



# Business Technology Advisory Committee

Thursday, February 6, 2020

4:00– 5:30 p.m.

Central Conference Room (1020M), 1000 Bldg.

Shoreline Community College  
16101 Greenwood Ave N, Shoreline, WA 98133

## Minutes

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| <b>Advisory Committee Members Present:</b> | James Doike-Foreman, Shoreline Community College<br>Tammy Lessley, City of Shoreline<br>Eric Salzer, PEMCO<br>Heidi Schauble, Workforce Snohomish<br>Joe Sperry |
| <b>Shoreline Staff Present:</b>            | Gail Dalton, Faculty<br>Lauren Hadley, Director of Employer Engagement<br>Ailsa Kellam, Faculty<br>Kyle Winslow, Associate Dean Business & PE                   |

**Welcome and Introductions** - Joe called the meeting to order and asked members to introduce themselves.

**Approval of Dec 5, 2019 Minutes** – The minutes were approved once a quorum was present.

**New Data Degree Progress** – Aisal updated the committee with the progress of the degree, goals for the meeting, and a timeline for the degree approval process.

The first step was for the committee to recommend the **learning outcomes** for the degree. Through past work of the committee, they were given a list of outcomes and ask to identify five degree learning outcomes. After a process of voting and discussion, four degree learning outcomes were identified, and the committee was invited to continue to provide further input via google drive.

The four leading degree learning outcomes were:

- Analyze and manipulate data from multiple sources and communicate meaningful insights (on that data). For example: SQL, Access, Excel, Power BI, Tableau, etc. (demonstrate digital literacy)
- Use professional communication skills to effectively interact with al levels of an organization in a variety of formats (written, verbal, public speaking, visualization)
- Apply critical thinking skills and systems thinking to problem solve withing business contexts.
- Use technical tools and statistical knowledge to answer questions using data.

The committee discussed a degree name finalizing on **Business Intelligence and Data Analytics**.

The committee also considered how ethics will be covered and should it be called out at the program level. The committee will continue to provide feedback through the google drive.

**BUSTC 150 Excel Outcomes** – A discussion occurred about Excel and the courses offered at the college. Gail recommends changing Excel class offerings from Level one - basic calculations and chart development, Level two pivot tables and IF functions, Level three data analytics (data models and power query) Common denominator is that Excel is a database to adjusting these three courses into two. The committee recommend that Excel could be taught in two courses.

**Mini Office Suite Certification** - Kyle introduce office suite certificate. The college is looking for a rapid start program to offer two credit courses as an overview of the office suite. These courses could serve international, CEO, Running Start, Credit Make-up, and Workforce funded students. Heidi liked the idea of offering this as a hybrid course, would be as affective as an all on-line class. Saturdays would open up a lot of opportunities for retraining. The committee recommended touching on Google-Suite also.

**Discussion on trends** - teleconference/video conference - employees are struggling with navigating these systems, hangup in meetings, how to connect your device to a screen - technology facilitation techniques, Amazon eliminated power point from meetings as a time-saver. Teach powerpoint techniques in regards to slide set up and presentation skills, Understanding the tools that are out there.

Following the scheduleing of an additional Zoom meeting this quarter to review the degree planning sheet on Wednesday, February 19, 2020 from 4 – 5 p.m., the meeting adjourned at 5:30 p.m.