



**2018/19 JSCC Business Advisory Committee
Breakfast Meeting, McWherter Center, Room 226
April 10, 2019 8:00 – 9:30 a.m.**

Agenda

Welcome and Introductions

Old Business

- a. Dual credit options for Personal Finance within AAS Business program to meet high school EPSO standards
- b. AAS Business Evening cohorts status
 - a. Business Management – see Cohort 7 Schedule
 - b. Administrative Professional Technology – See Cohort 2 Schedule
- c. Impact of TN Reconnect to business program enrollment

New Business

- a. ACBSP accreditation update - next status report due September 2021 (see attachment)
- b. New business faculty advertisement forthcoming – attributes needed.
- c. Planning stages of UTM Business articulation agreement
- d. Review of Jackson State Mission, Priorities and the Business program’s contribution to goal achievement
- e. Need for Medical Coding Certificate – determine value as ‘stand-alone’ medical or ‘add-on’ business certificate. See sample certificate.
- f. Workforce Development updates

Program Enrollment/Graduate Review – Review Business Program Website

- a. Declared business enrollment
- b. Traditional vs. Non-traditional Student Trend
 - a. Per program view of traditional vs. non-traditional trend
- c. Graduate trend review
- d. 2018/19 Exit exam results
- e. Review of partnerships with Business program this year

Funding - Perkins V “needs assessment” information required for career programs future funding

Advisory Committee Input and Updates

**2018-2019 JSCC Business Advisory Committee
Breakfast Meeting
April 10, 2019
8:00 a.m. – 9:30 a.m.**

The meeting of the Business Advisory Committee was called to order by Dean Terri Messer, with the following member present: Aaron Cooper (JEA) and from JSCC: Kimberly Johnson, Jayne Lowery, Terri Messer, Terry Mullins, Cathi Roberts and Janice Taylor.

Meeting opened with a discussion on testing, practice/exam given at JEA. JEA uses an app program that is posted on ten different sites.

Welcome and Introductions:

Old Business:

- a. *Dual credit options for Personal Finance within AAS Business program to meet high school EPSO standards*
 - Available on JSCC's Business web page.
- b. *AAS Business Evening cohorts status*
 - Business Management – see Cohort 7 Schedule – evening cohort launched originally as FAST TRACK one night a week and online. Discovered students were having the most difficulty with ECON, ACCT and INFS 1010
 - Administrative Professional Technology – see Cohort 2 Schedule
- c. *Impact of TN Reconnect to business program enrollment* – huge benefit for office

New Business:

- *ACBSP accreditation update*
 - requires we have some method of measuring performance; next status report due September 2021 (see attachment)
- *New business faculty advertisement forthcoming* – attributes needed:
 - Masters and 18 hours in a business discipline and also 18 hours in Accounting and Economics; owned their own business; (job description attached); have asked to be posted on our accreditation website; and we have to be aware of the lack of diversity on our team
- *Planning stages of UTM Business articulation agreement*
 - working on a program
- *Review of Jackson State Mission, Priorities and the Business program's contribution to goal achievement* –
- *Need for Medical Coding Certificate*
 - determine value as 'stand-alone' medical or 'add-on' business certificate (see attached sample certificate)

- *Workforce Development updates*

Discussion followed of fore mentioned topics.

Program Enrollment/Graduate Review:

- a. Declared business enrollment (see attached chart)*
- b. Traditional vs. Non-traditional Student Trend*
 - Per program view of traditional vs. non-traditional trend
- c. Graduate trend review*
- d. 2018-2019 Exit Exam results*
- e. Review of partnerships with Business program this year*

Discussion followed after review of above program outcomes.

Funding Updates:

Working on a DRA Grant to further enhance the McWherter Center building.

Advisory Committee Input and Updates:

Brief discussion followed.

Meeting adjourned.

Minutes recorded by Janice Taylor.

Lunch provided by: Backyard Bar-B-Que



Jackson State
COMMUNITY COLLEGE

COHORT 7 SCHEDULE

PROGRAM LAUNCH IN FALL 2018 - AUGUST
AAS Business - Management Concentration Schedule
Evening Pathway - Beginning Fall 2019 - (Aug 2019 - May 2021)

Cohort 7 Plan

Traditional, Hybrid-Seven Week, Online and Summer Classes

Fall 2019	1st Term Seven Weeks	Weds Evening
Busn 1305	Intro to Business	5:00 - 6:50
Intfs 1010	Computer Applications	7:00 - 8:50
	2nd Term Seven Weeks	
Engl 1010	English Comp I	5:00 - 6:50
Intfs 1010	Computer Applications (Continued)	7:00 - 8:50
	Online Full Term	
Busn 1300	Personal Finance	Online
		12 credits

