



BUS/BASAM - MINUTES
Tuesday, April 23, 2024, at 4:30 PM
Zoom Online

Members Present: Ken Torre, David Dagan, Raj LamiChhane, John Regino, Oscar Novelo, Stevonne Fuller, Bob Gustainis, Erin Lynch

Members Absent: Mari Jessup, Natasha Hill, Justin Jenks, Holli Ryan-Kalaleh

Clark College: Drew Johnson, Julie Lemmond, Scot Headley, Gibran Zogbi, Helen Martin, Chris Wilkins, Terry Rodriguez, Mary Evens, Elizabeth Flores, Kathy Chennault

The meeting began at 4:33 PM.

NEXT MEETING DATE

The committee will meet via Zoom on October 22nd, 2024, at 4:30 PM.

MINUTES OF THE PREVIOUS MEETING

The previous minutes from January 23rd, 2024, were approved.

ENROLLMENT

Drew discussed program enrollment increases and reported there are 125 more students compared to the previous year.

Julie announced that 18 students started the program this spring.

Julie discussed the need for internships for graduates. Around 5 students are currently facing challenges. If industry members are seeking senior interns, please get in touch with her.

Bob mentioned that Walgreens offers internships for students entering their senior year.

DEPARTMENT UPDATES

Drew announced three new adjunct faculty have been hired, and the program is expanding and hoping to recruit more faculty to accommodate more students.

Helen announced that 450 high school students attended the learning sessions to learn about Clark College's Career and Technical Education programs and explore various departments.

BYLAWS

The committee reviewed the bylaws and approved the amended changes.

CERTIFICATE OF PROFICIENCY

Mary discussed the progress of the Business Certificate of Proficiency. Mary welcomed feedback regarding the details of the office specialist.

BUS/BASAM

Advisory Committee Meeting Minutes

April 23, 2024

Mary displayed the program and student learning outcomes and welcomed suggestions.

Erin suggested administrative support.

Mary discussed the Certificate of Proficiency requirements.

Drew discussed the proposal to incorporate BUS 107 instead of ENGL 101. He mentioned some challenges the program might face in filling the class or receiving approval.

Erin noted she is in favor of the course BUS 107.

John mentioned that the course BUS 107 is a beneficial class and suggested renaming it to Applied Business while revising the description.

Raj asked if BUS 107 would qualify for an associate degree as ENGL 101 might.

Oscar noted that BUS 107 would attract a whole new set of students and would not compete with the English department, as this path helps students join the workforce.

VOTES & ACTION ITEMS

The committee is in favor of the Certificate of Proficiency in the Front Office Specialist.

Ken motioned to support the program proposal, Erin seconded, and all unanimously approved.

The program will present the proposal to the IPT and curriculum committee for approval.

Additionally, to present to the outcomes and assessment committee for approval.

ELECTION OF OFFICERS

Ken nominated Oscar as vice chair, and all unanimously approved.

The meeting adjourned at 6:00 PM.

Prepared by Elizabeth Flores