

Minutes

Accounting, Office Technology, and Small Business Management Advisory Committee Meeting Tuesday, April 14, 2026

Present: Kara Bevis, Assistant Vice President – John A. Logan College; Ashley Norton, Accountant – Kemper Group; Markella Rutherford, Instructor of Accounting/Business – John A. Logan College; Dr. Jason Tanner, Professor of Business – John A. Logan College;

Introductions

- The meeting was held at John A. Logan College, Carterville, Illinois. Jason began the meeting at 6:45 p.m. An agenda was distributed.

Program Guides/Program Review

- The program guides for specific disciplines were discussed.
 - Markella discussed the associate in applied science in accounting program guide and student related issues.
 - Jason discussed business and administrative assistant program guides.

Course/Program Updates

- Integrated Accounting on Computers (ACC 225)
 - Changed to QuickBooks Online for Accounting.
- Markella announced Pearson is now being used for ACC 100 and ACC 201.
- Discussion was held regarding addition of Cengage online platforms for ACC 105, 218, and 225.
- Internship opportunities in accounting were discussed.
- Participants were made aware of potential keyboarding course(s) revisions.
- Discussion regarding a course for email usage was explored.

Syllabi

- Participants were shown a sample syllabus and how it has evolved over the years.

Program Recommendations/Questions

- Payroll Accounting (ACC 105)
 - Recommendation to change to second year spring semester.
 - Recommendation to change prefix to ACC 205.
 - Recommendation to add prerequisite of ACC 100 or ACC 201 recommended to move the course to the second year, spring semester.
- Simulations would be a great addition to ACC courses.

Adjournment

- The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Jason Tanner

Jason Tanner, Ph.D.
Professor of Business
Business Advisor