Welcome, Introductions, Chair for 2010

Chair Lynda Knight called the meeting to order at about 4:10 p.m. Minutes from the last advisory meeting had been distributed by email and printed copies were made available to attendees. Lynda Knight has agreed to serve as Chair for this advisory committee for the rest of the 2010 academic year.

College System Update

Dave Cunningham talked about the importance of partnerships with businesses in strengthening our professional/technical programs. He pointed out the advantages that have come to Shoreline from the alliance with PSADA. Manufacturing has been designated as a training center and a new partnership for multimeter training is beginning.

Campus Updates

Ken Lawson announced that the estimated budget reduction for the next academic year is likely to be in the $1.5 to $1.75 million range. Cuts will need to be made although no final decisions have been reached.

A consortium of community colleges in King County has been formed to create/develop a business technology degree. The target audience for this opportunity is those who are employed but who need additional job skills to qualify for positions providing a more livable wage. At this time, it is likely that an online program will meet the needs of this audience. This consortium is under the direction of South
Seattle Community College and funded by SkillUp, a collaborative of funders led by the Seattle Foundation.

We are wondering where we fit in all of this since we already have an online certificate and degree in Business Technology.

**Online Class Demonstration**

Marcia Liaw showed the committee the online classroom for Business Technology 100 Beginning Keyboarding which includes Camtasia recordings. She played one of her recordings as part of her demonstration.

**Discussion of Online Offerings**

In addition to the hard skills, Dave mentioned the expressed need for soft skills and wondered how online instruction can adequately fill that need. Soft skills such as critical thinking, working with a customer base from diverse cultures effectively, working in groups, and modeling desired employee behaviors such as getting to work on time—these are the skills that concern Dave. Joyce and Justin echoed these concerns and suggested strategies for making the teaching/learning process feel “real” to the students.

**Curriculum Updates**

Dave introduced the idea of having a Focus Group made up of industry people recruited through the advisory committee network contacts. The purpose of the group would be to examine whether the core competencies for the program are meeting the needs of the current labor market. It is hoped that such a meeting can occur in mid-April.

**Next Meeting**

The next advisory committee meeting will be on Thursday, May 20, 2010, from 4:00-5:30 p.m. If the Focus Group is able to meet, Dave mentioned that the Focus Group meeting could serve as the second meeting for the year for this advisory committee.

**Adjournment**

The meeting adjourned shortly after 5:30 p.m.

Notes taken by Karen Toreson