

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE**

**MEETING MINUTES**

**Tuesday 15th November 2016 \* 4:00 p.m.—6:00 p.m.**

**PUB 258B**

**Members Present:** John LeMarte, WorkSource Vancouver (Interim Committee Vice Chair); Mari Jessup, Miller Nash Graham Dunn LLC

**Members Absent**: Shari Jensen, Clark County (Interim Committee Chair); Dee Clinton, Hewlett Packard; Leslie Hinton, Clark County Skills Center/Evergreen School District

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

Interim Vice-Chair John Le Marte called the meeting to order at 4.12pm. Wendé Fisher from Advising was introduced as a new attendee.

Minutes of the Previous Meeting

As a quorum was not present, the minutes will be sent for approval electronically.

*As of November 17th 2016 the minutes have been unanimously approved as written.*

Next Meeting Date

The committee will meet next on Thursday April 13th 2017

Announcements from College

Cathy Sherick made the following announcements:

The theme “Transformation” is being used to describe two large intersecting initiatives. One is the Academic Plan, which will guide Clark’s programs and student services over the next five years. The first goal of the plan is to implement Guided Pathways, the second large initiative.

All Washington State community colleges will implement Guided Pathways. This is aligning schedules and building program *pathways* that have clearer more defined structures, saving students time and money getting to graduation. Training for advisory members on Guided Pathways will be on March 24.

Specific *transformations* that advisory members will see this year include a *r*edesign of the meeting agenda format. This provides faculty and committees with a connection to the academic plan and will streamline the meeting while including committee work plan activities. The committee composition will now include students and Clark Alumnae. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, we hope that students will be a regular and vital presence on every committee in the future.

Transforming the role of committee members, from just meeting attendees to being a part of our learning community. Not just trainings, the series of Business and Community Learning events on campus are set up to be 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. Food is available in the carts on campus, and guests are welcome to bring their brown bag. Additional information to follow in emails.

* Friday December 9th Advocacy
* Friday February 24th Millennials in the Workforce
* Friday March 24th Pathways
* Friday May 19th The Power of Completion

An evening event will be planned in the Spring to thank our advisory committee members for their time and expertise. Look for information during winter term.

A complete computer systems upgrade to campus registration, human resources and finance systems. The ‘go-live’ date for will be January 30. It will not impact the advisory committees, but it will impact campus business so there will be a moratorium on advisory meetings from mid-January to mid-February.

The new Bachelor of Applied Science in Applied Management (BASAM) is accepting students beginning winter term 2017. For additional information go to: <http://www.clark.edu/academics/programs/bus/basam/index.php>

Department Updates

Marilyn outlined that Chris has been working to set up the department as a Microsoft specialist testing center. Chris continued that there had been some challenges linked to computer configurations but the software is now downloaded. The department is hoping to host a ‘test fest’ by the end of the term so that students can be certified in Word, Excel and Access. This is paid for by the State; as an MS IT academy, the Department can have resources available; but the testing software is through a different provider. Testing can be offered to students for free, and there are also some vouchers available for staff development: there is also the option for practice tests, and feedback for areas of improvement. It is hoped that these resources etc. can be more fully utilized in the future and included in curriculum development. The Department is also receiving some assistance in establishing the MS resources from the State Librarian.

Department Name Change

Marilyn outlined that the department have been discussing a name change from ‘Business Technology’ to, potentially, ‘Business Office Professional’. One of the motivations is that it is being found that some co-op students are confused about what the definition of ‘Business Technology’ actually is and will subsequently mis-choose their degree. Mary clarified that this would be a department and not a division name change.

Chris continued that there is also sometimes confusion stemming from the online Career Coach tool, and potentially in Advising as well. Consequently, prospective students are sometimes ‘lost’ to the Business Administration department.

Mari asked what steps could be established to differentiate the ‘funneling’. Marilyn outlined that she has discussed with John from Advising about the possibility for using different terminology, for example to shift away from the idea of a ‘secretary’. Phrases such as ‘Office Assistant’ or ‘Administrative Assistant’ should be promoted to potential students.

John commented that Executive Assistant and Administrative Assistant were more prevalent than Office Assistant, and Mari outlined that ‘Administrative Assistant’ is a huge umbrella of roles.

Mary continued that the department is hearing from employers that students are lacking skills in certain areas, e.g. Excel, whereas if they were enrolled in the BTEC department those skills would have been established. Perhaps more than a name change, there needs to be more effort to remedy the disconnect between the AA degree and Business Administration.

The committee discussed the need to not ‘lose’ students in the system, especially those who opt to ‘self-advise’. John reiterated that there needs to be more education for prospective students at the front-end.

Chris then outlined that the Department could potentially survey students and solicit their response to different titles. That information could then be transferred to the front line of student services. The Committee agreed to discuss this further at the next meeting.

Potential BTEC IBEST Program

Marilyn outlined a proposal currently being discussed where students would be taken from transitional studies classes and integrated into the program with 2 teachers (content and support) to bring their skill level up. The model is based on the idea that the student will learn content in the class, then use the subsequent support class to work on areas for improvement, preview content etc.

Marilyn continued that the department is considering linking this with the CA in Front Office Assistant as the on-ramp for this into the more advanced degrees as this will allow more scope for potential achievement. In addition, this will fit into the Guided Pathways model being adopted as it allows students access to increased wrap-around services.

Marilyn shared that the planning is still ongoing, with a likely timeline of next fall for initiating the program. There is concern that the cohort method may not work as it doesn’t match other colleges; in addition, there are cost concerns about dedicating 2 teachers to 10 students. The financial area needs to be clarified.

Program Requirements and SharePoint

Marilyn outlined that the department tried to establish a SharePoint class at 3 credits as a special project for fall quarter: but only 5 students enrolled. She continued that Helen had the idea for doing a class on productivity apps that could be combined with SharePoint and named, for example, ‘collaboration apps’. This could cover SharePoint, Google Docs and OneDrive etc.

There are license considerations that would need to be made for this.

Cathy also suggested Basecamp as an option.

Marilyn asked the committee members to advise the department if they hear of any particular apps being used by employers, or which may be coming to more prominent use in the workplace.

Recruitment

The Committee discussed the need to augment membership. It was agreed that an Ad on LinkedIn might prove beneficial. The committee will continue to look for new potential members to expand the committee to ensure quorum and diverse industry representation.

Industry Updates

John shared with committee a summary of the recent economic symposium in Olympia. In order to keep up with national job growth, 120 000 positons need to be filled monthly but there is currently only 62% participation rate in the labor market. In addition, factors associated with housing are affecting the market- Vancouver had highest rent increase nationally in the last year. Skills gaps resulting in the cut of technical programs in High Schools are also being felt in by employers.

The meeting adjourned at 5.23pm

Prepared by Nichola Farron