Management
Advisory Committee Meeting Minutes
2018 - 2019

CHAIRPERSON: Susan Ditto		
MEETING DATE: September 25, 2018	MEETING TIME: 11:00 a.m.	MEETING PLACE: MSC Bluebonnet
RECORDER: Vanessa Verjan		PREVIOUS MEETING: September 26, 2017

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Alderete, Julia Del Rio High School	Dühring, Victoria Chamber of Commerce	Ramon, Angelina Del Rio High School
Sandoval, Ernestine Wal-Mart		

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Dr. Box, Wilford W. Management Instructor	Fernandez, Luis Division Chair of BITS	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 11:13 a.m. Administration, Faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Victoria Dühring
Appointment/Continuation of New Chairperson	Susan Ditto Rios will continue to be President for the Management Program Committee.	Committee
Appointment of Vice President	Angelina Ramon self-nominated to volunteer to be Vice President for the Management Program Committee. Ernestine Sandoval seconded the motion. All in motion	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	Luis Fernandez 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**	Luis Fernadez
Reading & Approval of Minutes	Everyone read the minutes. Julia Alderete motioned to approve; Angelina Ramon seconded the motion. All in favor – Minutes were approved with revision for the employment of Susan Rios.	Victoria Dühring

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Old Business	- Dashboard report was not available. - Mr. Fernandez shared with Committee there were 18 management student graduates in 2016. - The 4DX Committee (4 Disciplines of Execution) was discussed, and purpose stated it is designed to increase retention of students - In representing the AAS Management Degree Program, Dr. Box is meeting weekly to report results and plan forward-looking initiatives	
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2017 to Fall 2018 Enrollment	Dashboard information: Program Headcount 2017: 10 Program Enrollment 2017: 58 Program Headcount 2018: 12 Program Enrollment 2018: 43	Luis Fernandez

Retention	2013 2014	2014 2015	2015 2016	2016 2017
Fall to Spring	69%	78%	71%	67%
Fall to Fall	55%	47%	53%	47%

Total Graduates				
Awards	2013 2014	2014 2015	2015 2016	2016 2017
AAS	8	12	17	16
Certificates	0	2	3	6
Total Awards	8	14	20	22

Dr. Box shared that the state requires five graduates every two years.

(assigned: Dr. Wil Box)

Luis Fernandez handed out a packet with a one-year and second-year certificate proposal. Currently, High Schools have requested for the Management program, but one of the requirements for the program is that students need to pass their TSI assessment. With a one-year and two year certificate the TSI is waived allowing any High School students to take the program.

Angelina Ramon mentioned the importance of having a computer course to help students be ready for the workforce. There are managers out there that are lacking computer skills; they do not know how to utilize spreadsheets (Excel) and presentation (Powerpoint).

Victoria Dühring shared that Administrative Information Technology and Management program are two different programs that teach different skills for their appropriate field. Victoria added that students attending the Management program should have experience in software application from High School experience.
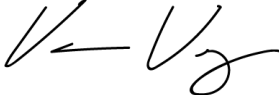
- **Proposed 1 Year Certificate**

Proposed 1 year Certificate Management	
Graduation Required Course	
EDUC 11000/COLS0300	
Semester 1	
Class Name	Credits
BMGT 1327 Principles of Management	3
BMGT 1305 Communication in Management	3
BMGT 1306 Facilities Management	3
BMGT 1341 Business Ethics	3
Total	12
Semester 2	
Class Name	Credits
BMGT 1301 Supervision	3
BMGT 1329 Payroll & Business Tax Accounting	3
BMGT 1344 Negotiations & Conflict Management	3
BMGT 1382 Co-op Management	3
Total	12

- **Proposed 2 Year Certificate**

Proposed 2 year Certificate Management	
Graduation Required Course	
EDUC 11000/COLS0300	
Semester 1	
Class Name	Credits
BMGT 1327 Principles of Management	3
BMGT 1305 Communication in Management	3
BMGT 1306 Facilities Management	3
BMGT 1341 Business Ethics	3
Total	12
Semester 2	
Class Name	Credits
BMGT 1301 Supervision	3
BMGT 1329 Payroll & Business Tax Accounting	3
BMGT 1344 Negotiations & Conflict Management	3
BMGT 1382 Co-op Management	3
Total	12
Semester 3	
Class Name	Credits
BMGT 2303 Problem Solving & Decision Making	3
BMGT 2309 Leadership	3
BMGT 2310 Financial Management	3
BMGT 1307 Team Building	3
Total	3
Semester 4	
BMGT 2311 Change Management	3
BMGT 2347 Critical Thinking & Problem Solving	3
BMGT 2383 Co-op Management	3

Curriculum Decisions:	None.
Discussion/Other:	Discussion Topics • Create bylaws for roles of each committee member to be an effective advisory committee. • Include computer course into the proposed Management program degree.

| Adjournment | Motion to adjourn was made by Salyna Guanajuato; seconded by Melissa Cocchiaro.
All in favor, meeting was adjourned at 12:17 p.m. | |

Lunch was provided

RECORDER SIGNATURE:	DATE: September 28, 2018	NEXT MEETING: Fall 2019, unless otherwise notified.