

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE**

**MEETING MINUTES**

**Tuesday 3rd May 2016 \* 4:00 p.m.—6:00 p.m.**

**Scarpelli Hall, Room 217**

**Members Present**: Shari Jensen, Clark County (Committee Chair); John LeMarte, WorkSource Vancouver (Committee Vice Chair); Dee Clinton, Hewlett Packard; Mari Jessup, Miller Nash Graham Dunn LLC

**Members Absent**:Tami McEldowney, Office Team; Leslie Hinton, Clark County Skills Center/Evergreen School District

**Guest:** Julie Miller – WorkSource WA

**Clark College:** Marilyn Hale, Division Chair/Professor; Professors Mary Evens, Chris Wilkins, Helen Martin and Drew Johnson; Genevieve Howard, Dean, Career & Tech Education; Cathy Sherick, Assoc. Director Instructional Planning & Innovation; John Maduta, Advising Divisional Manager; Nichola Farron, Secretary Sr., Advisory Committees

Committee Chair Shari Jensen called the meeting to order at 4.03pm and introductions were made

*Once quorum was reached with John’s arrival, Dee proposed a motion to approve the minutes of November 3rd 2015: the motion was seconded by John and unanimously accepted.*

Office of Instruction

Cathy outlined that the Office of Instruction is hoping to work with Departments to build the Advisory Committee and do a recruitment drive over the summer period. Also looking to include students as non-voting members in the future. There will also be Advisory Committee training in the fall.

The Academic Plan for the college has recently been published and will be available online

The pre-apprenticeship program is under development and will be in the transitional studies department: a ten week program with a focus on preparation for the trades.

May 21st will be the Healthy Penguin Walkabout with different departments working collaboratively to educate about sugar.

Director/Division Chair Report

The committee discussed the possibility of holding joint meetings – with CTEC or Business Admin – to look at where they can work collaboratively in the future. Department and Office of Instruction will look into the possibility for this.

Marilyn led the committee in congratulating Drew on his recent tenure, and informed the committee that there are now 5 tenured department members.

The new Outlook class has been offered for the third time, Mary Evens advised that the class is going well and all of the bumps are being worked out as it progresses.

Marilyn shared with the committee that herself and Helen attended the recent Advisory Committee training conference, hosted by the Construction Center of Excellence.

With a view to the Pathways structure, the department has ‘stacked’ the outcomes so that they are more degree like: this was approved by the outcomes assessment committee. Following discussion with IT, it looks as if the Department will be switching to Windows 10; there is a lean towards Office 365 but that is not confirmed yet. Marilyn and Helen attended a workshop at PCC recently and it transpires that several colleges are already using 365; there is an option for update scheduling which is useful.

Julie Miller introduced herself as a representative from WorkSource; the organization wants to work with Clark to help create a robust pipeline for graduates into employment.

Work plan

The committee reviewed the current work plan.

Regarding the SharePoint course, Chris informed the group that there has been a slight delay in the course development due to the lack of practical teaching materials available. It was decided that 3 credits was too large an allocation; a 1 credit, end-user focused class would be preferable. As such a 5 week, 1 credit class will be looked at as part of the ongoing development.

Regarding the BAS program, Cathy Sherick shared that State Approval is imminently due. NW accreditation will follow that and then marketing and outreach can follow in fall, with the first students in winter.

New Business

*Election of officers -*  Shari and John agreed to continue to serve as interim Chair and Vice Chair respectively until the fall when the committee would review.

*Marketing strategies -* The committee discussed the need to publicize classes. Ideas for internal advertising included using the display boards in student areas and book marks in the bookstore.

Drew indicated that he had hoped to start a Facebook page, but the level of administration required is prohibitive. Committee discussed option of using the main Clark Facebook page to rotate advertisements for courses: Drew indicated he would be prepared to work on this if it was feasible.

The committee moved on to external marketing strategies, which lead to a discussion of the difficulties for those who wish to take one or two courses outside of a formal certificate or degree structure. Dee indicated that she could place flyers at Hewlett Packard, especially as they have a number of recently graduated employees who may be looking to supplement their skills.

Cathy Sherick indicated that the faculty and committee may consider connecting with Clark’s marketing department for advice.

The committee then discussed the talent shortage in the area, and the efforts of local groups to match employers with job-seekers.

Next Meeting Date

The meeting date was set for Tuesday 15th November at 4.00pm: this may be amended if a collaborative meeting with the Business Admin committee can be established.

Shari adjourned the meeting at 5.03pm

Prepared and submitted by Nichola Farron