Spring 2020	1st Term Seven Weeks	Weds Evening
Econ 2100	Macroeconomics	5:00 - 6:50
Busn 1310	Business Communication	7:00 - 8:50
	2nd Term Seven Weeks	
Econ 2010	Macroeconomics - (Continued)	5:00 - 6:50
Comm 2025	Fundamentals of Speech	7:00 - 8:50
	Online Full Term	
Busn 1370	Spreadsheet Applications	Online
		12 credits

	Summer 20	Weds Evening
	1st Five Week Term	
Econ 2020	Microeconomics	5:00 - 8:00
	Full Term Ten Week Summer Session	
Busn ____	Bus Elective - (Suggest: Busn 2395)	
Busn ____	Bus Elective - (Suggest: Busn 1302) ONLINE	
Math ____	Math Course (Suggest Math 1530) ONLINE	
		12 credits

Fall 2020	1st Term Seven Weeks	Weds Evening
Acct 1010	Principles of Accounting 1	5:00-6:50
Busn 1380	Supervisory Management	7:00 - 8:50
	2nd Term Seven Weeks	
Acct 1010	Principles of Accounting 1 - (Continued)	5:00 - 6:50
Busn 1320	Business Calculations	7:00 - 8:50
	Online Full Term	
Busn 2370	Legal Environment of Business ONLINE	
		12 credits

Spring 2021	1st Term Seven Weeks	Weds Evening
Acct 1020	Principles of Accounting II	5:00-6:50
Busn ____	Business Ele - (Suggest: Busn 2390)	7:00 - 8:50
	2nd Term Seven Weeks	
Acct 1020	Principles of Accounting II - (Continued)	5:00 - 6:50
Busn 2380	Marketing	7:00 - 8:50
Humanities	Online Full Term	
		12 credits

Associates of Applied Science, Business - Management Concentration
60 Credit Hour Degree Program



Jackson State
COMMUNITY COLLEGE

COHORT 2 SCHEDULE
PROGRAM LAUNCH IN FALL 2019 - AUGUST
AAS Business - ADMINISTRATIVE PROFESSIONAL TECHNOLOGY Concentration
Evening Pathway - Beginning Fall 2019 - (Aug 2019 - May 2021)

Cohort 2 Plan

Hybrid- Seven Week, Online and Summer Classes

Fall 2019	1st Term Seven Weeks	Weds Evening
Busn 1305	Intro to Business	5:00 - 6:50
InfTs 1010	Computer Applications	7:00 - 8:50
	2nd Term Seven Weeks	
Engl 1010	English Comp I	5:00 - 6:50
InfTs 1010	Computer Applications (Cont.)	7:00 - 8:50
	Online Full Term	
Busn ____	Bus Elective - (Suggest: Busn 1300) <i>ONLINE</i>	12 credits

Spring 2020	1st Term Seven Weeks	Weds Evening
Econ 2010	Macroeconomics	5:00 - 6:50
Busn 1310	Business Communication	7:00 - 8:50
	2nd Term Seven Weeks	
Econ 2010	Macroeconomics (Cont.)	5:00 - 6:50
Comm 2025	Fundamentals of Speech	7:00 - 8:50
	Online Full Term	
Busn 1370	Elective - Spreadsheet Apps	Online
		12 credits

Summer 20	
	Full Term Ten Week Summer Session
Busn ____	Bus Elective <i>ONLINE</i> (Suggest Busn 1302)
Math ____	Math Course (Suggest Math 1530) <i>ONLINE</i>
Humanities	Online Full Term
	9 credits

Fall 2020	FULL FALL TERM:	Weds Evening
Acct 1010	Principles of Accounting 1	5:00-6:50
Admn 1309	Records Management	7:00 - 8:50
Busn 2370	Legal Environment of Business <i>ONLINE</i>	Online
Admn 1311	Word Processing <i>Online</i>	Online
		12 credits

Spring 2021	1st Term Seven Weeks	Weds Evening
Admn 1308	Office Procedures	5:00-6:50
Admn 1322	Presentation Applications	7:00 - 8:50
	2nd Term Seven Weeks	
Admn 2305	Intro Desktop Publishing	5:00 - 6:50
Busn 2380	Marketing	7:00 - 8:50
	Full Term	
Admn 2395	Internship	
		15 credits

Associates of Applied Science, Business - Admin Prof Tech Concentration
60 Credit Hour Degree Program



ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

Bringing Together Those Dedicated to Teaching Excellence

May 1, 2017

Mr. Horace Chase
President
Jackson State Community College
2046 No. Parkway
Jackson, Tennessee 38301

Dear Mr. Chase,

The Associate Degree Board of Commissioners met on April 24-25, 2017 and approved the reaffirmation of the business program accreditation at Jackson State Community College. Congratulations!

