

Advisory Committee Meeting Minutes

Office Systems Technology

CHAIRPERSON: Janet Stiles		
MEETING DATE: December 2, 2003	MEETING TIME: 3:30 p.m.	MEETING PLACE: SCC, J131
RECORDER: Priscilla Clark		PREVIOUS MEETING: July 30, 2003

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
	Sharron Edwards— Temporaries of McKinney		Lisa Patterson—Volt Services		Priscilla Clark—CCCCD
	Lydia Gober—Career Serv. Grp.		JoAnne Roach—AEGON		Brandy Loeffler—Student
	Dianna Hall—Med. City Dallas		Dana Scott—Recruiter, EDS		
	George N. Jackson—CCCCD		Janet Stiles—SETT (owner)		
	Sandra Jobert—Raytheon		Linda Thompson—CCCCD		
	Larry Maughan—CCCCD		Mary Jane Tobaben—CCCCD		

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Approval of minutes	Discussion/Action	Janet Stiles
Continuing Business:		
Daily Flex Entry	Discussion/Information	Mary Jane Tobaben
Marketable Skills Achievement Certificate	Discussion/Information	Mary Jane Tobaben
Coding certificate progress	Discussion/Information	Linda Thompson
New Business:		
Room expansion at SCC	Discussion/Information	Mary Jane Tobaben
Online courses	Information	Linda Thompson

MINUTES

Key Discussion Points	Discussion
Old Business:	
Approval of minutes	The minutes for July 30, 2003, meeting were approved.
Continuing Business:	
Daily Flex Entry (DFE)	<p>Professor Tobaben reported the final fall enrollment for Daily Flex Entry as follows: Online students, 313; Spring Creek Campus, 487; Central Park Campus, 125. Total number of students was 925. Enrollment for spring semester has already reached 403.</p> <p>News articles about DFE appeared in <u>The Allen American</u> and the <u>Plano Star Courier</u>. Copies of the <u>Allen American</u> article were distributed to the Committee.</p>
Marketable Skills Achievement Certificate	<p>The purpose of the Marketable Skills Achievement Certificate is to give students a chance to be successful quickly. This, hopefully, will encourage them to continue taking more courses. Professor Tobaben reported that more than 20 CCCCD students have received Marketable Skills Achievement Certificates. The four classes required for the OST Marketable Skills Certificate are Integrated Software Applications, Word Processing, Records and Information Management, and Document Formatting & Skillbuilding. A student receives his/her certificate directly from the issuing department, and is counted as a completer for that department.</p>
Coding certificate progress	<p>Professor Thompson distributed copies of the proposed coding certificate requirements, which incorporate a correction made by the Council at the July meeting. This correction changes the office procedures course to a practicum or co-op course to be taken during the last semester of work toward the certificate. Professor Thompson asked to hear from those in the health information management area who are interested in having students do a coding practicum in their facility.</p> <p>Finalized courses for the certificate match those in the State's WECM course bank. Textbooks and publishers' supporting websites have been selected. Syllabi, including detailed course objectives, are being created.</p> <p>Discussion followed concerning the approval process and the anticipated date of finalization when the certificate will become an option for students.</p>
New Business:	
Room expansion at SCC	<p>Professor Tobaben took the group on a tour of the recent expansion of Room J112, the Spring Creek Model Office. A door and three windows have been cut in the back of J112, allowing use of J132. This new space will replace J111 down the hall which had previously been used when J112 became full.</p>

Key Discussion Points	Discussion
Online courses	Professor Thompson stated that student needs are changing, which calls for the development of more online courses. She distributed a list of OST courses which showed that most OST courses already have an online component. Taking an online course doesn't mean that OST students have excluded themselves from the instructional component, because our flex entry labs make it possible for them to come for instruction if they should need it. Instructors are available from 9 a.m. to 9 p.m., Monday through Thursday, and 9 a.m. to 1 p.m. on Friday. Those taking courses offered only online may use the flex entry labs, the ACS labs, or the libraries. This makes it possible for students to take an online course whether or not they are set up to do so at home.
Adjournment: Motion to adjourn was made and approved.	

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING: