

**Business Division - Advisory Board
Meeting Minutes
November 26, 2018**

The meeting was called to order at 12:20 pm. Introductions were made of all present. Members present were: Grady Conrad, Molly Kyler, and Dr. Joseph Paul (for Dr. David Hawkins). NOC Ex-Officio representatives and guests present were Cara Beth Johnson, Dr. Pam Stinson, Dr. Rae Ann Kruse, Jill Harmon, Leslie Johns and Stephanie Weckler.

Members reviewed the minutes of the November 2, 2017 meeting. Molly Kyler motioned the minutes approved. Grady Conrad seconded the motion. Motion carried unanimously.

Cara Beth Johnson provided the Advisory Board with divisional updates and a short overview of the Business programs.

Faculty: Stephanie Weckler was hired to fill the full-time Accounting position in Stillwater vacated by Randee Sloan, who will remain on faculty in an adjunct position. Three new adjuncts were hired for the fall: Dr. Pilja Vitale (Economics – Stillwater), Daniela Sherron (Management and Human Resource Management – ITV from Tonkawa) and Dr. Grady Conrad (Business Law).

Curriculum Revisions: Cara Beth announced that Richard Churchill is currently working on the Cybersecurity option. The plan is to apply for an NSA grant to fund the degree option. The Hospitality Management Option on the Business Management Degree was approved by the NOC curriculum committee in Spring 2018. Business Law will be taught as an elective for AS degrees and a requirement for AAS degrees. It was also announced that a new requirement for a one hour Professional Development capstone was also approved for all business degrees. This course will cover soft skills, resume writing, interview skills and will serve as the course to administer the Peregrine program assessment exam. We will contact Advisory Board members and local business professionals to assist with resume review, mock-interviews and to speak to the class about various professionalism topics.

Student Activities and Retention Efforts: The Business Student Advisory Board met within in early November to provide feedback similar to what the Advisory Board provides, but from a student perspective. One suggestion from the Student Advisory Board was to look at options other than eBooks. Both the Business clubs and Kappa Beta Delta honor society have been participating in various community service projects. The Stillwater Business Club has also attended several activities with the Free Enterprise Society at OSU, which provides a wonderful speaker series of nationally acclaimed business professionals.

Program Evaluation: The ACBSP self-study and site visit were a success and the Business Division was granted full 10 year accreditation with no notes or conditions. The next Quality Assurance report will be due in Spring 2022.

Additional Suggestions and Announcements: Throughout the meeting, the following suggestions were made for improvements to the Division:

- The Division was encouraged to follow up with OSU regarding the changes to the accounting and update the Advisory Board at the next meeting.
- Evaluate the ability to provide the Professional Development course in an online setting to increase availability to distance students. Also, add professional attire and etiquette to the objectives.
- Research the viability of adding a Business Analytics course or program. Dallas Community College has a program to review. Items such as Tableau, heat maps, global studies, etc.
- The next Advisory Board meeting will be Fall 2019.
- Suggestions for potential Advisory Board Members can be sent to Cara Beth Johnson via email.

Grady Conrad moved the meeting adjourn. Molly Kyler seconded the motion. Motion carried unanimously.

The meeting was adjourned at 1:20 pm.