



# Business Technology Advisory Committee

Thursday, June 2, 2020

11:30 a.m. - 1 p.m.

Via Zoom

## MINUTES

**Advisors Present:** James "Ric" Doike-Forman, Shoreline Community College  
Sara Lane, City of Shoreline  
Tammy Lessley, City of Shoreline  
Eric Salzer, Pemco  
Joe Sperry, Advisory Committee Chair

**Staff Present:** Gail Dalton, Faculty  
Lauren Hadley, Director of Employer Engagement  
Kyle Winslow, Associate Dean

**Welcome and Introductions** – Joe invited the members to introduce themselves.

**Approval of Minutes** – The minutes for the February 6, 2020 meeting were approved.

**BIDA Updates & 2-credit courses** – Kyle updated the committee on the Business Intelligence and Data Analytics (BIDA) degree approval process. The degree will be going through Curriculum Committee on Thursday with updates on the project management courses. Final approval from the college of the BIDA degree will happen when the Curriculum Committee meets again in the fall. Following Curriculum Committee approval, the degree moves through the State Board for Community and Technical Colleges degree approval process and classes will begin next spring. Kyle thanked the committee for their work. Joe suggested adding advisory committee recruitment to the agenda to discuss alignment of committee membership with the new degree outcomes.

Kyle updated the committee on the new two-credit course offerings. These classes are meant to give students a refresher or an opportunity to improve skills in smaller credit offerings to help increase skills for the workplace and school. Excel was offered and ran successfully winter quarter. The other two-credit classes did not have the enrollment in order to run.

**Impact of COVID-19** – The committee discussed how COVID-19 has affected work practices and some workplaces don't expect to return to the office environment until the spring.

- Impacts have varied by industry
- Normally face-to-face collaborative work environments have adjusted to technology
- Hiring in an all virtual manner including onramping to employees to work remotely
- Virtual Interview practices (using the virtual white board)

- Adopting practices for an effective working from home model
- Adjusting to apply LEAN concepts out of necessity

Sara commented that the skills that this degree (BIDA) is offering are very timely. She is spending time analyzing information about the impacts of COVID. This situation makes it more real why this degree is important.

Kyle updated the committee about the budget cuts that Shoreline will face with the loss of revenue at the state.

**Committee Composition and Recruitment** – Joe asked the committee who else should be at the table based on the redesign of the program and need for internships. Eric will reach out to his information management departments for contacts. Sara will reach out to her daughter who works in a small non-profit. Joe will reach out to contacts at Amazon. Joe and Lauren will draft a plan for committee composition.

**Schedule Next Meeting** – Tuesday October 20, 2020 11:30 a.m. – 1 p.m.

**Adjourn** - The meeting adjourned at 12:25.