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**BUSINESS ADMINISTRATION ADVISORY COMMITTEE**

**MEETING MINUTES**

**Tuesday, April 19th, 2016**

**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; Mark Maggiora, Americans Building Community; Steve Leichner, Riverview Community Bank; Kurt Aarrestad, Bodycote;

**Guest:** Julie Miller, WorkSource WA

**Members Absent**: Jerry Olson, Olson Engineering, Inc. Nick Shanmac, Vancouver Business Journal; Anthony Stach, Enterprise Rent-A-Car; Sam Salti, E-Tax Corporation; Didi Reeves, Tricor Print Communications

**Clark College:** Adnan Hamideh, Business Administration Division Chair; Professors Patricia Atkinson, Patti Serrano and Steve Walsh; Lucia Worthington – Adjunct, Doug Helmer, Larch Business Instructor; Courtney Braddock – current business student; Cathy Sherick, Associate Dir. Of Instructional Planning & Innovation; John Maduta, Div. Mgr. Prof/Tech Advising, Brenda Walstead – Interim Dean BHS; Nichola Farron- Secretary Sr., Advisory Committees

Welcome and Introductions

Committee Chair Michelle Thor called the meeting to order at 4.35p.m. and introductions were made.

As a quorum was not present, it was decided by the members in attendance to present the October 6th 2015 meeting minutes for approval via email. *As of 4/28/2016, the minutes have been approved be electronic vote.*

Office of Instruction Updates

Ethics training: Most advisory members participated in prior meetings, but we want to be sure it is completed by everyone, as we are working to ensure trainings are documented for this year’s announcements.

As previously mentioned the Strategic Plan has been completed and is on the web site, Clark is completing work on the Academic Plan, which is still in play. We hope to have final adoption by the Board of Trustees this spring term 2016.

Demonstration of online portal for the ‘Career Coach’. It shows available jobs, rate of pay, and training required. The site links directly to programs at Clark, pools regional and local job data. It is very easy to navigate and doesn’t require log in or password. Goal is to help with incoming students and is one aspect of trying to connect with K12 partners etc. Encouraged members to explore and share with HR teams and community liaisons etc. so that tool can be well utilized.

April 20th – 7:00 a.m. to 9:00 a.m., PUB Auditorium Clark Main Campus. Advisory Breakfast for all program committee members: we hope people will be able to attend.

Pre-apprenticeship program development is underway and will provide basic pre-job skill training, students will be able to explore different unions, tour programs at Clark, help with resume creation. They will have opportunities to learn some basic math competency skills, and get basic certification training in first aid, flagging, OSHA 10. This will onramp to apprenticeships, Clark programs, and/or jobs. Planned to be operating by fall 2016. Sign-up sheet for businesses willing to host tours for 20 or less students for this program.

Division Chair Report

Adnan offered apologies for the cancellation of the winter meeting – a number of deadlines, and interim state between meeting support, meant it was not viable.

Biggest development is the BASAM program (to be discussed by Patti later in meeting)

Enrollment: Despite an overall decline, business enrollment remains solid. With the $2million budget cut, the decision was made that no class could be added without the reduction of another: a ‘one in, one out’ policy. Fortunately, Business had already self-orchestrated this kind of review: previous committee votes for pathways forced faculty to get rid of ‘dead’ courses. The cut to paralegal came under the BTEC grouping: the tenured faculty teaching business law will be moving to business unit. They will specifically teach business law as there is a requirement that an attorney teach the course, and also teach the legal aspect to BAS program.

*Tenure/Courses* – secured a tenure track position that was advertised in December, with interviews scheduled for 4/22/16. We have a committee to review applicants on shortlist with hope that successful applicant will be awarded position in May and start in the fall.

Adnan reiterated that budget cuts do not mean an end to new courses: the department cannot be static and must reflect the changing demands of the sector. For example, offering a course on non-profits as half the businesses in the community are non-profit: course currently full and possibility of offering at 200 level if there is demand.

Trying to lead assessment projects required by accreditation process that is coming up in three years and requires every degree and program to be evaluated. Adnan explained that he had met with the Assessment Liaison to create form on Canvas.

*Articulation* – looking to negotiate more articulation with high schools. Want to articulate a BUS 160 (Personal Finance) course to be taught by Patti.

*BASAM* -Patti presented to the committee on BASAM (Bachelor of applied science and in applied management). A degree being built to help CTE 2 year students. Gives them opportunities to complete first 2 years, and then build a further 2-year piece on top. State approved research last year; now on the next step which is program proposal. Over 20 presentations have be done as we move to next approval stage. On May 5, team will present program with credits. Also have a 3-year program design to accommodate part time students. Admission piece is now put together; will now go to accreditation board – process could take place until mid-June. Patti reiterated to the committee that no publicity could take place until the course is fully approved.

Further explanation on the BASAM course outlined that there was some small delay as the Financial Aid pieces were confirmed. Patti also explained that course is being built on a cohort model of 35 students. Initial applications will be given chronological preference, with a wait list drawn up.

In response to a question from Lucia it was confirmed that international students will need to have credential evaluated.

Committee discussed whether the BASAM would stand as part of a transfer to four-year institution for Masters etc.: Adnan reiterated that universities have different requirements, but this is something being looked at and worked on

*Academic Plan -* Brenda Walstead then presented to the group the goals of the new Academic Plan at Clark, including a more determined focus on guided pathways. Advisory Committee members were particularly interested in the focus on addressing issues of power, privilege and inequity. Lead to a conversation about the College 101 program, and the recognition of changes in business in this area over recent years.

College 101 was cited as a positive factor contributing to student retention and success.

Business Club

Lucia outlined that the club continues to have a full program of events including meeting regional business directors, with a panel conversation on the business of marijuana scheduled. The panel will include law enforcement, retailers etc. and is publicized as a community event. Following that will be a collaboration with Brenda and others on a Wellness event on Sugar and a June social entrepreneurship ‘shark tank’ event.

Some disappointment that application to ASCC to have club elevated to program status was unsuccessful: this will be reviewed and appealed with a view to future success.

Endowments

Michelle invited discussion about the possibility of seeking endowments and other funding for the program in connection with the Foundation. Patti suggested there could be a program of scholarships for the new BASAM students.

It was decided that this topic was too broad for the agenda of this meeting, and perhaps a subcommittee would be the best option for exploration.

Steve Walsh – Sabbatical Report

Steve made a presentation to the committee outlining the research he has been pursuing through connecting with four year institutions to look into student success and transition issues. In a survey of 10 nearby colleges, through 28 faculty and advisors, Steve determined that students have a good academic foundation, but occasionally struggle with adjusting to the upper division. Steve reported to the committee that his research can be used to contribute to Clark’s assessment and curriculum decisions, as well as providing information for students.

Work Plan

Group worked to update the previous work plan – a more comprehensive draft will be drawn up for the committee to review before the next meeting

Follow Up

Due to time constraints the committee decided to address marketing issues and outreach at the next meeting.

In addition it was proposed that separate sub-committees be formed to look at the program application for the BEAM club and to look at scholarship, funding and endowment possibilities in connection with the Foundation.

Items to be addressed at the next meeting

* Election of new officers
* Review of completed Work Plan draft

Next Meeting Date

The next meeting is scheduled for Tuesday 18th October 2016 at 4.30pm

The meeting was adjourned at 6.43p.m.

**Prepared and submitted by Nichola Farron**