****

**BUSINESS ADMINISTRATION ADVISORY COMMITTEE**

**MEETING MINUTES**

**Tuesday, October 7, 2014**

**4:30—6:30 p.m.**

**Penguin Union Building, room 258-B**

**Members Present:** Michelle Thor, Committee Chair, Columbia Credit Union; Jennifer McDaniel, Vice Chair, City of Washougal; Rich Gibler, PeaceHealth Southwest Medical Center; Mark Maggiora, Americans Building Community; Nick Shanmac, Vancouver Business Journal; Steve Leichner, Riverview Community Bank

**Members Absent:** Jerry Olson, Olson Engineering, Inc.; Brett Rankin, Farwest Steel; Gina Erickson, PBS Engineering & Environmental

**Clark College:** Adnan Hamideh, Division Chair, Business Professor; Patti Serrano, Business Mgmt. Professor; Steve Walsh, Business Professor; Lucia Worthington, Business Adjunct; Patricia Atkinson, Economics Professor; Doug Helmer, Larch Business Instructor; Bryce Ruppe, Student in the program; Blake Bowers, Dean, Business & Health Sciences; Rachele Bakic, Interim Director of Academic Services; John Maduta, Advising Divisional Manager, Prof/Tech Advising; Andreana DiGiorgio, Secretary Senior, Advisory Committees

**Guests:** Sam Salti, Accountant

**Welcome and Introductions**

Committee Chair Michelle Thor called the meeting to order at 4:36 p.m. Guest Sam Salti, a local accountant, and new committee member Michael Leichner, an accountant for Riverview Community Bank were introduced.

**Minutes of the Previous Meeting**

A motion was made to approve the April 22, 2014 meeting minutes. The motion was seconded and unanimously approved.

**Office of Instruction Updates**

Rachele Bakic introduced herself as the Interim Director of Academic Services. She reported on the following items:

**Advisory Committee Website/Handbook** – Rachele told the committee that Clark College has a new web content manager and showed members how to navigate to the advisory websites. She reported that the Committee Handbook has been updated with new and updated information. Some of the changes that are included in the handbook are:

* Adjunct faculty membership & voting – Adjuncts can serve and are an important part of the advisory committees. However, per the State of Washington requirements, Clark faculty and staff cannot be voting members as there could be a potential conflict of interest.
* Vendor representatives – can serve but will not be a voting member.
* Quorum & voting – The college is moving toward having at least two meetings per year where quorum is met. The committees need to move away from electronic voting and use only in exceptional cases. If quorum will not be present, the meeting will need to be rescheduled.

**Perkins funding award.** This year the college was awarded $608,925 in Perkins funding. Rachele explained that Perkins dollars help fund CTE curriculum development and revision, advising, tutoring, disability support services and computer lab support for CTE students. Of those dollars, approximately $32,214 in summer curriculum projects was awarded. Due to a decrease in funding level and the commitment to fund other initiatives, there are no Perkins equipment dollars this year.

**Worker retraining award**. The award was $1,023,198. Most of the funding supports faculty salaries, instructional techs, financial aid and advising support.

**Credit for Prior Learning (CPL).** – Rachele reported that a full-blown launch and promotion began fall quarter 2014. The focus of CPL is on course challenges and reviewing incoming industry certifications. Students may be assessed through various processes that will determine the degree to which learning outcomes have been met. This could be a test, written assessment, oral interview, project, or another appropriate method by which the faculty member determines understanding of the subject matter. She said students will be charged a flat fee of $255 for course challenges. This will primarily benefit students taking 3, 4, 5 or 6 credit hour courses. Students requesting a course challenge for a 1 or 2 credit hour course will not realize the financial benefit but may realize time savings. Rachele said that a major difference in this and the previous way Clark “waived” courses is that this program will ensure the course(s) are listed on the students’ transcripts. She asked members if they have employees who would like to return to school and want to see what certifications or perhaps life experiences they might receive credit for, to have them contact Kim Marshel, Associate Director of Credit Articulation, at 360-992-2358 or kmarshall@clark.edu.

