CLARK COLLEGE
EST. 1933

BUSINESS TECHNOLOGY ADVISORY COMMITTEE

MINUTES
Date: Thursday, April 24, 2014
Time: 4:00 pm – 6:00 pm
Meeting Location: Scarpelli Hall, Room 103

Members Present: Dee Clinton, Hewlett Packard; John LeMart, WorkSource Vancouver; Tami McEldowney, Office Team; Lee Ann Trunk, Columbia Credit Union

Members Absent: David Keeler, Vice Chair, Kelly Services; Shari Jensen, Clark County;

Clark College: Mary Evens, Division Chair/Professor; Chris Wilkins, Professor; Marilyn Hale, Professor; Helen Martin, Professor; John Maduta, Advising Divisional Manager-Professional Technical Programs; Andreana DiGiorgio, Secretary Sr., Advisory Committees

Committee Chair, Dee Clinton, opened the meeting at 4:05 pm and introductions were made. New committee members LeeAnn Trunk and Mari Jessup were introduced. The committee was waiting for one more attendee so they agreed to vote on the minutes later in the meeting.

Office of Instruction Updates
John Maduta told the committee that the state is looking closely at the employer/employee ratio. Andreana said that the committee is at 3-3 and even adding new member Mari Jessup will keep us in balance as there would be an odd number of members. John added that they would also like to have a BTEC student on the committee. The student will not be a voting member but would provide input to the committee. The BTEC staff said they will look for a student to join the group.

In Dedra's absence, Andreana announced to the committee that the state is requiring that adjunct faculty can no longer be voting members because of a possible conflict of interest. Adjuncts can be on the committee however, they will be listed as "ex officio" members.

Director/Division Chair Report
Suggested modification to our Administrative Assistant degree. BTEC Department Chair Mary, Evens, began by telling the committee that the BTEC program currently offers a two year Administrative Assistant degree but would like to add three "tracks" or "paths" for students to choose from: medical, legal, and general office. She reported that the legal administrative assistant cannot be under the Paralegal umbrella any longer, a requirement by the ABA, as the Paralegal department is seeking accreditation for a Paralegal program. The legal office program has always been housed under the Business Technology Division but run by the Paralegal

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Department. It will now be run by the BTEC Department. She said they are also offering a legal administration certificate that will be under the BTEC Department.

John Maduta told the members that the college is big on pathways now and that because of financial aid's tightened approval process, all certificates must feed into a degree parent otherwise it will not be eligible for financial aid. John LeMarte asked about the bachelor's degree. John Maduta said the Business Administration Department is working on a baccalaureate in applied science (BAS) in Management. He said this degree will allow other career and technical AA degrees to feed into it for a four year degree. He also said that they are working on a core group of courses that will feed into four different certificate and degrees. He explained that it will enable students to change their mind and not lose credits. Discussion took place about looking at putting together core courses that will all feed into three areas of study under BTEC. *A motion was made to move forward with identifying three tracks within the administrative assistant program. The motion was seconded and unanimously approved*. John Maduta added that beginning next year, we will need to start using "PeopleSoft"-speak, meaning that instead of calling these degrees/programs, they will be calling them "careers."

Access or database expertise needs/ Software updates/questions. Mary explained to the committee that the BTEC program currently has a 3-credit Access class and CTEC has an advanced Access/database design class. She asked the committee if database design is necessary in the BTEC program. The committee members say employers want these skills and they also want potential employees to be familiar with Outlook and SharePoint. They spoke about EPIC software and John Maduta said it is not yet being shared by the company for educational purposes. One member suggested OneNote, but the consensus was that if you don't stay on top of it it's not an effective program. Mary said their current Outlook model/lesson is not "real world" and is sort of a pseudo Outlook program that only works in the classroom. She said she would like students to be able to access Outlook from home, etc. She said she's been asking for the complete Outlook program for quite some time but to no avail. *After more discussion, a motion was made in support of adding SharePoint and Outlook to the BTEC curriculum. The motion was seconded and unanimously approved.*

Professional Self Development issues (current two-credit BTEC 147 and a possible new three-credit BTEC 148). Mary told the committee that BTEC teaches a Professional Self Development class. She said it is currently a 2 credit class but the Business Department would like them to make it a 3 credit course. Mary said that over the summer, instructor Drew Johnson is going to create a 3 credit Professional Self Development course. Mary thought that this could be a variable course, with students registering for either 2 credits or 3. Members said resume writing and interviewing skills are always needed. Members suggested a longer co-op would be helpful.

Work Plan
The committee discussed the work plan item by item.

Curriculum Goals:

1. Provide input on the implementation of program and course outcomes as well as assessments. The timeline stays at Ongoing; All members.

2. Continue to explore applied baccalaureate degree for the BTEC program and determine ways to feed into the BAS. The timeline is Ongoing; All members.

3. Review impact of the BTEC degree. This item is complete.

From the discussion earlier, the committee recommended "Explore adding SharePoint and Outlook to curriculum" be added to the work plan. Mary Evens, Chris Wilkins and Marilyn Hale will look at other colleges to see if they are teaching these programs and report back to the committee in fall.

Instructional Quality & Effectiveness Goals:

1. Review virtual notebook to examine current and future instructional staffing and other programmatic need of the BTEC program. This timeline stays and spring/summer 2014; All members.

After some discussion about marketing the BTEC programs, the committee agreed to add "Explore ways to market all BTEC degrees including the BTEC Office Management AAT" to the work plan.

Equipment and Facilities Goals:

1. Provide input into the 3-5 year equipment plan for the BTEC unit. This item has been completed.

<u>Approval of Minutes from the Previous Meeting</u>
A quorum was in attendance at this point in the meeting so the committee voted on the previous meeting minutes. A motion was made to approve the October 14, 2013 meeting minutes. The motion was seconded and approved by the committee.

<u>Next Meeting Date</u>
After some discussion the committee agreed on meeting Tuesday, October 14, 2014 at 4:00 pm.

Dee adjourned the meeting at 5:01 pm.