



**Shoreline Community College**  
16101 Greenwood Avenue North  
Shoreline, WA 98133

## **Business Administration Advisory Committee**

### **Meeting Minutes**

Monday, November 5, 2018

12:30-2:30 pm Room 9202

#### **In Attendance**

Kevin Conefrey, Kisa Nishimoto, Tim Sprangers, David Starr, Ailsa Kellam, Lauren Hadley

#### **Next Meeting**

To be scheduled in Winter quarter by Doodle Poll

#### **Welcome and Introductions**

Faculty Ailsa Kellam called the meeting to order at 12:35 pm.

#### **Approval of Minutes**

Minutes for May 2018 meeting were approved unanimously.

#### **Program Updates**

- Business Administration has a new Dean. Dean Aparna Sen was unable to attend this meeting but will meet Advisory Committee members at the Winter quarter meeting.
- Kevin was nominated for Committee Chair. There was not a quorum so vote for Chair and Approval of Meeting Minutes for May 2018 will take place via email or at next meeting.
- Recruiting new members for committee was discussed. Important to have a diverse committee – industry, gender, race, level in organization. Kisa volunteered to help.
- Lauren Hadley, Director of Employer Engagement, shared information on the role of the advisory committee in prof/tech education and best practices.
- David Starr will retire from teaching at the end of Fall Quarter 2019. BusAd has requested 2 tenure track faculty members.
- David presented proposed changes to the WAFC (Washington Association of Food Chains) Retail Management Certificate of Completion. WAFC is the leading trade association for the food products industry operating within the Western states. Currently, the certificate has ten classes. The WAFC has requested that these certificates be reduced to 8 classes. The two classes being removed from the SCC certificate, per the WAFC, are Accounting 201 and Business 101. The committee reviewed and approved changes.

- David presented proposed changes to the International Trade Certificate of Completion. The proposed changes added specific Purchasing/Supply Chain Management classes to the certificate. Currently, the certificate only includes the following three classes: BUS 101 Introduction to Business, BUS 215 Introduction to International Business, and BUS 240 Introduction to eBusiness. The revised certificate will include the following classes: BUS 102 Business Math, BUS 120 Principles of Marketing, BUS 141 Purchasing/Supply Management, BUS 142 Sourcing/Supplier Relations, BUS 144 Logistics/Transportation and BUS 215 Introduction to International Business. The committee reviewed and approved changes.
- On Wednesday, November 7, faculty are meeting with Communications and Marketing to discuss promotion of Shoreline's designation of Registered Education Partner by Project Management Institute.
- Advisory committee member recommendations
  - Would like to see more internships as they provide students experience and a competitive advantage for being hired.
  - Speed interviewing is a good way for a group of students to practice networking and interviewing.
- Ideas for Advisor Committee member engagement with students in the coming months
  - Serve as judges for upcoming DECA competition
  - Panel presentation or speed interviewing students at The Big Event in spring quarter

### **Adjournment**

Meeting adjourned at 2:00 pm.