

# **Finance Advisory Committee Meeting March 13, 2009**

## **TIME AND PLACE OF MEETING**

The committee met in the Oklahoma Room at Oklahoma City Community College from 2:00 to 3:30 p.m. on March 13, 2009.

## **THOSE IN ATTENDANCE:**

Ms. Janet Altenhofen, HRS Advisor, Farmers Insurance Group; Mr. Joe Czapla Field Claims Supervisor, Farmers Insurance; Ms. Barbara Giles, Vice President, All America Bank; Ms. Krystle Hillmon, Human Resources Assistant, First Fidelity Bank; Ms. Lorrie McKay, Manager of Training and Development, Coppermark Bank; and college representatives from the Academic Division of Business – Dr. Jim Schwark, Dean of Business; and Anita Williams, Professor of Business/Coordinator, Finance.

## **WELCOME AND INTRODUCTIONS**

Anita Williams welcomed the committee and thanked them for their time. She then introduced Dr. Jim Schwark who discussed the role of the Advisory Committee.

## **OVERVIEW OF PROGRAM AND CURRICULUM**

Anita asked the committee to review the **curriculum patterns for the AAS in Business/Finance – Banking and General Options, the Certificate of Mastery in Insurance, and the Certificate of Mastery in Banking and Finance**. She discussed how the certificates in these areas all apply to the AAS degree.

The committee then discussed some possible curriculum changes:

Math course – Anita asked if the Mathematics for Business course is still a viable course for the AAS programs. Some concern has been shown by the faculty who teach the Finance courses that students are not prepared, especially for the Introduction to Business Finance course – FIN 2023. The committee agreed that the Mathematics for Business course was still appropriate for the major and recommended that Accounting II/Managerial – ACCT 2123 be added to the AAS program and be added as the prerequisite to FIN 2023.

Other revisions to the AAS/Business Finance program agreed upon are:

1. Change the Faculty Approved General Education elective to ECON 2123 – Principles of Microeconomics
2. Change the Major Electives from 15 CH in the Banking option to 9 CH and require ACCT 2123 – Accounting II/Managerial and FIN 1013 – Personal Finance as required major courses.
3. Change the Major Electives from 12 CH in the General Option to 9 CH and require ACCT 2123 – Accounting II/Managerial.
4. In the General Option - Change MGMT 2013 - Small Business Management to MGMT 2053 – Principles of Management
5. Change MKT 2163 – Effective Selling to BUS 2043 – Business Ethics

Revisions to the Certificate of Mastery in Banking and Finance agreed upon:

1. Change MKT 2043 – Principles of Marketing to BUS 2033 – Business Communication
2. Change the 9 CH Major Electives to 3 CH Major Electives

Revisions to the Certificate of Mastery in Insurance

1. Delete INS 1133 – Intro to Property/Casualty Insurance

Other Revisions:

1. Delete INS 1123 and INS 1133 as these licensing courses are generally taken care of by the employer in-house or by the student as self-study.
2. Delete BF 1333 – Consumer Lending, BF 2123 – Analyzing Financial Statements, and BF 2483 – Commercial Lending. These courses are specialized AIB banking courses that are either taken care of through in-house training or by specialized workshop or seminar training.

Anita asked the committee if any other changes needed to be made to the programs reviewed and are the programs still meeting the needs of the employers. Janet Altenhofen stated that Farmers supported courses that would transfer easily even though this is an AAS program. She said they like the insurance courses, but the electives should be transferable. Lorrie McKay stated that for specialized training, generally that was provided through in-house or other service providers such as the Oklahoma Bankers Association which offers workshops and seminars. Barbara Giles commented regarding computer skills that many of their employees now come in with the basic skills. Krystle Hillmon said her bank uses the Banking Certificate as their guide for tuition assistance; all courses on the certificate are 100% approved for tuition assistance, so by having more required courses and less electives will help. The committee was encouraged to share any training needs that the college could help provide.

## **OLD BUSINESS**

Anita reported that the Customer Service course was offered two semesters, but only got two enrollments one term and four enrollments another term. The committee still felt like there was a need for this course and that perhaps an online offering would be more successful. Anita agreed to explore this possibility.

## **NEW BUSINESS/OTHER**

Anita reported that a CPCU course is being offered at Oklahoma Farm Bureau for their employees with Joe Czapl as the instructor. The report from Angie Christopher was that they were enjoying the course and it had helped with employee morale.

Anita then asked the committee to provide further input to the handout on future program needs via email.

Anita thanked the committee for their time and stated that she hoped they would feel like a partner with us and welcomed their input at any time.

The meeting adjourned at approximately 3:30 p.m.