

Minutes of the VE Advisory Committee
April 22, 1991, Meeting

Members in attendance:

Wendy Moore, Ed Greene, Linda Todd, Jim Hesters, Ed Willis, Martha Hannah, Karen Davis, Donnie McGahee, Carolyn Cox, Mary Alice Griffin, Patty Anderson, Mary Willis, Mike Galloy, Brent Askins, and Al McRae.

Members not in attendance:

Brenda Moore, Barbara Tomlinson, John Fields, Charles Woods, Ken Kennedy, and Annie Maddox.

The meeting was called to order by Patty Anderson, Chairperson, at 7:38 p.m., in Room 223-C in the Education Center.

Donnie McGahee welcomed old and new members. He announced that Patty Anderson had just successfully completed her dissertation defense and will receive her doctorate in May, 1991. He then turned the meeting over for the following reports and announcements (hand-out provided):

Business Education Announcements:

- o Mary Alice Griffin announced that Fall, 1991, VSC will offer for the first time a course in Practical Speedwriting (BE 207). The system being used will be SuperWrite.
- o Patty Anderson discussed the results of her dissertation which dealt with the skills and attitudes required of entry-level employees in the automated office as perceived by employers in the Philadelphia area. A brief listing of the competencies are attached as requested.
- o Research is currently being performed by Patty Anderson and Mary Alice Griffin to ascertain what are the skills and attitudes required of entry-level employees as perceived by **Valdosta** employers.
- o Mary Willis is currently performing a study of Business Education curriculum in the state of Georgia.

Computer Technology Announcements:

- o Carolyn Cox announced that the summer computer workshops are almost completely filled. There are three workshops being offered this summer (Lotus-D-Base-DOS, WordPerfect, and Desktop Publishing).
- o Carolyn Cox announced that next year the BVE 240 courses will drop the PC-Write and a few other programs and add WordPerfect and Linkway to the class.

T & I Announcements:

- o Mike Galloy held a discussion regarding the new B.A.T. (Bachelor of Applied Technology) degree program that he is developing. Attached is a summary of the program. This program would focus on providing the student who has an associate's degree with an opportunity to get a bachelor's degree.

The Vocational Education Department wishes to thank the three committee members who will be rotating off of the committee at the end of this academic year--Brenda Moore, Charles Woods, and Ken Kennedy. A memo will be sent in September to all Vocational Education faculty committee members to ask for their suggestions for replacements. Thanks and best wishes also go to the three student members--Ed Willis, Martha Hannah, and Karen Davis.

The meeting was adjourned at 8:35 p.m. The next meeting will be held in November, 1991--time and date TBA.

Respectfully submitted,

Patricia L. Anderson