Participants:

Kena Tyler  
Brad Hollaway  
Stephen Baltz  
Karla Ashlock  
Brenda Jones  
JoAnn Gillihan

The meeting was called to order by Brad Hollaway at 7:07 p.m.

Minutes:

A copy of the April 19, 2001 minutes was distributed to the members. Brad asked if any changes needed to be made. Brenda Jones moved that the minutes be approved as written. Kena Tyler seconded the motion and the minutes were approved as written.

OLD BUSINESS

Program Advisory Committee Guidelines:

Brad made note that everyone present had a copy of the Program Advisory Committee Guidelines.

IST Program:

Brenda Jones gave the committee an update on the IST program. She noted that this was the first semester with this program in place and there had been a 50 percent dropout, which may be in part due to student age (18). Brenda added that things are moving along; and in the CISCO part of the program, the students are not dropping out and seem to be liking the course material. She further noted that students coming out of this program will have what they need for the job market. Brenda made some further comments that indicate that this program articulates with UALR. She also noted that a lot of interest has been expressed in the fall start up of the program. She further noted that with CISCO up grading its software, she has to obtain further training to stay current in this very technical field.
NEW BUSINESS

Curriculum Committee Recommendations – IST courses:

Brad presented these proposals on behalf of Linda Morgan. These courses -- Computer Ethics Basics and Introduction to Data Base Concepts – would be beneficial to students in the IST program and should be moved to the IST program. Brenda noted that there aren’t any prerequisites for either of these classes, and Brad added that Ozarka’s Business Technology students could use these courses as electives on a space available basis.

Banking and Finance Option:

Brad introduce this topic. At present there are two students in this option. The suggestion was presented to have students who are interested in this option placed in the Business Administration option with the three banking classes as electives. In this way these courses could be offered on an as needed basis. Karla Ashlock noted that a lot of these courses are equivalent to ABA courses. Brad talked about the low enrollment in this option. Karla noted that the students in a Business Administration option with banking electives were not going to be hurt by the college offering banking courses on an as needed basis. JoAnn Gillihan made some additional remarks about continuing ed and in service as methods of banking training.

FYI:

Business Division Chair. Brad gave a brief rundown of the division chairs: Tom Bruns was a division chair, and when he left Judy Cannady took up the slack. Tony Kirk left leaving just Judy and Barbara Wyatt, and now Barbara is leaving. This position is open with two candidates for the position: Brad Hollaway and Kathryn Langston.

ENGL1133 Technical and Business English. This course will be offered in the spring and will replace Comp II for technical, non transfer students. For students wishing to transfer, Comp I & II still must be taken.

Community Needs Assessment Survey. Brad noted that since it had been four years since the last needs assessment, the college was planning to conduct a community needs assessment survey in the near future. No date was given at this time.
Any Other Business:

There being not other business, Kena Tyler moved that the meeting be adjourned. Karla Ashlock seconded the motion. With a unanimous vote, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Kena Tyler