



BUSINESS ADMINISTRATION ADVISORY COMMITTEE MEETING MINUTES

Tuesday, January 20, 2015

4:30—6:30 p.m.

Penguin Union Building, Room 258-B

Members Present: Jennifer McDaniel, Vice Chair, City of Washougal; Rich Gibler, PeaceHealth Southwest Medical Center; Jerry Olson, Olson Engineering, Inc.; Mark Maggiora, Americans Building Community; Nick Shanmac, Vancouver Business Journal; Brett Rankin, Farwest Steel; Steve Leichner, Riverview Community Bank; Kurt Aarrestad, Clark County Historical Museum; Anthony Stach, Enterprise Ren-A-Car; Sam Salti, E-Tax Corporation

Members Absent: Michelle Thor, Committee Chair, Columbia Credit Union; Nick Shanmac, Vancouver Business Journal; EJ Tippel, Bonneville Hot Springs, Inc.

Guests: Arif Humuyan

Clark College: Adnan Hamideh, Division Chair, Business Professor; Business Professors Patti Serrano, Patricia Atkinson, Steve Walsh; Lucia Worthington, Business Adjunct; Doug Helmer, Larch Business Instructor; Bryce Ruppe, Business Student; Blake Bowers, Dean, Business & Health Sciences; John Maduta, Div. Mgr. Prof/Tech Advising; Brianna Lisenbee, Career Services; Andreana DiGiorgio, Secretary Sr., Advisory Committees

Welcome and Introductions

Committee Vice Chair Jennifer McDaniel called the meeting to order at 4:39 p.m. and introductions were made.

After a short review, a motion was made to approve the January 20, 2015 meeting minutes was made. The motion was seconded and unanimously approved by the committee.

Office of Instruction

Member Recognition Breakfast. Andreana invited the committee to the advisory committee recognition breakfast being held on Wednesday, March 18, 2015 at 7:30 a.m. She said local economist Scott Bailey will be the keynote speaker and will talk about the local economy as well as a review of Washington State's economy as a whole. Andreana said to watch their email for the invitation.

Director/Division Chair Report

Business Administration Division Chair and Professor, Adnan Hamideh, thanked the committee for attending the meeting. Adnan began with the committee roster and explained the importance of the employer-employee ratio. As the members are recruiting new members, they need to keep in mind where the ratio is and recruit accordingly. Currently, the ratio is six employers and six employees.

Next, Adnan reported on enrollment. He said that college-wide, enrollment is down 6%. The Business Division was not affected and offered the same amount of courses. The state is pushing the Credit for prior Learning program. He said there is a flat fee of \$255 for course challenges. The business instructors need to come up with the assessments. He said in order for a course challenge to be successful, students need to demonstrate they can do what the course

outcome is. He asked what the committee thinks of this program and Sam Salti asked about the pass/no pass grade. John Maduta said the pass/no pass will be documented on their transcript.

iBest program. Adnan said the Business Administration program is offering a certificate for people who are enrolled in iBest. iBest students struggle more than other students. It's the same material but there are more resources available to these students than the average student. He said enrollment was a bit discouraging; just five students signed up for the core classes so it had to be cancelled for this term. Adnan said they need 15 to 17 enrolled per course. They will try to fill the program again next year.

Tenure track economics instructors. Two positions have been approved for posting. They've received 24 qualified applicants with 43% diversity. Currently going through the resumes. Interview and hire process will begin end of February. Adnan said next year one more tenure track position will open.

Adnan just came back from a conference in San Diego for department chair duties, policies, tricks and tips.

Last term they got the Instructional Planning Team (IPT) to approve the degrees and certificates. These will be included in the catalog starting July 1, 2015. He said this transition pathway will be much cleaner for students and will help in preventing self-advising.

Adnan said there are two courses they are thinking about offering. One is a non-profit business course. This is currently covered in one or two chapters of one course. Kurt Aarrestad said it would be a great idea to offer this course because there are questions on how to raise money for their non-profit organization. Adnan said he knows an instructor who developed curriculum and is interested in teaching this at Clark College. He invited this person to present this idea to the Business Division at their meeting on Monday. Mark Maggiora said he has a person who might help with this non-profit course as well and added that PSU has a non-profit department and Adnan may want to visit with the chair.

Another course is the one that could cover business side of the legalization of marijuana in Washington. He said this could be a collaborative effort with the help of the Allied Health Department at Clark. This course would cover things such as the business side of taxation, etc. Adnan said this could start as a seminar and possibly grow into a full course in the future. He added that there are many issues from the Government's standpoint such as no debit cards are accepted because of the FDIC and it is currently a cash only business. Jennifer said it is still very controversial. The committee asked what kind of experts need to be brought in to talk about these issues and Adnan thought lawmakers, law enforcement, health care experts, etc. would be beneficial.