The Board of Commissioners granted Full Reaffirmation of Jackson State Community College.

You are encouraged to work with Dennis Brode if you have any questions. Commissioner Brode may be contacted by phone at: 937-512-3722, or by e-mail at: dennis.brode@sinclair.edu. You may also contact Diana Hallerud at 913-339-9356, or by e-mail at dianahallerud@acbsp.org.

Your Quality Assurance Report will be due on **2/15/2021** and four years after that. Your ten year reaffirmation will be due in **2027**.

ACBSP will inform the public of decisions on accreditation status made by the Boards of Commissioners by posting the accreditation decisions on the ACBSP Website. The decisions on accreditation status can be accessed from www.acbsp.org/?page=decisions and will appear as the following:

Jackson State Community College (Jackson, TN)

Full Accreditation Reaffirmation granted.

ACBSP encourages you to publicly announce that your business programs are accredited. In the next few weeks, we will be sending you, via e-mail, a sample ACBSP Press Release and ACBSP Logo files for publicizing your accreditation. As you prepare these materials, the following is your official ACBSP statement:

The following business programs at Jackson State Community College are accredited by the Accreditation Council for Business Schools and Programs:

A.S. Accounting (Transfer)
A.S. Business Administration (Transfer)
A.A.S. Business - Management Concentration (Career)
A.A.S. Business - Administrative Office Concentration (Career)

11520 West 119th Street • Overland Park, Kansas 66213
913-339-9356 • Fax 913-339-6226 • info@acbsp.org • www.acbsp.org

Business Advisory Committee Review of the Program's Impact to the College's Mission

College Mission Statement:

Jackson State Community College provides accessible learning opportunities that enhance the lives of individuals, strengthen the workforce, and empower our diverse communities by offering traditional and contemporary associate degrees, certificates, continuing education and enrichment, and college-readiness programs.

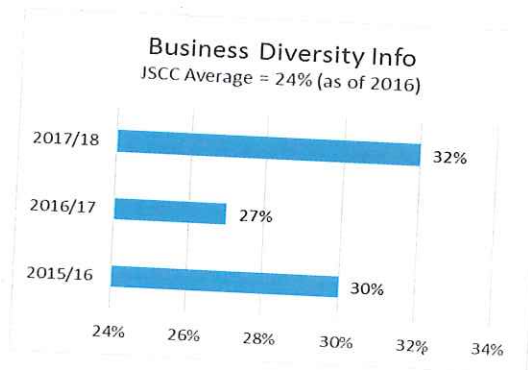
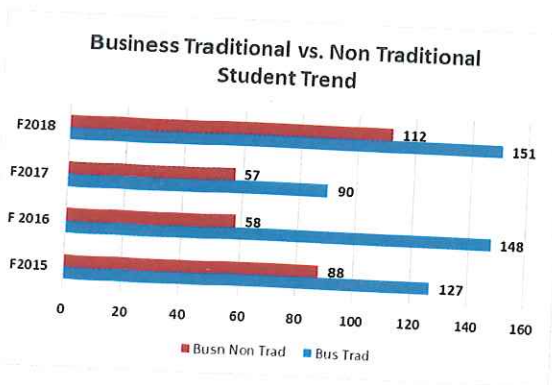
Strategic Plan covers five key college wide priorities: Access, Student Success, Quality, Efficiency and Workforce Development

Access Goal 1.2: JSCC will increase the enrollment and FTE of targeted subpopulations (i.e., URM, TN Promise, Adults, Veterans, Healthcare, Dual Enrollment, and Males) for fall and spring semesters.

Business Unit Objective:

- Promote AAS Business Accelerated evening program at adult concentrated events and workplace ventures, as well as working with Lane College to promote dual degree enrollments.
- Possibly add diverse business faculty in a vacated positions due to faculty retirement.

Results:



Access Goal 1.3: JSCC will maintain or increase the average annual participation in non-credit workforce development training at 20,000 hours.

Business Unit Objective: Will continue to provide instructional support where appropriate to aid in obtaining this goal.

Results: Jayne Lowery taught/teaching various Excel classes and Terri Messer various Leadership courses for the WFD area.

Access Goal 2.1: JSCC will increase the promotion of the institution and its programs through recruitment and marketing.

Business Unit Objective: Continue to aid in various recruiting events at local high schools, community organizations and at JSCC.

Results: The business program was promoted at numerous events throughout the 2018/19 year.

