ACCOUNTING ADVISORY COMMITTEE
MINUTES
November 7, 2007
11:30 -1:30 PM

EMPLOYERS\OUTSIDE MEMBERS PRESENT:
Julie Barnfather, Jan Manfredini, Bryan Doennebrink, Ann Martin-Cummins

SHORELINE MEMBERS PRESENT:
Berta Lloyd, Kenneth Lawson, Carla Hogan, Dan King

The meeting was held in the Central Conference Room of Building 1000.

Agenda item discussion followed:

1. Elect chairperson - Jan Manfredini was unanimously elected chairperson.

2. Open discussion period in this meeting to discuss:

   • The adequacy of Shoreline’s professional technical accounting education and impressions of the relative value of the various courses

Board members offered the following ideas and questions:

✓ Does the curriculum offer any content in the area of communicating technical information to non-technical individuals?

✓ Are job interview and phone skills covered?

✓ Is practice in the actual completion of job applications offered?

✓ Is there a financial analysis or budgeting component embedded in the curriculum? Should there be a separate finance course?

✓ Keyboarding and 10 key skills are assumed knowledge to enter the AAAS –Accounting program. Are these skills tested?
Should they be? Does Shoreline offer courses to improve those skills if needed?

✓ Could a workshop on keyboarding skills be added to the Big Event advising event?

✓ Can the WorkKeys Job Skill Assessment system provide any needed tools to Shoreline’s Prof Tech Accounting program?

✓ Can additional Accounting Certificates of Completion be developed –such as Bookkeeper, Income Tax, Not-for-Profit, Budgeting, Finance?

3. Industry certifications –open discussion of the value and possibility of marketing the preparation for industry certification to professional technical accounting students at Shoreline such as:

• American Institute of Professional Bookkeepers “Certified Bookkeeper” designation

• International Accounts Payable Professionals “Certified Accounts Payable Professional” (CAPP) and “Certified Accounts Payable Associate” (CAPA)

Board members responded favorably to the idea of potential affiliation with industry certification tests.

4. Next meeting -First Wednesday in May 2008 lunch meeting was planned.

There being no further business the meeting was adjourned at 2:00 pm

Submitted by
Dan King