

Management

Advisory Committee Meeting Minutes 2015-2016

CHAIRPERSON: Susan Ditto		
MEETING DATE: September 29, 2015	MEETING TIME: 10:30 AM	MEETING PLACE: MSC Bluebonnet
RECORDER: Vanessa Verjan		PREVIOUS MEETING: September 23, 2014

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Adriano, Santiago HEB	Ditto, Susan Hampton Inn	Eaker, Blake Uvalde Memorial Hospital
Guanajuato, Salyna Del Rio HS CTE Program	Sandoval, Ernestine Wal-Mart	

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Alejandro, Manuel SWTJC Instructor	Box, Wil SWTJC Instructor	Buchanan, Connie Division Chair
De Hoyos, Elsa Advisor	Driskill, Trish SWTJC Instructor	Fernandez, Luis Registrar
Guzman, Johnny Dean of Applied Science	Mata, Margot Vice President	Sandoval, Derek Vice President
Silva, Connie Outreach Coordinator	Verjan, Vanessa Technical Programs Admin. Assist.	Arreola, Berlinda SWTJC Student
Rocha, Ruben SWTJC Student		

AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 11:10 AM. Administration, Faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Connie Buchanan
Appointment/Continuation of New Chairperson	Susan Ditto volunteered to be chairperson. Blake Eaker motioned to approve. Seconded by Salyna Guanajato. All in favor. Motion carried by acclamation.	Committee
Appointment of Vice President	Salyna Guanajato volunteered to be Vice President. Ernestina Sandoval seconded the motion. All in favor. Motion carried by acclamation.	
SWTJC Technical Programs Advisory Committee Guidelines Review	<p>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.</p> <p>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.</p>	Connie Buchanan

Management

Advisory Committee Meeting Minutes 2015-2016

	Guidelines were included in packet	
Reading & Approval of Minutes	<p>Everyone read the minutes.</p> <p>Salyna Guanajato motioned to approve; Blake Eaker seconded the motion.</p> <p>All in favor – Minutes were approved without any changes.</p>	Susan Ditto
Old Business	None.	
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2014 to Fall 2015 Enrollment	<p>Dashboard information was not provided.</p> <p>There are 79 students actively enrolled as AAS Management degree seeking students.</p> <p>There are 107 students currently enrolled, with a total of six courses for the Fall 2015. (This is a composite number and comprises some duplications of students being taught)</p>	Dr. Box
The following was address by Dr. Box	<p>Again, this year, Committee Members are requested to help us, help you, by energizing the AAS Management degree program:</p> <ol style="list-style-type: none"> 1. Find and refer potential students to the Department of Management. 2. On a periodic basis advise the requirements such as skills, knowledge and abilities you expect of employees working in your organization. Let us meet those demands and develop better quality employees for you. 3. We ask the Registrar to prepare an informational handout to make students aware of the Technical Programs and Certifications offered at our college. <p>Ms. Susan Ditto, at our meeting last year, commented on using proper communication procedures when dealing with customers of a business.</p> <p>I took this idea and implemented it in to the Cooperative Education classes. Third and fourth semester students were required to create and present scripts at both Uvalde and Del Rio campuses. This requirement will continue and be a refresher for continuing students and will specifically benefit new entering students.</p>	Dr. Box
Curriculum Decisions:	None.	
Discussion/Other:	<p>Berlinda Arreola thanked Dr. Box for having the students practice in front of an audience to speak. This has helped build my confidence and not be afraid to speak in front of a group of people.</p> <p>Blake Eaker discussed the importance of teaching students how to communicate over the phone at a business.</p> <p>Santiago Adriano shared the importance of preparing yourself for an interview by having some knowledge of the company</p>	

Management

Advisory Committee Meeting Minutes 2015-2016

	<p>that you will be interviewing for.</p> <p>Salyna Guanajato added the importance of properly presenting yourself at an interview and dressing properly for the interview. Also, if we are seeking a job come prepared with a professional cover letter and a resume.</p> <p>Susan Ditto wants students to prepare themselves to interview in front of an interview panel. She also suggested sending out a thank you card after the interview.</p> <p>Ruben Rocha discussed how college has improved his life when it comes to finding a job. Having a degree opens up more opportunities when you are trying to get hired at a job.</p>	
Adjournment	<p>Motion to adjourn was made by Blake Eaker; seconded by Salyna Guanajato.</p> <p>All in favor, meeting was adjourned at 12:03 PM.</p> <p>*Lunch was provided*</p>	

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