Welcome, Introductions, and Presentation

Chair Lynda Knight called the meeting to order at about 4 p.m. Minutes from the last advisory meeting had been distributed by email.

Student Dialog

Students from the BusTc 270 Office Procedures class introduced themselves and then posed questions to the Advisory Committee. Here is a brief summary of some of the suggestions from our industry panel:

In addition to the hard skills, soft skills such as critical thinking and applying the appropriate hard skills to the tasks is essential. Students with a community college degree could apply and work experience could apply for job listings for which BA or higher degrees are not required. The industry representatives
agreed that the resume and/or application letter should be accurate in all aspects; resumes should be long enough to convey requirements for the position but should not be wordy or long. Students should be able to conduct simple searches online and to be able to evaluate the source for the information found.

The Advisory Committee members enjoyed talking with the students and recommended that students be encouraged to visit with them next year.

**Campus Update**

Dean Ken Lawson reported that the college has responded to the budget decreases. We are waiting for the final budget allocations.

**Class/Course Updates**

Marcia Liaw reported that enrollment in Business Technology remains strong. Enrollment in the Ibest program is low, but the college hopes to be able to recruit more students into the program.

This year the students learned to work with Office 2007. The transition has been smooth.

Marcia distributed a copy of a pamphlet for Business Technology as well as the annual schedule for next year.

The Advisory Committee reiterated its belief that email and calendar or scheduling software are important basic tools for our students. They suggested that Outlook tutorials be used even if Outlook itself is not available on campus.

**Next Meeting**

The next advisory committee meeting will be on October 22, 2009, 4:00-5:30 p.m.

**Adjournment**

The meeting adjourned at about 5:30 p.m.

Notes taken by Karen Toreson