Participants:

Steve Baltz
Linda Morgan
Kena Tyler
Betty Allred
Kathryn Langston
Brad Hollaway
Tom Maddox
Rusty Fraser, Stone County Leader
JoAnn Gillihan, First National Bank Sharp
Hugh Chapman, Izard County High School

The meeting was called to order by Rusty Fraser at 7:17 p.m.

Everyone introduced themselves and expressed compliments to the culinary department for the wonderful dinner.

Minutes:

A copy of the April 18, 2000 minutes was distributed to each participant. Many of the participants were new to the Committee; however, no opposition was encountered.

Old Business:

Linda Morgan reported on the progress of the Information technology program. She noted that Ozarka received approval for the program in October. Research has been done and the program is closely set up on the program at ULAR. There is a tentative agreement with ULAR wherein the first three semesters will transfer there and the fourth semester credit done at ULAR will come back to Ozarka.

It was also noted that ASTRO I & II as well as College Algebra were to be prerequisites to the IT Program.

Brad Hollaway noted that most of these students tend to learn differently than the traditional students. They learn in this program without knowing that they have learned.

Linda Morgan noted that business wants people who have "soft skills": computer skills, problem solving skills, and thinking skills. This program will provide those things.

Recommendation: The recommendation was made to accept the IT Program as presented. Kathryn Langston made the motion, Rusty Fraser seconded the motion and it was passed unanimously.

Kathryn Langston reported on the Keyboarding for Non-Business Majors. This course focuses just on the keyboard and speed building with just a little formatting. Brad Hollaway made the points that this course transfers to ASU and ULAR as Keyboarding I and our Keyboarding class transfers as Keyboarding II to those institutions. He further noted that most of the students in his Keyboarding classes were not business majors. Therefore, this class fills a necessary need.

New Business:

Kathryn Langston presented a possible new class: Introduction to Computers. Rusty Fraser wished to know how Ozarka would determine the demand for this type of class. During the discussion that followed, points were raised such as the type of student who would enroll in this class, would the class be an elective, would the class transfer, and what would the credit value be. It was noted that this course could be for those who have fallen through the cracks: the GED student and the older student who may have just purchased a computer.
A comparison was made in that this course could be as to Micro Apps what Keyboarding for Non Majors is to Keyboarding.

A recommendation was made that there is a need for this type of class. Betty Allred made the motion and Jo Ann Gillihan seconded the motion, and it was passed.

**Action:** To Prepare a proposal to present to the curriculum committee.

Kena Tyler presented a possible new class: *Business English*. The rationale for this type of course being that students are reaching the end courses of their programs unable to spell, punctuate, or construct effective sentences or paragraphs or letters. Rusty Fraser noted that employees who are more proficient in grammar are possibly more desirable than students coming out with a degree. It was further noted that this matter needed to be discussed more among the faculty.

**Action:** Tabled pending further research and development.

**Equipment Used in Industry:**

It was agreed to continue using Office '97

**Software in Industry:**

Rusty Fraser noted that Pagemaker 6.5 (the latest and last version) is coming to the end of its trail. A new program - End Design - is now available that may replace Pagemaker.

**Recommendation:** A recommendation was made that this new program be researched as to its possible wide-spread usage in industry as well as having it added to Ozarka's programs. End Design may word in ASTRO.

**Shadowing Program:**

The shadowing program involves having a student follow a business person around for either part of a day or the whole day to see what is involved in that particular industry. Rusty Fraser noted that he had a young lady shadowing him, and his concern was that his field was so specialized that she might not be getting informative information. Betty Allred noted that the businesses in Mountain View would be interested in the Shadowing program.

**Recommendation:** That this idea be further developed with written guidelines, talk to business people, and decide which class this would be best slotted into (Business Communication was mentioned).

There being no further business the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Kena Tyler