

Business Technology Advisory Committee

Shoreline Community College

April 25, 2006

Small Conference Room (1000 Building) 4 p.m. to 5:30 p.m.

Present: John Green, App. Support Mgr/Syst Architect, Seattle Department of Transportation
Lynda Knight, Secretary Supervisor, Shoreline Community College
Mona Prescott, Project Support Coordinator, The Seattle Times

Shoreline Community College Faculty and Administrators:
Carla Hogan, Interim Dean, Business Administration, Automotive and Manufacturing Division
Berta Lloyd, Dean of Professional-Technical Education
Marcia Liaw, Faculty
Sally Rollman, Faculty
Karen Toreson, Faculty

Next Meeting: Tuesday, November 14, 2006, at 4 p.m. on SCC Campus

Welcome and Introductions

- Chair Lynda Knight called the meeting to order at 4 p.m. She welcomed all the committee members.
- The committee members introduced themselves. Mona Prescott was welcomed as a new member of the committee.

Approval of Minutes

- The minutes of the November 15, 2005, meeting were approved as submitted.

External Program Review

- Berta Lloyd, Dean of Professional-Technical Education at Shoreline Community College, reported that the Business Technology Program would be having an independent external program review on May 10 to comply with Carl Perkins requirements. This program review would involve business representatives meeting with students, advisory committee members, and faculty to determine strengths and weaknesses of the program. These reviews are done every three to four years.

Report on Business Technology for 2005-2006

- Marcia Liaw distributed a list of graduates in the degree and certificate Business Technology programs. She reported that the college is supporting a tutoring center four afternoons a week from 12:30 to 3:30.

Update on Modularized Curriculum

- Marcia reported that a course in File Management has been added to the existing courses during Spring Quarter 2006.
- The college will continue to support these modular classes during Fall Quarter 2006.

Multicultural General Education Requirement

- Carla Hogan asked the committee about the skills and abilities they feel Business Technology graduates should have to work successfully with diverse employees in a global workplace.
- Members felt that respect for all ethnicities and diverse populations was essential if workers are to get along in today's workplace.

Update on Shoreline Community College

- Carla reported that four finalists for college president are being interviewed by various constituencies of the college—students, faculty, classified staff, and administrators.
- Because enrollment targets have not been met over the last few years, the state will probably resize our college in the next two-year period. This means a considerable budget reduction for our campus.

Changes in the Role and Function of Support Personnel

- Members addressed the higher expectations of office personnel as they integrate Word, Excel, etc. in the office environment. Both business representatives use Visio templates for office planning and transfer applications for greater efficiency. They encouraged us to include Visio in our curriculum.

Adjournment

- The meeting adjourned at 5:30 p.m.