**Advisory Committee Recognition event** – Rachele announced that the College is planning an advisory member recognition breakfast on March 18, 2015 from 7:30—9:30 a.m. Regional economist Scott Bailey will be guest speaker and will give an economic report on the state of Washington and also our region. She told the members to be watching for more information in the coming weeks.

**Larch Small Business Basics Program**. Dean Genevieve Howard explained to the committee that Clark College has a contract with the Department of Corrections (DOC) for a Small Bus Basics program at Larch Correctional Facility. She showed the courses that are taught in the program. She said it’s a short program, only two quarters, and is taught by Doug Helmer. Here is where this programs needs the support and advice of the committee. Genevieve said that coding the courses is a problem because they are coded as transfer courses and the DOC does not allow transfer courses to be taught at Larch. The simple fix is to change the prefixes of the courses so that they will no longer be coded as transfer courses and be in compliance with DOC. The courses will have the same outcomes and books and there will be no curriculum changes. There is an agreement between Larch and Clark that these courses can be transferred to Clark. *A motion was made to accept and approve of the prefix change to the courses. The motion was seconded and unanimously approved by the committee members.* Genevieve and Adnan thanked the committee for their support.

**Director/Division Chair Report**

Business Administration Division Chair and Professor, Adnan Hamideh, thanked the committee for attending the meeting and also for their support on the revamping of the business degrees last year. He said that these changes have been approved by the College and the new program will begin summer of 2015. Adnan explained that there will now be cleaner pathways to go from the core business classes into a degree of their choice and then into the BAS or transfer degree. Adnan announced more good news--last week he received approval on the e-Business course and the first offering will be spring 2015. This course will be a 5-credit hybrid course.

Next, Adnan congratulated Patty Serrano who received a president’s coin, which is a very prestigious honor at Clark. Patti has done exceptional work.

Adnan reported that summer and fall quarters have been very successful with 79 classes running strong. Business enrollment is the same overall, even though the College enrollment is down approx. 6%. On the flip side, he said there are less faculty to teach in Business. Business professors Gene Johnson and John Fite are retiring so the department is down to three faculty members. Adnan said he’s pushing for at least two tenure-track positions. He said they are required to do a national search which will slow down efforts to replace John and Gene. He added that the College has to meet the diversity rule of 25%. He said in December he will be putting out the advertisement for open positions. He hopes to be ready for next fall.

Adnan told the members that competency-based learning is offered online in the Columbia Basin. Students can go through courses faster with more experience and knowledge. Basically, Adnan said, students can get their degree in 2.5 years instead of four. He said he wants to wait and see how this new model pans out before offering here at Clark. Members asked questions such as, when is it going to be effective? What courses are most popular? Which courses are expected to be challenged? Can they challenge more than once? A discussion took place about course and program assessments and Bryce Ruppe suggested a 10-hour, cumulative final, with an 80-85% pass.

**Work Plan**

Michelle took the committee through work plan. The following are highlights of the discussions.

**BAS update**. Professor Patty Serrano reported that the Bachelor of Applied Science in Business Administration (BAS) is still being worked on. She gave an overview of the degree. Last year the Statement of Intent was finished. She said Perkins grant funding allowed the faculty and staff to work on course outcomes. Talk about startup costs/budget for the program has begun. Patty said she’d like to see a beginning cohort with 35 students. The cohorts will have students start together and move forward through the program together which makes it nice because students get to know each other and study and support each other throughout the program.

Patty said that she, Dean Blake Bowers, and Vice President of Instruction, Tim Cook, went to WSU and asked if they would review the program to make sure as the students end the BAS program, they can continue to a bachelor’s program at WSU. Patti said that support of the College Council is still needed. A PowerPoint is being put together that highlights the mission of the college and state, along with employers and students that are interested in the program. It will also provide a projected budget. After the approval of the Council they can begin working on parts C & D of the BAS request. Patty reminded members that part C & D explain how the program will work. After Council approval, it can be forwarded to the state for approval. She said Portland Community College, Yakima College and Bellevue College all have

models of this kind of program. Blake commended Professors Hamideh, Serrano, and Walsh for their incredible work in helping open up avenues for discussion with WSU.