Next, Adnan told the committee that he needs their input and endorsement for the Business Math course. This is offered four times per year. This course requires a prerequisite but is a lower level of math. He would like to raise the bar and raise the math level prerequisite. Primarily, the students have trouble with fractions, decimals, percentages, etc. He said students need to be grounded so that they can apply this into other aspects of business math. Completion rates would also go up. They can write the curriculum but will need the endorsement of the advisory committee to take through the approval process. *Jerry Olson made a motion to endorse this process. The motion was seconded and unanimously approved.* He hopes that this will be in place summer 2016.

Adnan said he would like to standardize the number of students for each course. He is currently researching all the information to find a happy medium. This will be on agenda for discussion at the next meeting.

Business Professor Steve Walsh would like input from the committee members on his sabbatical plan. On his sabbatical he plans to contact eight colleges to which Clark's business students transfer. He will contact advising personnel at each college, since they deal with transfer students on a daily basis, and ask about the adjustment of Clark business students specifically, and then will ask about Washington State transfer students. He is going to also talk to Clark faculty members who teach business courses and ask what preparation is required for their classes, what lower-division courses at the gaining institution are prerequisite to their courses, and ask for their course learning outcomes. He said greater understanding of these issues will guide us in our teaching methods and

curriculum development. Better congruence of learning outcomes between Clark and the transfer institutions will facilitate our students' bridging the gap between Clark and their transfer institution as a step in their business career paths. He would like feedback from the committee and asked if they have information or comments, to please contact him at swalsh@clark.edu.

Work Plan

Patty Serrano gave an overview of and update of the status of the Bachelor of Applied Science (BAS) in Management. She said this program will support business management for all the programs at Clark to have a junior/senior level management degree in their industry. Upon approval from the Executive Cabinet the statement of intent will be sent to the state for approval. After the state approves, they will continue to parts C & D of the process. The last approval will be the accreditation body. Blake said that this is monumentous and new ground has been broken. He said the Dental Hygiene program was recently approved for a BAS. Blake said Clark has 25 certificate and degree programs that are a pipeline into this new management degree. The projected start date is fall 2016.

Next, Patti presented information about K-12 partnerships. She asked the committee for suggestions on how to increase our relationship with the K-12 schools. Adnan said he has visited with some schools. Washougal is very interested in this program and would like a follow up meeting. Adnan and Patti will update this item at future advisory meetings.

Adnan introduced business student Bryce Ruppe, who is in the process of setting up a business student club at Clark. It needs to be a "program" in order to be underwritten or funded by the college. He said he needs students who will be active throughout their entire time at Clark but is having a bit of trouble finding interested students. Adnan said he has an entrepreneur club but no money involved. Once there is a budget the club can invite speakers, food, flyers, etc.

New Business

Doug Helmer gave a presentation about the business courses at Larch and an overview of the Larch facility. He said the facility is a minimum to medium security facility located in Yacolt, Washington. The facility has the capacity of 480 offenders on a 40-acre site. He said Clark College offers adult basic education along with vocational programs: Small Business Basics, Life Skills Computing, and Automotive Service and Brakes Technician. Doug gave an overview of the Small Business offerings and they are: Intro to Business, Computer Applications Essentials, Basic Accounting Principles, Creative Problem Solving, Small Business Management and Business Math. Adnan said that the program standard at Larch is the same standard as Clark. These students who finish this program can easily transfer their credits to Clark and continue their education. If members would like more information about this program, please contact Doug at (360) 260-6300 or dhelmer@clark.edu.

Next, Andreana had the committee review the committee bylaws. She said that all the advisory committees are doing this review as many have not been reviewed in many years. Andreana had made some "housekeeping" type updates and asked that they have a blanket motion to approve these along with any other additions the members recommend. Quorum and attendance were discussed. The committee agreed to keep the quorum at a simple majority. They also agreed to add attendance requirements as follows: "A member who misses two (2) consecutive meetings will be contacted by the committee chair to find out their level of commitment. This will help ensure that we have active members and enough voting members to ensure quorum." *A blanket motion was made, seconded, and approved unanimously to make all suggested changes to the bylaws.*

Next Meeting Date

It was previously agreed that the meetings take place the first Tuesday after the quarter starts so the next meeting is scheduled for Tuesday, April 21, 2015 at 4:30 p.m.

The meeting was adjourned at 6:35 p.m.