS Management Degree Program for the purpose of student retention, Dr. Box is meeting weekly with the committee to report results of contact with management students discussing the collected information they provided.</p> <p>The Technical Advisory Committee members have the opportunity to directly contribute to this very important initiative. Let's look at some options:</p> <ol style="list-style-type: none"> <li>1. In our widespread communities, find potential students to enter the AAS Management Degree Program</li> <li>2. Refer those potential students to Dr. Box.</li> <li>3. Each committee member set a goal to find and refer two (or more) potential students by mid-November, 2016.</li> <li>4. Dr. Box will then personally visit the workplace of each potential entrant, meet them at campus and assist them in all required procedures to complete entry paperwork, register them in all selected classes, build comprehensive degree planning form, determine if they are eligible for Financial Aid, and counsel with them on any issues they may have.</li> </ol>	Dr. Wil Box
Curriculum Decisions:	None.	
Discussion/Other:	Dr. Box shared his class schedule for the Spring 2017,	

# Management

## Advisory Committee Meeting Minutes 2017-2018

	<p>Summer 1, Summer 2, and Fall 2017.</p> <p>Dr. Box mentioned that he offers the International Management Enhanced Skills Certificate.</p> <p>Susan Rios asked if High School students can have an opportunity to grow the Management Program with Dual Credit. Michelle Torres informed the committee that High Schools can provide students with the Management Program, but most High Schools just provide General Studies.</p> <p>Margot Mata shared that the High Schools promote more on the Early College High School to earn their 60 hour Associates in General Education. Del Rio High School is on the path of having an early technical college, and Eagle Pass is following as well. This will be good because other districts could see their progress and then mirror it.</p> <p>Michelle Torres suggested having a Management Exploration Day for the Management Program. An email can be sent out to the High Schools to inform students that are interested in the program and bring them over to provide them with information. Michelle can arrange something for the Spring semester.</p> <p>Susan Rios asked if it would be possible for the Management Program to teach an e-Commerce course. Connie Buchanan informed Susan that e-Commerce is currently taught in the CIS program. Once we analyze the Management Program, we can search through the WECM website and see if there is a course that fits those guidelines and fit into the program.</p> <p>Salyna Guanajuato mentioned to everyone that some of the High School students from Del Rio are graduating with a Welding Degree, and wondered if they can offer the same for the Management Program. Connie Buchanan explained that the Welding students graduated with a certificate. She added that there would need to be a certificate available for the Management Program and then we can provide the courses to the high school students.</p> <p>Blake Eaker informed Dr. Box that he would participate at the Career Day and he can inform students what his career entails and then help by suggesting the Management Program.</p>	
Adjournment	<p>Motion to adjourn was made by Salyna Guanajuato; seconded by Melissa Cocchiaro.</p> <p>All in favor, meeting was adjourned at 12:17 p.m.</p> <p style="text-align: center;"><b>*Lunch was provided*</b></p>	

RECORDER SIGNATURE: 	DATE: October 4, 2016	NEXT MEETING: Fall 2017, unless otherwise notified.
---	--------------------------	--

# **Management**

Advisory Committee Meeting Minutes  
2017-2018