



BUSINESS TECHNOLOGY ADVISORY COMMITTEE
MEETING MINUTES
Tuesday, April 28, 2015 * 4:00 p.m.—6:00 p.m.
Scarpelli Hall, Room 103

Members Present: Dee Clinton, Committee Chair, Hewlett Packard; John LeMart, WorkSource Vancouver; Mari Jessup, Miller Nash Graham Dunn LLC; Shari Jensen, Clark County; Tami McEldowney, Office Team; Leslie Hinton, Clark County Skills Center/Evergreen School District

Members Absent: Lee Ann Trunk, Columbia Credit Union

Clark College: Marilyn Hale, Division Chair/Professor; Professors Mary Evens, Chris Wilkins, Helen Martin; Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Kathy Ostermiller, Tenure Supervisor; John Maduta, Advising Divisional Manager; Andreana DiGiorgio, Secretary Sr., Advisory Committees

Dee Clinton called the meeting to order at 4:06 p.m. and introductions were made.

A motion was made to approve the October 21, 2014 minutes as written. The motion was seconded and unanimously passed.

Office of Instruction

Associate Director of Instructional Planning & Innovation Cathy Sherick reported on the following items:

Advisory Recognition Breakfast. Speaker Scott Bailey, Economist and Clark Faculty spoke about the regional economic outlook. Looking forward to advisory members joining us for the 2016 advisory recognition event, to take place during spring term 2016. Cathy asked what people thought of the event, and if they might share any specific recommendations for next year? Marilyn Hale and Mari Jessup thought the speaker was well-prepared with good economic information.

Upcoming Advisory Training. This training would be for incoming advisory chairs, vice chairs, and any member who is interested in serving in one of these positions in the future. The training will cover advisory committee responsibilities, processes, and schedules. The training is slated for September 2015 on the Clark main campus. The inter-active event will be from 5:30 to 8:30 p.m. and will include dinner. Cathy asked if there any items that committee members would like to see included in the training. If members have ideas, please share them with Cathy at csherick@clark.edu.

Advisory websites. This will be the primary location for all information regarding the committees. Office of Instruction will be posting articles of interest, economic studies, and other information. Members are encouraged to send links and information of interest to post on the site too.

Clark College Strategic Plan 2015-2020. The Plan was adopted in March 2015. The organizational management process was used to set priorities, focus energy and resources, strengthen operations, and ensure that stakeholders are working toward common goals. The plan will be the over-arching document linking the academic, enrollment, retention, and other future plans for the college. If members would like more on this, please go to the Clark College website at clark.edu.

Clark College Academic Plan is in the works! The academic plan process is under way at Clark with faculty and staff gathering ideas and building consensus. Under construction over the coming months it is anticipated to be adopted in the fall of 2015.

Director/Division Chair Report

- Marilyn Hale announced that Professor Helen Martin is now tenured.
- The new degree and certificate was approved by the state.
- Enrollments are down, not just in BTEC but also College-wide. This generally correlates with how the economy is going.

Work Plan

The committee reviewed the work plan and Andreana made suggested updates. Some notes are below.

Develop teaching materials and locate textbooks. On track and working with Network Technology and IT Departments to set up the server just for BTEC. Will have a functional Outlook for the course. First Outlook class will be summer 2015. SharePoint textbooks are available in the library but do not have exercises. Chris Wilkins will have a textbook available by the time classes begin. Staff training will be offered for faculty.

Collecting artifacts from Word & Publisher— Will need to sit down with faculty to see how to grade. Students need to know how to prepare quality documents using Microsoft Office. Chris passed around student portfolios. Ongoing.

Review unit data and information and provide input and direction to address instructional staffing and other programmatic needs. Waiting for information from OOI and will share at fall meeting.

For a copy of the BTEC Advisory Committee work plan, please visit the Business Technology Advisory website at <http://www.clark.edu/advisory/>.

New Business

BTEC Equipment Plan. Marilyn showed the BTEC equipment plan and said they recently received \$1,900 for a SharePoint/Outlook server. The rest is a prioritized wish list. This list goes to the Dean and in fall, when there's a possibility of funds available, this helps the Dean decide which programs get what. Chris said she would like an expanding pointer added to the list.

Review of current Filing & Records Management curriculum. Helen teaches a course called "Files and Records Management" and would like to add more electronic information to her curriculum. Textbook makers are adding a small portion of Outlook, SharePoint, Excel, etc., but what does the committee think she should incorporate into the class? Both John LeMarte and Tami McEldowney said scanning and digital recordkeeping are important. A discussion took place about the lifecycle of record keeping. Corporate America is scanning and disposing. Naming conventions are very important for searching later so this should be incorporated into the curriculum. Is there a standard? More discussion took place about records managements, scanning and filing. Again, naming conventions are huge. Students need to know how to scan and file electronically and be familiar with name conventions.

Office Proficiency Assessment & Certification (OPAC) testing/certification. Received a call from a Seattle-based student looking for a certification test called OPAC. The OPAC program provides specialized assessments for the legal, medical, and customer service fields. In addition, the software has a custom test writer so that you can develop your own assessments. The testing measures critical skills required in today's administrative and clerical positions. (Go to OPAC.com for more information.) Are employers looking for these certifications? Members said not really, it's an individual preference.

Marketing new BTEC certificate/degree pathways. Marilyn asked members if they have any marketing strategies. Chris said Clark has a new manager of outreach that works with local high schools. Another works with older students. Leslie Hinton would like to see something put together for her students at the Clark County Skills Center BTEC Department. How about Career Days? Helen said she will put Leslie in touch with the high school outreach person.

Vice chair election. Tami McElDowney was nominated for the BTEC Advisory Committee vice chair position. A motion was made and seconded to elect Tami to the vice chair of this committee. The motion passed unanimously.

Next Meeting Date

Tuesday, November 3, 2015 at 4:00 pm.

The meeting was adjourned at 5:18 p.m.