



**Shoreline Community College**

16101 Greenwood Avenue North

Shoreline, WA 98133

# Accounting / Business Technology Advisory Committee Meeting

Thursday, October 20, 2016

12:30-2:00 p.m.

Shoreline Community College, Room 9202

## Minutes

**Present: Industry Representatives**

Wendy Stockholm, UW Medicine

Seth Munro, Express Staffing

Meredith Brown, Student

**Shoreline Community College Administrators and Faculty**

Brad Fader, Accounting Faculty

Gail Dalton, Business Technology Faculty

Dan King, Accounting Faculty

Ray Spizman, Business Technology Faculty

Cathy Otto, Dean HOPE

Kimberly Cambern, Opportunity Grant

Eve Sternberg, I BEST

**Next Meeting:** Thursday, February 2, 2017, 12:30 – 2:00 p.m. (lunch to be provided), Room 1000

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### Welcome and Introductions

In lieu of a Chair for the Committee, Gail Dalton, Faculty BUSTC, called the meeting to order at 12:35 p.m.; welcomed everyone; everyone introduced him/herself. Meredith Brown agree to serve as Chair for the rest of this meeting.

### Approval of Minutes

Minutes from the Fall Quarter, 2015 meeting were approved as written.

**(MOTION:** Consensus). Minutes were taken by Gail Dalton.

## **Election of Chair**

No member offered to serve as permanent chair, so this item was tabled for further discussion at another meeting. It is hoped that one of the industry members will agree to chair this committee for the remainder of the year.

## **Committee Membership, Governance, and Roles/Responsibilities**

Committee members were directed to review the packet produced for them, which included:

1. Introduction to Washington State Professional/Technical Advisory Committees for Community Colleges
2. Advisory Committee Best Practices
3. DRAFT statement of the Accounting/Business Technology Advisory Committee's Mission Statement and Activities
4. DRAFT statement of the Business Technology Program's Mission Statement
5. DRAFT statement of the Business Technology Program Goals

Discussion followed.

The Accounting/Business Technology Advisory Committee's Mission Statement/Activities was approved as written. (MOTION: Munro/Stockholm).

## **Program Updates**

### **Accounting – Dan King reporting:**

- Dan reported that Accounting is a stable program. All is going well with the program. They have both online and in-person courses. Enrollment is solid. The program has two full time, and one part time faculty member.
- There was some discussion about the possibility of an I BEST Program for Accounting. Eve explained what I BEST is for the sake of new members. Dan stated that his program has an Accounting Clerk short-term certificate, which can be built upon to lead to other certificates/degrees. Committee members seemed to be in favor of this action.
- The idea of a possible Bookkeeper I BEST program may be explored in the future. Seth indicated that he thought this would be most marketable.

### **Business Technology –Gail Dalton reporting:**

- **Review of Program Review:**  
Gail explained that the Business Technology Program underwent an external program review this last spring. She summarized the process and some of the recommendations, which the faculty and dean are working to implement. These include:

1. Too many overlapping certificates and program learning outcomes
2. Establish “specialty” pathways
3. Improve ability to test out of courses either by prior credit or a competency-based method
4. Improve instruction to higher level learning and improve learning outcomes
5. Offer Outlook
6. Strengthen the Advisory Committee

Gail explained that some of these recommendations are already being addressed: Outlook was successfully offered this fall, three of the courses have been certified by Quality Matters (two writing courses and the capstone Office Procedures course), and pathways are being explored.

- **Course Code Changes**

The program and course codes were changed to more accurately reflect the intent of the program. Kim Cambern, Work First, explained how the state codes relate to the program as they relate to the state’s job outlook information. Kim has a pamphlet she will make available to the committee.

- **PATHWAYS**

Additional “pathways” for students were discussed. Meredith suggested something dealing with the business aspect of the arts, as well as non-profits. Project management, patient services, and accounting were also suggested.

- **BUSINESS TECHNOLOGY MISSION STATEMENT:**

Approved as presented (Consensus).

- **BUSINESS TECHNOLOG PROGRAM GOALS:**

Some additional rewording was suggested. Meredith agreed to work with Gail on this. The second draft will be sent to the committee for review/approval.

### **Members Discussion:**

Members discussed skills most needed in today’s workplace. The following were mentioned:

- Internship/work experience
- Outlook calendaring
- People skills
- Ability to follow direction
- Emotional intelligence
- Communication skills

Wendy and Seth agreed to help with mock interviews, as the ability to interview well is also a skill.

Seth explained that students should be able to quantify the skills they list on a resume with specific examples.

**Other:**

The committee agree to meet quarterly. The two additional meetings for this academic year will be on February 2, 2017, and May 11, 2017.

**Next Meeting:**

Thursday, February 2, 2017, 12:30 -2:00 pm. Room 1000. Lunch will be served.

**Adjournment**

The meeting was adjourned at 2:05 p.m. by Acting Chair, Meredith Brown.

Respectfully submitted,

Gail Dalton, Instructor  
Business Technology