Michelle introduced Professor Steve Walsh who wanted to tell the committee his plans for research on his sabbatical beginning spring 2015. Steve began with this: We all work hard but are we effective? He went to the nearest school that our students transfer to, WSU-V, and asked how our students are doing. The professors he met with said that Clark’s students are well prepared academically and to keep doing what we’re doing. The problem the students face, they said, is making the transition to the upper level of education. The pace is faster, they have to work much more independently, not as much tutoring, etc. During his sabbatical, Steve will be going to eight colleges to ask how students do in transitioning to higher education and what Clark can do to maximize the likelihood of success in their transfer program. He said the essence of this entire process is: How can we prepare our students to be ready for transfer to a 4-year school? Steve asked the committee to contact him if they have any ideas or input or if they want information about this sabbatical project. He can be reached at swalsh@clark.edu.

**K-12 partnerships**. Michelle opened up this discussion by asking, “What can we do to get students jobs in our community? How can we help the students succeed and how can we help the businesses in our community succeed by offering employable students?” Something she would like the committee to look at is having students start this process younger. High schools in our area can take advantage of the Tech Prep program, which allows high school students to take college-level courses during high school and receive high school and college credit. In essence, high schools would be preparing their kids to be ready for and begin at Clark with earned credits. She said most of the core business courses could be taught at high school level. Maybe a magnet program? She’d like to see the committee looking in that direction. Blake added that Narek Deniyelyan is the new Tech Prep liaison at Clark. Blake said Clark recently hosted a Tech Prep conference for health care programs. He said over eighty of our K-12 partners showed up and every school district showed up with faculty, administrators, and staff. At the conference they spoke about the potential of articulation on the business side as well.

Michelle proposes that we research local high school teachers and classes to find out which may be suitable to do Tech Prep classes at the high school level and articulate with Clark. She’d like the members to come to the winter meeting with ideas on how to move forward and whether it’s even feasible. Blake said business economics concept is wildly popular and this program could be as popular as the healthcare programs. Adnan asked the committee if they have the committee’s support with this endeavor to take to Instructional Council. All members were in favor of moving forward with this. Michelle added “K-12 partnership” to the work plan.

Michelle then suggested that Clark have a Business Student Club and asked if one of the members would like to look into the idea of this type of student club. Bryce Ruppe offered to do some research on it and will report back at the winter meeting. Business Student Club will be added to the work plan.

Mark Maggiora would like to have the video of Nick Shanmac interviewing Lucia, Mark, and Joseph ??? sent to the committee if he still has it in the archives.

Blake said he will work with the Foundation to find out about scholarships.

Michelle asked the committee if they can try and bring a potential “employee” representative to the next meeting. An employee rep is one who does not have hiring and firing responsibility.

**Old Business**

The Foundation was unable to attend. They did hit their goal of raising $20M and actually raised $26M.

**New Business**

**Election of Officers**. Michelle and Jennifer agreed to serve in their positions again and accepted nominations. *A motion was made to elect Michelle Thor and Jennifer McDaniel to the chair and vice chair positions respectively. The motion was seconded and unanimously approved.*

Michelle reminded members to try to attend a class this year. Adnan will make sure a class schedule will be posted to the advisory website or sent to the committee via email.

Please make a point to attend a class this quarter. Report back at spring meeting. Adnan to put course schedule on the advisory website.

**Next Meeting Date**

It was previously agreed that the meetings take place the first Tuesday after each quarter begins. The meetings for the rest of the 2014-15 academic year are scheduled for Tuesday, January 20, 2015, and Tuesday, April 21, 2015.

The meeting was adjourned at 6:31 p.m.

**Prepared and submitted by Andreana DiGiorgio**