

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE**

**MEETING MINUTES**

**Thursday April 13 2017 \* 4:00 p.m.—6:00 p.m.**

**PUB 258B**

**Members Present:** Shari Jensen, Clark County (Interim Committee Chair); Mari Jessup, Miller Nash Graham Dunn LLC; Leslie Hinton, Cascadia Technical Academy; Kandi Lukowski, WA State School for the Blind; Kathy Scobba, Washougal HS

**Members Absent**: John LeMarte, WorkSource Vancouver (Interim Committee Vice Chair);

**Clark College:** Marilyn Hale, Division Chair/Professor; Professors Mary Evens, Chris Wilkins, Helen Martin, Drew Johnson; Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Wendé Fisher, Prof-Tech Advising; Scott Clemans, Career Services; Nichola Farron, Secretary Sr., Advisory Committees

Committee Chair Shari Jensen called the meeting to order at 4.05pm and introductions were made, including new members Kandi Lukowski and Kathy Scobba

Minutes of the Previous Meeting

*The minutes of November 15 2016 were presented for review: Mari made a motion to approve as written; this was seconded by Kandi and passed by the committee.*

Next Meeting Date

The committee will meet again on Thursday October 19 2017 at 4.00pm

Office of Instruction Updates

Cathy Sherick made the following announcements:

Clark is completing the series of Business and Community Learning events on campus this spring. The quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the Gaiser Student Center, allowing people to attend on their lunch hour.

* Friday May 19th The Power of Completion

Join us here on campus Saturday June 3 10:00 a.m. registration opens for the FREE Healthy Penguin Walkabout. There are several stations set up across campus, with health activities and information about one quarter mile apart. A great way to get some exercise, some health information and have fun.

In keeping with the college campus theme, TRANSFORMATION work on the committee composition continues! We are seeking nontraditional members, those folks who are not typically associated with the field (like women in welding). Your assistance is appreciated, if you know of someone who might be interested in joining a committee, let us know.

We are also going to be making a big push to engage students and Clark Alumnae in the work of the committees. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, have not had students waiting in line – but we want to have them be a regular and vital presence on every committee in the future.

July 13, 2017 – Evening event to recognize our committees and the terrific volunteers that come to meetings two times a year to support students. Watch for additional details to arrive via email.

Clark College will hold graduation at the Sunlight Supply Amphitheater on Thursday June 22 at 7:00 p.m. It is a great way to celebrate the work of the committees. There is always a need for volunteers at the event, if you are interested please let us know.

Department Updates

Marilyn outlined that discussions have been ongoing regarding a move of the BTEC department from the Workforce and Professional Technical Education (WPTE) division to the Business and Health Sciences (BHS) Division. This will mean the leadership of a different Dean. With the BMED (Business Technology – Medical Office) department also being brought into the division, it provides an opportunity for students to work collaboratively across the departments.

Wendé continued that the Division changes would not have any impact in terms of Advising.

Marilyn further outlined that the department heads would be working with the VP of Instruction and the new Dean to work on the transition. There was some initial thought to align these changes with the launch of CTC link, but as that is now delayed, it has been decided to move ahead,

With business technology, business administration and BMED being structured around pathway ideas, there will be opportunity for cross-listing classes, creating learning communities and working collaboratively with the health courses.

Sabbatical Report – Mary Evens

Mary outlined that for summer and fall she will be on sabbatical, working on revamping the capstone course with a view to integrating feedback from advisory members and associates to make the class more meaningful.

Mary continued that she will be visiting different companies and sending out surveys in order to work on ensuring students are best prepared for the office environment. The capstone course (BTEC 211 - administrative procedures) is the last course undertaken. It calls upon students to identify issues and problem solve. They are also required to create a portfolio, with the final assignment being a professional interview.

Mary will report to the Committee at a future meeting with the results of her sabbatical.

Committee Discussion

As committee member Mari Jessup had attended the ‘Millennials in the Workforce’ workshop as part of the Business and Community Learning Series, the members discussed some of the issues that emerged. There was a consensus that there needs to be recognition of the different generational styles in the workplace.

The committee also discussed potential subject areas for inclusion in the program. Chris explained that the planned SharePoint class could not be established because of the server support needs.

Marilyn outlined that one idea is a collaboration-focused class looking at platforms such as OneDrive, SharePoint and Google Docs. Shari shared that Clark County will shortly be moving to Google Docs as a cost-saving exercise. In addition, Kandi shared that the School for the Blind also uses this platform.

Leslie spoke to the fact that a number of students are opting to use Prezi over PowerPoint, but that is limiting them in terms of skills.

In addition, Chris spoke about introducing students to various virtual meeting platforms that are becoming more integrated into working environments.

Mari continued that there would be a benefit to students having more familiarity with naming conventions, especially in the legal field, but also to recognize the industry expectations around this.

Marilyn continued that she would be interested to hear any suggestions in the future as to software programs that could be integrated to make students more cutting edge administrative assistants.

Shari adjourned the meeting at 5pm

Prepared by Nichola Farron