COLLIN COUNTY COMMUNITY COLLEGE
ADVISORY COUNCIL MEETING MINUTES
OFFICE SYSTEMS TECHNOLOGY

Chairperson(s): Sharon Edwards	

Date: October 29, 2002	**Time:** 3:00 p.m.	**Place:** Spring Creek Campus, J131
Recorder: Priscilla Clark		**Previous Meeting:** November 5, 2001

MEMBERS PRESENT	COMPANY/POSITION	ADDRESS	PHONE
Sharon Edwards Employment Counselor, Adv. Council Chair	Temps of McKinney	500 W. University Dr., #104 McKinney, TX 75069	972-542-5586 Fax: 1-972-548-0070
Albert Gober Advisor, B&CS	Collin County Community College District	9700 Wade Boulevard Frisco, TX 75035	972-377-1609 agober@ccccd.edu
Dianna Hall Health Information Mgmt. Dept.	Medical City Dallas Hospital	7777 Forest Lane Dallas, TX 75230	972-566-7821 Dianna.Hall@lonestarhealth.com
Debbie Hallmark Area Manager	Venturi Staffing Partners	2201 N. Central Expwy. Suite 149 Richardson, TX 75080	972-994-9229 dhallmark@venturipartners.com
Kathy Hess CMT	MT-World (IC)	10020 Trailpine Drive Dallas, TX 75238	214-348-3392 kphess1@swbell.net
Sandy Jobert Executive Assistant	Raytheon Electronic Systems	2501 W. University MS 8058 McKinney, TX 75071	972-952-3152 jobert@raytheon.com
Larry Maughan Career Services and Co-op	Collin County Community College District	2800 E. Spring Creek Pkwy. Plano, TX 75074	972-881-5638 lmaughan@ccccd.edu
Sandy Mulkey Teacher, Applied Computer Technology	Wylie High School	2550 W. FM 544 Wylie, TX 75098	972-442-2218 sandy.mulkey@wylieisd.net
Diana Ramsower Co-Coordinator/ Professor, OST	Collin County Community College District	2800 E. Spring Creek Pkwy. Plano, TX 75074	972-881-5835 dramsower@ccccd.edu
JoAnne Roach Director of Human Resources	AEGON Direct Marketing Services	2700 W. Plano Parkway Plano, TX 75075	972-881-6423 JROACH@AegonUSA.com

MEMBERS PRESENT	COMPANY/POSITION	ADDRESS	PHONE
Janet Stiles Owner and President	SETT	424 Country Side Lane Richardson, TX 75081-5530	972-889-8037 Janet.stiles@att.net
Linda Thompson Professor, OST	Collin County Community College District	2200 W. University Drive McKinney, TX 75070	972-548-6815 lthompson@ccccd.edu
Mary Jane Tobaben Co-Coordinator/ Professor, OST	Collin County Community College District	2800 E. Spring Creek Pkwy. Plano, TX 75074	972-881-5170 mtobaben@ccccd.edu
Larry Wainwright Financial Consultant	Wainwright Insurance and Financial Services	301 North Allen Dr, Suite B Allen, TX 75013	972-727-5145

OTHERS PRESENT	COMPANY	ADDRESS	PHONE
Leslie Cannon	Collin County Community College District	4800 Preston Park Boulevard Plano, TX 75093	
Priscilla Clark Lab Coordinator, OST, SCC	Collin County Community College District	2800 E. Spring Creek Pkwy Plano, TX 75074	972-881-5876 pclark@ccccd.edu
Linda Hollister Student	Collin County Community College District	6700 Beeman Drive Plano, TX 75023	972-517-6124 lmholl@earthlink.net
Lisabeth Lassites VoTech	Collin County Community College District		
Karen Murph	Collin County Community College District	4800 Preston Park Boulevard Plano, TX 75093	
Lillie M. Palmer Dean, B&CS	Collin County Community College District	9700 Wade Boulevard Frisco, TX 75035	972-377-1730 lpalmer@ccccd.edu
Rex Parcells SCC Provost	Collin County Community College District	2800 E. Spring Creek Pkwy Plano, TX 75074	972-881-5797 rparcells@ccccd.edu

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:		
Approval of minutes	Action	Sharon Edwards
Summary of year's activities	Action/Discussion/Information	Diana Ramsower Linda Thompson

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
New Business		
Cooperative Education	Information	Larry Maughan
Program assessment	Information	Diana Ramsower
Flex entry scheduling option	Action/Discussion/Information	Mary Jane Tobaben Diana Ramsower Linda Thompson
Marketable Skills Achievement Award	Action/Discussion/Information	Leslie Cannon Karen Murph

KEY DISCUSSION POINTS	DISCUSSION
Old Business	
Approval of minutes	Minutes of November 5, 2001, were presented and approved.
Summary of year's activities	**Coordinating board approval of revisions to degree and certificates: Diana Ramsower** Professor Ramsower informed the Council that program revisions agreed to during last November's meeting were approved earlier this year by the Coordinating Board. She reviewed some of the changes which involved certificate and degree modifications, as well as new WECM course numbers. **Medical coding: Linda Thompson** Professor Thompson brought the group up to date on her findings pertaining to the development of a coding certificate. She suggested—and the Council agreed—that there are many advantages to students and the college if coding classes are offered online. Council members in the medical field stated that there is a demand for people with coding skills—especially in hospitals. It was recommended that a coding certificate also include other medically-related classes to make students marketable. The Council recommended that Professor Thompson continue to work toward developing this certificate. **Medical transcription and online courses: Linda Thompson** Professor Thompson reported that more courses included in the medical transcription certificates are now being offered online. It is her goal that eventually all the courses will also be offered through The Virtual College of Texas. Goals accomplished also include increased enrollment, an enlarged database of prospective employers, and the creation of networking and mentoring among students. An online website where graduates can post their resumes is currently being designed. A future goal includes marketing medical transcription to the wheelchair population. The Council agreed with the continuation of making more courses available

