

Minutes of the VE Advisory Committee
November 14, 1991, Meeting

Members in attendance:

Theresa Clark, Nancy Elsberry, Kenneth Musgrove, John Fields, Sharon Crawford, Judy Grant, Sandra Kelley, Donnie McGahee, Carolyn Cox, Mary Alice Griffin, Mary Willis, Patty Anderson, Mike Galloy, Brent Askins, Rusty Forbes, Annie Maddox, and Randy McElvey.

Members not in attendance:

Barbara Tomlinson, Wendy Moore, Jim Hesters, Linda Todd, Tammy Atkinson, Al McRae, and Ed Greene.

The meeting was called to order by Patty Anderson, Chairperson, at 7:30 p.m., in Room 223-C in the Education Center. New members were acknowledged and introductions were made.

Donnie McGahee, V. E. Department Head, welcomed everyone and introduced our two new faculty members, Rusty Forbes and Randy McElvey. He mentioned that the task of reviewing the B. E. state curriculum has been completed and he handed out a copy of the updated curriculum. It was pointed out that these changes should be approved this year. In order to receive state funding, schools must teach these courses. Teacher certification is currently being reviewed this year.

Business Education Announcements:

- o Patty Anderson distributed a copy of the results of the study that Mary Alice Griffin and she completed last spring regarding skills and attitudes required of entry-level employees in the South Georgia region.
- o Mary Alice Griffin announced that research is currently taking place on determining what resume content items are considered important by South Georgia employers. Results will be compiled and handed out at the next advisory meeting in the spring.
- o Superwrite is currently being taught. It has replaced the shorthand course and is a requirement for our administrative services students. Mary Alice announced that enrollment was excellent and the results to date of the students have been wonderful.
- o Starting Winter, 1992, we will be offering beginning keyboarding using the computers. The pilot course will be taught by Randy McElvey.
- o It was announced that we are considering dropping advanced typewriting (BE202) and instead having students take a

production keyboarding course using the computer (BE305). Input was requested and received by advisory committee members.

- The internship program that Mary Willis had implemented this year was very successful. Theresa Clark mentioned that she had one of VSC students working for her this past year and has found the program to be very beneficial to both her company and the student. Mary Willis announced that we will again be placing another student next quarter with Theresa Clark.
- A two-credit course will be offered spring quarter in Job Acquisition Skills. It is open to all VSC students and has no prerequisites.

T T & I Announcements:

- Mike Galloy announced that the Board of Regents have approved the name change for the T & I degree. The degree is now a Bachelor of Science in Education with a major in Technical, Trade and Industrial Education.
- It was mentioned that effective Fall, 1991, programs at the military bases will recognize and grant credit for knowledge learned outside of the classroom.
- Mike Galloy passed out a copy of the new TTI Postsecondary/Technical option program. This program is designed for individuals who will be seeking employment in the training and development areas in industrial settings. Graduates will not be certified to teach in a secondary school environment.
- The BAT (Bachelor of Technology) degree is still on hold. Permission has been requested to make a formal proposal of the program is being made to the Board of Regents.

Computer Technology Announcements:

- Carolyn Cox announced that we have upgraded our Pagemaker software.
- The BVE240 course is still continuing to have high enrollment. Currently we are offering 10 sections quarterly.
- Carolyn Cox mentioned that the downstairs lab has completed its conversion to the Novell network system. She suggested that if anyone is thinking about going to a network system that he/she consider professional installers.

- o A three-credit course will be offered this winter quarter in Desktop Publishing using Pagemaker. It is open to all VSC students and no prerequisites are required.

Meeting was adjourned 8:27 p.m.

Respectfully submitted,

Patricia Lynn Anderson, Chairperson