



Shoreline Community College

16101 Greenwood Avenue North

Shoreline, WA 98133

Business Advisory Committee Web Meeting

November 3-17, 2014

Website: <http://shoreline-advisory.webs.com/>

Minutes

Present: Industry Representatives

Lisa Clarke, CEO Rally Marketing Group
Cheri Leavitt, Human Resource Consultant Shoreline Community College
Cheri Stein, Sr. Accountant & Spvr (retired) Tulalip Resort Casino
Jenny Hageman, QA Manager, Emergent Operations
Brian Doennebrink, Community Transit, Seattle Community College
Jan Manfredini, Manfredini & Barnfather, PS

Shoreline Community College Administrators and Faculty

David Starr, Business Faculty
Ailsa Yamamoto, Business Faculty
Marcia Liaw, Business Technology Faculty
Gail Dalton, Business Technology Faculty
Brad Fader, Accounting Faculty
Dan King, Accounting Faculty

Next Meeting: May 12, 2015 12:45 pm Shoreline Community College

Welcome and Introductions

Members were introduced via the published Business Advisory Committee roster available at the meeting website.

Approval of Minutes

A motion to approve the posted Minutes from the previous meeting was made by member Cheri Leavitt and seconded by member Lisa Clarke. In the absence of further discussion, the Minutes are deemed to have been approved.

Election of Chair

The committee did not elect a new Chair. This agenda item will be taken up at the Spring meeting on campus.

Program Updates

Accounting – Dan King reporting:

- The enrollment impacts of the most recent curriculum changes in accounting approved by the committee last year were presented. Total Fall quarter 2014 enrollment was up in accounting classes from Fall quarter 2013 .

Business Administration –David Starr reporting:

- Ailsa Yamamoto is our new tenure track Business Administration faculty member.
- Stephen McCloskey and Ailsa Yamamoto are serving as the primary advisors for our Collegiate DECA leadership activity.
- Stephen McCloskey is serving his second year as the State Advisor for Washington Collegiate DECA.
- Stephen and Ailsa took 12 Collegiate DECA student-members to their annual Fall Leadership Conference, November 6-8, in Bellingham.

Business Technology –Marcia Liaw reporting:

- Shoreline hired Gail Dalton this past spring to replace Karen Toreson. Gail is an experienced faculty with many years teaching Business Technology courses including teaching at SCC for eight years.
- This summer we started a new course – Computer 10-key. It is going well with good enrollment. Students are able to achieve the speed goal set by industry.
- Some of the computer labs (3 out of 5) have been updated with touch-screen monitors. All 5 labs are running Windows 8 and Office 2013.
- The I-BEST Office Technology program is being offered again with good enrollment.
- We have a new instructor, Lisa J. Bothell, for the CEO BusTc class (Career Education Options).

Program Specific Requests

Business Administration

- Various curriculum revisions were presented to the committee centered on moving BusTc 105 Microsoft Office from required to recommended and replacing those credits with a series of degree specific courses such as Project Management BUS 180 and Sustainable Business BUS 207.

- A brief discussion followed. In the absence of further discussion, the requested changes are deemed to have been approved.

Business Technology

- A request for committee\industry feedback was made regarding trends in office technology and the perceived preparedness of Shoreline’s Business Technology graduates.
- Inputs for these topics were received through the discussion page and from an online survey made available on the meeting website.

Other

Business Technology

The committee was informed of changes to the names of two courses used throughout our Accounting, Business Technology and Business Administration curriculum. Following new requirements from the State of Washington to clarify the writing emphasis of these courses, BusTc will be updating planning guides to reflect the following name changes: BUSTC 115 Business Communications will be changed to BTWrt 115 -Business English; BUSTC 215 Professional Communications will be changed to BTWrt 215 – Business Communications

Mentorships

Based on discussion at the previous meeting, a discussion item regarding mentorships was opened. Committee members mentioned mentorship programs at the University of Washington and Edmonds Community College as possible models.

Next Meeting

A May 12, 2015 Tuesday lunch meeting starting at 12:45 pm was recommended and approved in the absence of further discussion.

Adjournment

The meeting adjourned at 11:55 p.m. November 17.