Advisory Committee Meeting Minutes *Office*

Systems Technology

CHAIRPERSON: Sandy Mulkey

MEETING DATE: July 30, 2003	MEETING TIME: 3:30	MEETING PLACE: SCC, J131
RECORDER: Priscilla Clark		PREVIOUS MEETING: October 29, 2002

MEMBERS PRESENT:

Name and Title	Name and Title	IL Name and Title
Kathy Hess, CMT	Janet Stiles, Owner/President	Priscilla Clark, Lab Coord./Recorde
Sandra Jobert, Sr. Exe. Asst	Linda Thompson, Professor	Al Gober, Academic Advisor
Sandra Mulkey, Teacher	Mary Jane Tobaben, Professor	Brandy Loeffler, Student
Lisa Patterson, Manager	Carmie Williams, Owner/Operator	Lillie Palmer, Dean
Diana Ramsower, Professor		Tom Rodgers, Provost
Dana Scott, Sr. HR Specialist		Ll

OTHERS PRESENT:

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Approval of minutes	Discussion/Action	
Continuing Business:		
Program assessment	Discussion/ Information	Diana Ramsower
Flex entry scheduling option	Discussion/Information	Mary Jane Tobaben
Marketable Skills Achievement Award	Discussion/Information	Mary Jane Tobaben
New Business:		
Health Science/Online Courses	Action/Discussion/Information	Linda Thompson
Curriculum Decisions:		
Other:		
Member Recommendation	Discussion	Lisa Patterson

MINUTES

Key Discussion Points	Discussion
Old Business:	
Approval of minutes	Minutes of October 29, 2002 were presented and approved.
Continuing Business:	
Program Assessment	Professor Diana Ramsower reported that the External Committee of the Self-Evaluation Program Assessment revealed the following strengths and weaknesses in the Office Systems Technology (OST) program: Strengths: Number of online courses; varying schedule offerings 8- and 16-week courses; state-of-the-art facilities, equipment, and software; standardized syllabi and tests; caring and organized faculty; support staff is flexible and willing to try new delivery methods. Weaknesses: Smaller enrollment in some courses, forcing the combining of sections into one class; decrease in OST enrollment despite an increase in the college's enrollment; lack of faculty diversity; and administration's mandated software usages for courses. Recommendations: Increase enrollment by increasing awareness of program opportunities available to students; explore different methods to diversify faculty; request additional full or part-time faculty to balance the current work load. Professor Ramsower read the Committee's summary which recognized OST for its flexible enrollment procedures, the new flex entry lab to begin fall 2003, the fact that our program has more course offerings than similar programs at other colleges in the area, and our 98% success rate with graduates either employed or pursuing further education.
Flex entry scheduling option	Professor Mary Jane Tobaben distributed the new OST brochure which lists course requirements for the AAS degree and certificates and explains the Daily Flex Entry (DFE) program. Posters explaining DFE have been posted in various places around the college, an advertisement is on the College's scrolling web site, and an article has been published in the Plano newspaper. The DFE program allows students to begin classes any day until the beginning of Week 11 of the fall and spring semester or Week 6 for summer sessions. Students may complete courses as early as they want, but must finish by the end of Week 16 for spring and fall or Week 10 for summer. Students may attend when they wish, but will be asked to set up a schedule for themselves. A teacher(s) will always be available to help. Students will print their own class documents syllabi, lecture notes, assignment worksheets, grading procedures, etc.-which will be available on our web site.

Key Discussion Points	Discussion
	Professor Tobaben explained that courses, such as Accounting, which previously were to be dedicated courses are being included in the DFE program.
Marketable Skills Achievement Award	Professor Tobaben updated the Council on the Marketable Skills Achievement Award, a program instituted by the Coordinating Board. The four courses required for completion for the OST award are ITSC 1309, POFI 2301, POFT 1319, and POFT 2301. It is possible to complete these courses in one semester. Although the certificate is not listed in the catalog, qualifying students will be included in our number of com leters.
New Business:	
Health Science/Online Courses	Professor Linda Thompson informed the group that since the Council last met, the health science courses Medical Terminology, Pathophysiology, and Pharmacology have come under DST's administration. Faculty is in the process of mentoring instructors and standardizing course content. Medical Codin'_- Certificate. The Advisory Council previously gave approval for developing a medical coding certificate. Professor Thompson proposed that this certificate consist of the following (in suggested sequence): • Medical Terminology (existing/online) • Medical Law & Ethics (existing/online) • Medical Coding I (existing/online for the first time this fall) • Medical Insurance and Billing (to be created, using publisher's online site) • Human Anatomy & Physiology Basics (existing/online) • Pathophysiology (existing/online) • Medical Coding 11 (to be requested as a local needs course) (to be created by dividing content of Medical Coding I course which cannot be covered well in one semester) • Medical Office Management (to be created, using publisher's online site) Professor Thompson explained that the online courses are not only beneficial for students, but also allow the hiring of more career professionals as part-time instructors for these specialized courses. Our Medical Coding I instructor suggested splitting Medical Coding I into two courses, creating Medical Coding II. The State has granted its approval for this change. Professor Thompson asked for the Council's input concerning the above proposed courses for the coding certificate, and also asked that they give consideration to replacing Medical Office Management with an existing course, Pharmacology. Following discussion, a motion was made and approved that the above certificate be adopted with Pharmacology replacing Medical Office Management in the proposed sequence.

Key Discussion Points	Discussion
	Medical Transcription. Professor Thompson reported that the Medical Transcription Certificate continues to include the following: Networking and mentoring among students, encouraging students to attend meetings of The American Association for Medical Transcription, enlarging the database of prospective employers, providing job search instructions for graduates, communicating with MT Alumni, compiling a list of websites helpful to medical transcriptionists. Progress is being made concerning our goal of eventually offering all courses through The Virtual College of Texas. The courses developed and approved for online for the MT certificate since we last met are Document Formatting and Skillbuilding, Human Anatomy and Physiology Basics, Medical Law & Ethics, Medical Transcription I, Computer Applications, Medical Insurance Coding, and Pharmacology. Only Medical Transcription II & III remain to be developed for the online format approval process. The program is meeting its goal of marketing the certificate to wheelchair-bound students. Several in that special population have responded. Unduplicated medical transcription enrollment last semester included 49 students.
Curriculum Decisions:	
Other:	
Member Recommendation	A Council member, Lisa Patterson, enlightened the group regarding the great demand for loan processors for mortgage companies. Programs are in place for training licensed real estate personnel, but there are no provisions for their support staff. This is not just a short-term problem brought on by the currently very low mortgage rates, but has been on-going for several years. Council recommended that the college consider offering such a course. Students should learn about the rules covering conventional loans, HUD loans, etc. Dean Palmer suggested that this might be an area for the college's Real Estate Department to explore. It was suggested that before setting up a course, several mortgage companies be contacted concerning the kind of training needed before the company would consider someone a candidate as a loan processor.

CHAIRPERSON SIGNATUR   DATE: NEXT MEETING:

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