



Business Administration Advisory Committee

Monday, May 24, 2021

2 – 3:30 p.m.

Meeting Minutes

Advisors Present: Beth Braun (Chair), Shelae Cheng, Tim Springers, Ryan Taylor

SCC Present: Lauren Hadley, Irene Ferrante, Ailsa Kellam, Brigid Nulty, Lisa Smith

Meeting called to order at 2:00 pm

Approval of Winter Quarter (Feb 10, 2021) Meeting Minutes

Program Update:

- **DECA accomplishments**
 - Associate faculty Cynthia Grace, Business Law Professor, served as faculty advisor for 2020-2021. Membership numbers were lower due to being remote during covid.
 - Three students competed at the International competition, quite an accomplishment given remote environment and competing with universities.
 - Cynthia and 2 students presented their accomplishments to the Board of Trustees at the April 28 meeting.
- **Hiring of new Business Administration Tenure Track faculty position.**
 - Irene serving as Chair on screening committee. After candidates the two candidates meet with Vice President Phillip King, a hiring decision will be made.

Committee Work Sessions

- **GEORGe**
 - As part of the Guided Pathways work the General Education Outcomes Revision Group (GEORG) is collecting input from the campus community to ensure that GenEd outcomes meet the needs of all students. Lauren facilitated discussion on the following two points.
 1. **What do you want students to know and be able to do outside of the technical skills they learn in the program?**
 - Have skills to develop employer/customer relationships

- Innovation - going beyond having the technical skills required to do the job to identifying and solving client problems proactively
- Speech and writing classes to present oneself professionally
- Active listening skills, including being comfortable with silence if unsure what to say
- Suggested classes – English 101, Business Writing, Math, Quantitative Reasoning, Human Relations, Multicultural, Diversity
- Project Management & Tools: scheduling, milestones, calendar (Outlook), Excel charts and graphics, embed concepts into multiple classes
- **Intro to Organization** – intentionally including organizational skills into classes
- Internships really benefit students both in getting and succeeding in jobs

Commented [AK1]: Lauren - What was this? I had left but this doesn't make sense to me.

2. Provide specific examples or scenarios in which employees live up to expectations related to that outcome and when they do not?

- Professional-looking resumes and presentation skills make or break an interview. Students need effective communication skills to get hired.
- Cultural Sensitivity around Diversity, Equity and Inclusion are vital. : Human Relations and Multicultural are General Education requirements for SCC graduates. Education makes a difference.

● **Retail Program Outcomes/Changes Approved**

- Ailsa reviewed draft updated program outcomes for the Retail Management AAAS degree. The committee unanimously approved the changes. Certificate outcomes will remain as they are.
- Irene and Ailsa to take the change through Curriculum Committee process so change takes effect in Fall 2021.

College Updates

- **A search for Executive Dean has been underway for a couple months. Ailsa and Lauren were on the screening committee. The successful candidate will begin July 1. Tim Wright** has been Acting Executive Dean for 3 years. He has accepted a position as Associate Dean in California. Acting Dean will be appointed for June until Executive Dean starts July 1.
- Back in Winter Quarter, President **Cheryl Roberts** announced that she would retire in June of 2022. In May, the Board of Trustees announced they were terminating her contract for convenience. She will serve through June 30, 2021 and an interim President (TBA) will serve beginning July 1.
- **CTC Link** is going live in Winter 2022 but preparations have been underway for over a year.
- **The College will continue to be operating primarily in remote mode** through this summer but BusAd will offer an on-campus BUS&101 Intro to Business per the request of International Education. For Fall, we had more faculty agree to teach on campus than capacity allowed but SCC will be about 25% hybrid.

- **Enrollment** still declining but slowing down. Many things factor in, including parents with kids at home, people are still receiving unemployment checks so not working. Employers are having a hard time hiring entry level people.
- **Kisa Nishimoto** resigned from the advisory committee after serving for several years, including as Chair of the committee. Committee recruiting new members.

For discussion at Fall quarter meetings:

- Review Business Administration offerings (degrees and certificates). Some considerations:
 - Which are valuable to students and employers in 2021?
 - While we need certificates, are there too many?
 - What are the completion numbers for degrees and certificates?
- Program level outcomes assessment project for 2021-2022.

Scheduling

Doodle Poll to go out in September/October for Fall 2021 Advisory Meeting

Adjourn