KEY DISCUSSION POINTS	DISCUSSION
	online. It was also noted by Council members that it is important for students to know how to create their resumes for scanning since this is the way some employers initially look at resumes.

New Business

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Cooperative Education	Mr. Larry Maughan reported that as he works to get students into jobs that relate to their majors, he is beginning to see improvements in some areas. He noted that office technology jobs are sometimes the hardest to fill, because students can easily go out and find jobs on their own. It would be helpful if office technology students who are looking for jobs stay in contact with the Co-op office. It's important that the Co-op office and OST work together so Co-op is aware of students looking for jobs, and OST faculty knows about employers looking for office technology students.
Program assessment	Professor Ramsower told the Council that OST is in the midst of a program assessment, a self-evaluation procedure that all program areas are required to complete every five years. Early in 2003 all the required forms will be submitted to an external task force that is composed of college personnel and a few outside participants who will evaluate our program—its strengths, weaknesses, etc. OST will receive a rating which determines whether the program is viable. The entire process will be completed by April or May.
	Professor Ramsower reported that OST enrollment numbers from fall 1999 to spring 2002 have remained fairly constant. Although offering eight-week courses seemed to help the enrollment in spring 2001, the numbers since then haven't increased significantly. Nevertheless, Certified CBM-009 statistics for fiscal years 1997 through 2001 show that the OST program has produced well above the required number of completers which is five per year. The total number of completers for 1997 was 56; the total for 2001 was 41. The highest number of completers, 73, was in 1999 because students were encouraged to finish before changes became effective for certificates and new WECM course numbers. Another reason for the drop in the number of completers since then is because fewer certificates are now offered.
Flex entry scheduling option	Professor Tobaben introduced the Council to a different delivery mode for courses that the department has been examining: open entry/open exit. This self-paced instruction method is being used at other colleges, including some in California and a local college, Cedar Valley Community College, in Dallas County. OST proposes that this new program begin in the fall of 2003. It would be used for fall and spring semesters. Students would take their normal number of classes, usually 12 credit hours for full-time students. Students may begin a course at any time, except they cannot start a flex-entry course in December, May, or August. There will be a start date for each available month which would be listed as TBA (to be announced) in the schedules. Students may sign up for a course at their convenience, come to the lab at their convenience, and complete the course work early, if they

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	wish. Each student, however, will have a completion date of 16 weeks from their entry date at which time they must have completed the course. When a student has finished one course, they would be encouraged to sign up for another. Spring Creek Campus students would use Rooms J111 and J112. Central Park students would use Rooms A202 and A211. Students could use these areas from 9 a.m. to 10 p.m., Monday through Thursday, while full-time instructors, part-time instructors, or lab assistants would be available to assist as needed. **Summer classes.** Flex entry will not be offered for summer classes. Five- and ten-week courses will be offered as usual, except for medical transcription. Next summer (2003) as a pilot program, medical transcription will be offered as a 16-week course. Although students may finish early if they can, the course end date is Week 16. **Dedicated classes.** Some classes such as Office Procedures and Accounting need to remain as dedicated classes. Other courses may be added to this list. These students may finish early, but there will be set class times where only students in that class are present. Students will surely find open entry/open exit convenient. It will be easier to balance school, work, family, leisure, etc. since students will be at liberty to complete their class work at opportune times. A motion was made and seconded that OST proceed with plans to use the open entry/open exit method for delivering courses beginning in the fall of 2003. The motion carried.
Marketable Skills Achievement Award	Ms. Leslie Cannon and Ms. Karen Murph presented information regarding Marketable Skills Achievement Awards, a new program which was instituted by the Coordinating Board last year. The purpose of each award is to make a student eligible for immediate employment or to add to his/her marketability. Achievement awards require 9-14 credit hours of WECM courses, of which 50% must be in a single CIP code. Awards must be approved by advisory councils, and must be accepted by the Curriculum Advisory Board. Coordinating Board approval is not required. Students are limited to one marketable skills award in an academic year. Those earning an award will receive an official Collin County Community College certificate with a seal. Four classes were suggested as possibilities in compiling an OST achievement award: POFT 1319 Records Management .... 3 cr. hrs. POFT 2301 Document Formatting and Skillbuilding .... 3 cr. hrs. POFI 2301 Word Processing .... 3 cr. hrs. ITSC 1309 Integrated Software Applications I .... 3 cr. hrs. Total .... 12 cr. hrs.

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	A motion was made and seconded to further investigate the possibility of using the above courses for OST's first Marketable Skills Achievement Award. The motion carried.
Adjournment	The meeting was adjourned at approximately 5:15 p.m.

_____ Sharon Edwards, Chairperson	_____ (Date)	_____Spring 2003_____ (Next meeting)