

Fayetteville Technical Community College
Committee/Subcommittee: Advisory Committee

Meeting Minutes

Date: Friday, December 11, 2015

- I. Call to order
 - A. Denise DeDeaux called the meeting to order.
 - B. The date of the meeting was December 11, 2015; the time was 11:30 a.m., and the meeting was held at FTCC, CUH 350. The meeting was preceded with lunch and a demonstration via Web-Ex from Cengage Learning for the MindTap software.

- II. Roll call
 - A. The following committee members were present: Andrea Dickerson and Karla Sessoms (in proxy for Tanja McIntosh)
 - B. The following administration members were present: Cindy Burns and Denise DeDeaux
 - C. The following guests were present:
 - Full-time MOA Instructors— Brandy Strickland, Larissa White
 - Adjunct MOA instructors—Elizabeth Pope, Katherine Pugh, and Tonja Teter
 - Full-time OA instructors—Dawn Gillis
 - Adjunct OA instructors—Charnell Green, Debbie Walters, Denise Kinnison, Georgia Burden, Lisa O'Hern, and Sarah Camacho
 - Note Taker—OA Student

 - Approval of minutes from previous meeting
 - D. Denise DeDeaux distributed the minutes from the previous meeting.
 - E. The minutes of the previous meeting were approved as read.
 The minutes of the previous meeting were approved as read but with recommended changes (formatting, grammar, punctuation) that do not materially affect the content of the minutes.
 - F. The following content changes to the minutes were recommended:
 - 1.
 - 2.

- III. Old business
 - A. Discussion/update of the following open items occurred:
 1. The SACS re-accreditation process is ongoing. Various measures are being implemented to ensure a clean audit.
 2. The Annual Program Review and Assessment was being reviewed and submitted. The program review and assessment addresses the

need to develop and maintain continuous improvement processes for both the student and department.

3. Due to changes in the number of contact hours adjuncts can teach, we are currently looking for additional qualified adjunct instructors.
 4. Student enrollment in Medical Office Administration and Office Administration were discussed with MOA continuing to be in the top 7 programs at FTCC with regards to FTEs.
- B. Discussion/update of the status of the following action items occurred:
1. Action item ; the status of this action item is .
 2. Action item ; the status of this action item is .

IV. New business

A. Program and College Growth

1. Discussed the fact that community colleges registration is down.
2. Discussed reaching out in the community to get more students to enroll in school.
3. Due to Lisa Bailey's absence, Denise DeDeaux is assisting in the distribution and management of the OA Department. Denise DeDeaux expressed her appreciation to all OA/MOA instructors, including adjuncts, for their assistance in taking on extra classes. The OA instructors were informed that until further notice, email correspondence for OA would be sent from Denise DeDeaux as well as Kelly Gold.

B. Curriculum Update

1. Discussed adding a new certificate within the MOA program for Fall 2016. This would implement a new certificate for Long-Term Care Coding for Healthcare management.
2. Discussed making WBL110 as a prerequisite to the mandatory internship to learn soft skills and develop résumé writing.
3. Discussed the Office Administration Alignment Project (OAAP). Instead of having one umbrella for OA, there would be three different umbrellas with different tracks to pick and choose from.

C. There was a suggestion to add a social media course, teaching what acceptable usage at work is and how to help employers use social media to promote business.

D. There was a discussion on introducing a class to teach students how to manage medical and dental portals.

V. Next meeting: Tentatively, e-meeting to be announced in the spring semester.

VI. Adjournment – meeting facilitator Denise DeDeaux closed the meeting at 1 p.m.

Minutes prepared by: Student, Office Administration
Denise DeDeaux, Department Chair, Medical Office
Administration