

## Advisory Committee Meeting Record Template

CHAIRPERSON: Les Ledger		
MEETING DATE: October 26, 2022.	MEETING TIME: 3:30 PM	MEETING PLACE: Webex
RECORDER: Les Ledger		PREVIOUS MEETING: Webex

**MEMBERS:** (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Diane Drussell- President.	Copperas Cove Economic Development.	
P	Dr. Angela Reese- Online Manager, Program Coordinator, and Professor.	Business Administration & Paralegal Department.	
P	Les Ledger- Chairman and Professor.	Chairman of Business Administration and Paralegal, Homeland Security, Culinary, and Media Departments. Professor of Business Administration & Paralegal Department.	
P	Keisha Holman- Director.	Career Services.	
P	Bryan Oakes- Specialist.	Crew Department.	
P	Russ Nelson- Senior Account Executive. Phone number: 254.534-1112. <a href="mailto:rnelson@lamar.com">rnelson@lamar.com</a>	Lamar Advertising	
P	Jinette Campbell- Director.	Instructional Program and Support Services	
P	Julio Carrillo- VP of Logistics.	Baylor Scott & White.	
P	Dr. Chastity Clemons- Professor and Head.	Professor of Business & Administration Department. Head of Net Impact.	

P	Lenna Barr- VP. Phone number: 254-526-9551. Email: <a href="mailto:lenna@gkcc.com">lenna@gkcc.com</a>	Greater Killeen Chamber of Commerce	
P	Dr. Tina Ady- Deputy Chancellor.	Instruction Workforce Initiatives	
P	Charlie Ayers Charley.Ayres@workforcesolutionsctx.com	Texas Workforce	

## AGENDA

Agenda 10/26/2022

3:30-4:30 PM CST

Webex

- Introduction of members
- Approval of minutes from the meeting held 10/26/2021
- Discussions and Q&A on the read-ahead program updates:
  - Business Programs
  - Net Impact
  - Real Estate
  - Graduation Numbers
  - New Program Review - Social Media
- New Business:
  - What do we need to add to our program or remove?
  - What are our graduates missing?



Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Discussions the updates of the Business Programs.	Staying up-to-date with Business Programs to keep up with the times.
Old Business:	<p>Business courses with business-oriented electives.</p> <p>Net Impacts campaigns.</p> <p>Real Estate program's credit hours with internship.</p> <p>Business courses enrollment. Seeing a lower amount of graduation students for Business certifications.</p> <p>Social media marketing degree.</p>	<p>Offering business courses with electives that offer more business-oriented courses. Making them remote for younger generations.</p> <p>Net Impacts programs taking proactive approaches to fiscal policies, food drives, recycling, etc.</p> <p>Lessening the Real Estate program to 60-credit hour courses.</p> <p>Advising students know they can request graduation post-certification, or even for other Business certificates and degrees that will take up less of their time thanks to taking several Business courses.</p> <p>Social Media Marketing degree having a fusion of business, social media, communications, computer, etc. courses.</p>
New Business:	<p>Discussions hands-on/vocational training.</p> <p>Skills curriculum.</p> <p>Questioning economic mindset of current generations with previous generations.</p> <p>Discussing the use of degrees for the advancing future due to technological advances.</p>	<p>Adding more hands-on training to Business Administration &amp; Paralegal Department curriculum due to its real-world applications.</p> <p>Implementing soft and hard skills curriculum for CTC courses, more emphasis on soft skills.</p> <p>Issues with younger generations wanting to work remotely, part-time, and/or where the job has higher pay but with no benefits.</p>
Curriculum Decisions:	<p>Lessening the Real Estate program.</p> <p>Giving advice to students with completed Business certificates to perhaps consider other Business certificates and degrees.</p> <p>More hands-on training with Business Administration &amp; Paralegal Department courses.</p>	Moving forward with the curriculum decisions.

	Implementing soft and hard skills teachings for CTC's curriculum, mainly soft skills.	
Other:		

## MINUTES

Key Discussion Points	Discussion
Old Business: overall review of courses from Business Administration & Paralegal Department.	Discussions on what needs to be updated with the current times. Telling students that they can pursue more than a Business certificate.
New Business: making sure the courses are staying updated with current economic changes.	Greater emphasis on soft skills and hands-on/vocational training for CTC's curriculum.
Curriculum Decisions: Business Administration & Paralegal courses approaching with a hands-on approach with important skill assets.	Becoming more hands-on, skills-oriented including soft skills, and lessening the Real Estate program.
Other:	

<b>CHAIRPERSON SIGNATURE (or designee):</b>	<b>DATE:</b>	<b>NEXT MEETING: TDB</b>
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## Advisory Committee Required Functions

<p style="text-align: center;"><b>GIPWE Required Functions</b></p>	<p style="text-align: center;"><b>How/when did the Committee address this function? At this meeting or a prior meeting?</b></p> <p style="text-align: center;"><b>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</b></p>
Evaluating the goals and objectives of the program curriculum	Reviewing mainly business courses from the Business Administration & Paralegal Department. Addressing what needs to be updated with the current times for future economic success of the students and workforces.
Establishing workplace competencies for the program occupation(s)	Mentioning the teachings of the emphasis of soft skills.
Suggesting program revisions as needed	More emphasis on a hands-on approach.
Evaluating the adequacy of existing college facilities and equipment	
Advising college personnel on the selection and acquisition of new equipment	More hands-on approaches to Business Administration & Paralegal Department.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Lenna Barr, Diane Drussel, and Russ Nelson.
Assisting in promoting and publicizing the program to the community and to business and industry	Addressing students who completed one certificate from the Business Administration & Paralegal Department that they could go further by completing additional certificates or even degrees. Making those courses remote.
Representing the needs of students from special populations	Addressing the ever-changing college and economic mindset of the younger generations i.e. seeking remote courses and employment.

## Action Items

[illegible]