Medical Coding

Certificate

Entry wage: \$21,615* Median wage: \$28,250* Job placement rate: 88%**

A day in the life

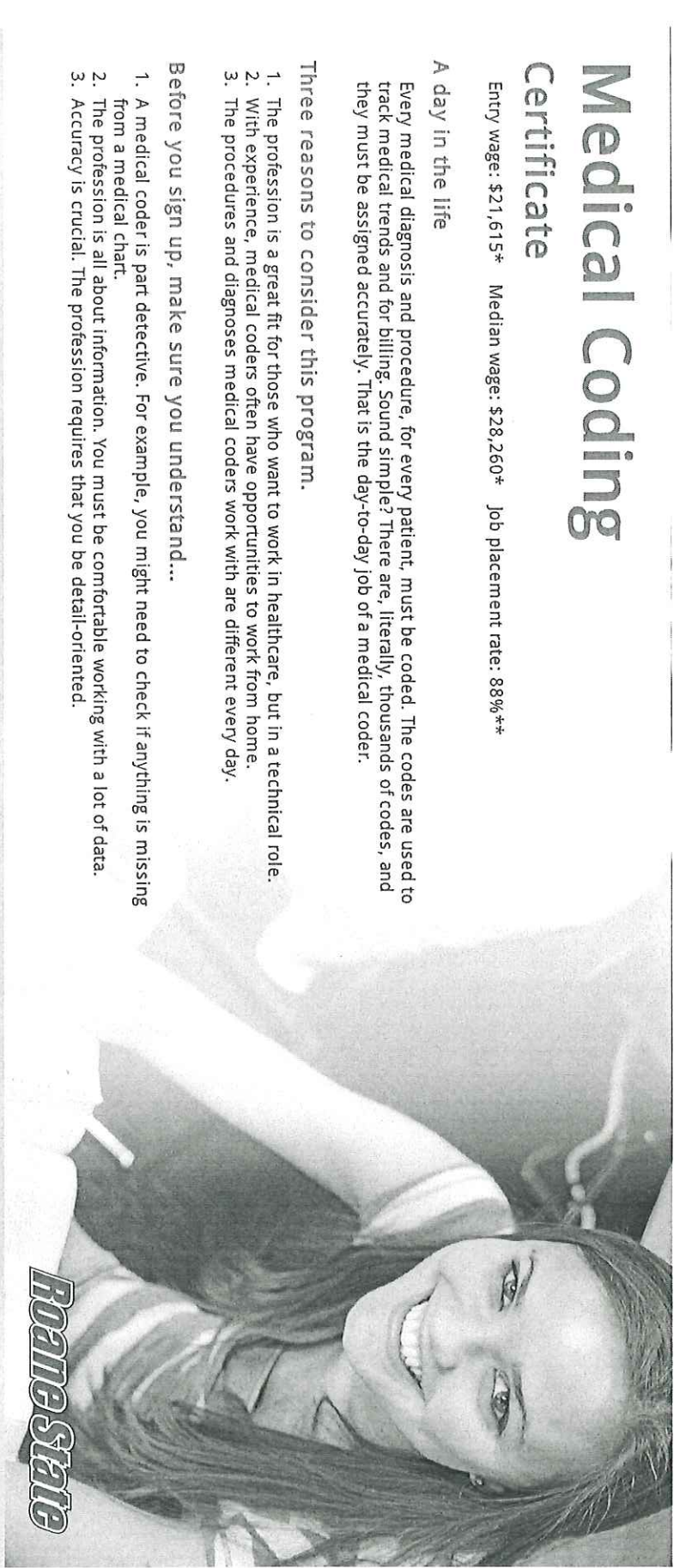
Every medical diagnosis and procedure, for every patient, must be coded. The codes are used to track medical trends and for billing. Sound simple? There are, literally, thousands of codes, and they must be assigned accurately. That is the day-to-day job of a medical coder.

Three reasons to consider this program.

1. The profession is a great fit for those who want to work in healthcare, but in a technical role.
2. With experience, medical coders often have opportunities to work from home.
3. The procedures and diagnoses medical coders work with are different every day.

Before you sign up, make sure you understand...

1. A medical coder is part detective. For example, you might need to check if anything is missing from a medical chart.
2. The profession is all about information. You must be comfortable working with a lot of data.
3. Accuracy is crucial. The profession requires that you be detail-oriented.



BIO 2010 Anatomy & Physiology I
 HIMT 1301 Intro to Health Information Management
 HIMT 1300 Medical Terminology
 HIMT 1303 Basic ICD Coding I

BIO 2020 Anatomy & Physiology II
 HIMT 2302 Basic ICD Coding II
 HIMT 2301 CPT Coding
 HIMT 1201 Medical Office Procedures

1st Fall

Nov Register
 Oct Application for Graduation
 Sep See Advisor

1st Spring

Mar Ceremony Participation Form
 Apr CCA Test
 May Job Search

Key: Course: program faculty have identified this course as key to your success
 Recommended Elective: check catalog for other acceptable courses
 *Tennessee Department of Labor **Average of 2015 - 2017 graduates



Business Advisory Meeting

April 10, 2019
Kisber Conference Room

