

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE - MINUTES**

**Thursday October 19, 2017 \* 4:00 p.m.—6:00 p.m.**

**AA4 205**

**Members Present:** Shari Jensen, Clark County (Interim Committee Chair); Mari Jessup, Miller Nash Graham Dunn LLC; Kathy Scobba, Washougal HS

**Members Absent**: John LeMarte, WorkSource Vancouver (Interim Committee Vice Chair); Kandi Lukowski, WA State School for the Blind;

**Clark College:** Marilyn Hale, Division Chair/Professor; Professors Mary Evens, Chris Wilkins, Helen Martin, Drew Johnson; Cathy Sherick, Assoc. Director Instructional Planning & Innovation; Brenda Walstead, Dean BHS; Nichola Farron, Program Specialist - Advisory Committees

Committee Chair Shari called the meeting to order at 4.07pm and introductions were made.

Minutes of the Previous Meeting

As a quorum was not present, the minutes of April 13 2017 will be sent for electronic approval. *As of October 24 2017, the minutes have been approved.*

Next Meeting Date

The Committee will meet again on Thursday April 19, 2018 at 4.00pm

Announcements from Office of Instruction

Cathy Sherick made the following announcements:

Welcome back to 2017-18 we are excited to be rolling up our sleeves and delving in to the second year of work of our **Academic plan.**

The new **“Areas of Study”** have been adopted and approved these will provide the framework for organizing the different degree paths for students. The link is [here](http://www.clark.edu/academics/programs/index.php)

Advisory Committees will begin to see how they fit in to the implementation work of **Pathways**. The goal is to improve rates of completion, transfer and attainment of jobs. The American Association of Community Colleges (ASCC) has developed a model that articulates the implementation process. Advisory members are encouraged to review the model for understanding.

Academic plan Goal 6: *Infuse the study of* ***Power, Privilege and Inequity*** *throughout the curriculum.* Last year advisory members asked why this was happening at Clark. To answer that question, we have been working with the Office of Diversity and Equity to put together some basic information that can help frame the issue for further discussion. Watch for it on meeting agendas.

The new **McClaskey Culinary Institute (MCI)** is open and teaching students this term! The link to information about the program is [here](http://www.clark.edu/academics/programs/culinary/). We are looking forward to being able to provide our advisory members with menu items from the cuisine and baking programs.

Clark continues to see enrollment declines, which may have budget impacts. We do not anticipate further program cuts at this time, but cannot rule out the possibility of changes in the future should this trend continue. Your help in letting community members know about the great programs at Clark is appreciated!

As programs are taught out, we have terrific Advisory volunteers we hate to lose. Often we need to infuse current committees with new members, and sometimes new programs are developed that will need new advisory committees. We are working this year on the development of a **Master Advisory Committee** that will help us with three tasks.

1. Visiting current committees to talk to members and get an idea of how things are working.
2. Planning and hosting annual Advisory event.
3. Reporting to the Board of Trustees every year on the great work of Advisory Committees.

Let us know if you are interested by contacting Nic. You can be on two committees, or if you want to step away from your current committee work that is fine too.

We also wanted to thank everyone who was able to attend the **annual recognition** event held on July 13 at the new STEM building. We had beautiful weather, many cold beverages and a great time. We look forward to planning the event next year with our new Master Advisory Committees.

We will be undertaking an updated Ethics training at the spring advisory meetings.

The annual Clark College Career fair will be held in April. Advisory Committee members will be provided additional information from the career center in upcoming meetings.

Kathy Scobba talked about efforts in the High School to teach 21st Century Skills in the CTE departments as part of a pilot scheme. Students do a range of pre-test questions to determine which skills they should focus on. Staff then focus on certain areas, at present Washougal HS is developing a practicum piece, but there are also insights into photography, app development, marketing, accounting etc.

Chris commented on how these skills are also integrated into the BTEC curriculum, which is increasingly focused on professionalism.

The committee dicussed how there has been an evolution from the idea of ‘secretaries’ to modern ideas of the Administrative Assistant, and the need to recognize these changes whilst still retaining the key skills needed for the workplace. Helen spoke about the challenge of assessing ‘soft skills’ with any kind of measurable outcome.

There was consensus that the increased focus in the High Schools on these areas would help students make the transition in to College and then into the workplace.

PowerPoint

Drew referenced earlier committee discussions about the applicability of PowerPoint in the workplace. The current course is 10 weeks and the Department wondered if this was excessive for industry needs.

Mari noted that her law firm use Prezi. Kathy suggested that a broader approach to the principles of ‘Presentation’ more generally would likely be beneficial – for example, across a range of platforms, and with different mediums. Drew noted that, for the course to fall into the BTEC parameters, it needed to be software based.

Chris also spoke about Student access to Office 365 at the College: they have the opportunity to use Teams.

In addition, Chris asked about the use of Access in industry: Shari confirmed that the County uses the application on a daily basis, and that when screening for candidates for a database positon, they look for operation skills with a view to teaching specifics once employed.

BTEC 131 Filing and Records Management

Helen outlined that the course had originally looked at filing manual records, with students using ARM methods. She recognized that the field has rapidly changed, with the majority of companies using electronic records and databases. As such, she asked for committee feedback on the class outcomes and recommendations for updates.

The course content and outcomes were then displayed for the committee. Mari suggested that the outcomes should specifically refer to electronic records. There was also a suggestion of investigating retention policies.

Helen noted that the class regularly visits the Clark County Records Office and speaks with the Records Officer who addresses retention and other topics.

Mari continued that there is an entire department devoted to records in her law firm, who deal with issues of governance and information requests. She advised that the course be recommended to be taken in conjunction with a database course.

Mari also spoke about considering program content related to iCloud document storage.

Workplace Skills

Marilyn shared that Helen is on the Battle Ground CTE advisory board, where they are also discussing how to prepare students for jobs that do not exist yet. Kathy spoke about how important it is to establish transferable skills for students, for example, even if Excel updates, the principles will remain the same.

Brenda also discussed how critical rubrics could be used in assessment. The committee then talked about the differences in work styles in the workplace, especially in view of there being multiple generations concurrently employed. Mari spoke about her efforts to make sure interns understand that they need to demonstrate effort, make an attempt and use their initiative, but also not be afraid to ask questions.

Chris noted that the department could possibly benefit from being slightly more flexible in expectations and encouraging creativity.

The meeting adjourned at 5.20pm

Prepared by Nichola Farron