

Office Administration Advisory Committee

Meeting Date: November 15, 2005

Chair: Mary Joy Guzman

Agenda Item: ACC faculty and staff present:

Presented By: Jane Billingsley

Discussion: ACC faculty and staff present: Jane Billingsley, OA Dept Chair; Roni Cook, OA Instructor; Pat Tallent, OA Instructor; Marshall Levett, Counselor; Naomi Carroll, CE Coordinator/New Healthcare Initiatives

Business and professional members present: Davelyn Forrest, AISD Career & Technology Education; Mary Joy Guzman, Facility Insurance Corporation; Tammy Key, Manpower @ IBM; Jo Ann Kilsby, Transcription Solutions & CE Adjunct, Chaundra Tarver, WorkSource Career Centers

Jane called the meeting to order at 12:50 p.m.

Agenda Item: Spring Committee Minutes

Presented By: Jane Billingsley

Discussion: Jane gave each member a handout of the last committee minutes dated March 24, 2005, and asked members if there were any questions regarding what was discussed at that meeting. All members were in agreement that there were no further questions regarding these minutes.

Agenda Item: Enrollment Update & Students by Major Handouts

Presented By: Jane Billingsley

Discussion: Jane called the members attention to the fact that OA enrollment is up from fall 2004. The percentage is very impressive: 30%. Pat noted to the members that college wide the percentage is up 5% from last fall. Jane informed the members (see the Students by Major Handout) that the greatest increase from 2003 to 2005 has been the Medical Administrative AAS. The degree has more than doubled the number of students since 2003.

Agenda Item: Updated Results from Industry Survey Handout

Presented By: Jane Billingsley

Discussion: Jane told the members that a local human resources organization, Austin Human Resource Management Association, was contracted to administer the survey to approximately 800 recipients. There was excellent response. In particular, Jane brought Item 21 on the survey to the attention of the members. Item 21 is a list of areas of deficiencies for office workers. Time management, written communication, listening skills, critical thinking, and decision making showed the highest percentages. Roni gave several examples of how these skills are covered in the office procedures and business correspondence courses.

Agenda Item: High Growth Occupations in Austin Handout

Presented By: Jane Billingsley

Discussion: Jane stated that the average wage for 2004 for administrative assistants was \$13.11 to \$17.08 and the projected growth rate for years 2000-2010 is 12%. It was noted that the wage is for an entry-level assistant. Jane let the members know that Ray Marshall, WorkSource Career Center (South), sends job openings to the OA Department which are posted on bulletin boards.

Agenda Item: Revised 5-Minute Timing Requirements.

Presented By: Jane Billingsley

Discussion: Revised 5-Minute Timing Requirements for POFT 1329, POFI 2301, POFT 1127, POFT 2203.

Jane referred members to the Previous and Current 5-Minute Timed Writing Scales Handout and in particular to the Speed and Accuracy scale. She informed the members that the scale had been lowered by 5 gwam and that the course had been added to all plans with the exception of two certificates. The addition of Speed and Accuracy to the plans will make the graduates more competitive in the job market.

Agenda Item: Desktop Publishing Applications in Demand

Presented By: Jane Billingsley

Discussion: Jane informed the members that this item was on the agenda because an OA student suggested that OA offer such a course. Jane did a catalog search and found that Visual Communications offers ARTC 1413 Digital Publishing. QuarkXPress software is used in the course. After some discussion, the members decided that if you knew how to create a newsletter using a word processing program, then you could create a newsletter using the popular Publisher software as the program is very user friendly. Final decision was that OA did not need to offer a desktop publishing course.

Action Taken: Jane thanked all the members for their participation and adjourned the meeting at 2:00 p.m.