Business Technology Advisory Committee Meeting

Wednesday, April 23, 2008
12-2 p.m..
Microsoft, Redmond Campus, Building 27
16071 NE 36th Way, Redmond, WA 98052

Present:  
John Green, App. Support Mgr/Syst. Architect, Seattle Department of Transportation  
Justin Kellogg, Paralegal, Microsoft  
Lynda Knight, Confidential Assistant to the VP of Student Services, Shoreline CC  
Peggy Maloney, Senior Paralegal, Microsoft  
Sharon Wines, Confidential Asst/Sec. to the VP of Administrative Services, Shoreline CC  
Carolyn Wurdeman, Executive Asst. to City Manager, City of Shoreline

Shoreline Community College Faculty and Administrators  
Anita McEntyre, Faculty  
Lisa Clemens-Mitchell, Faculty  
Marcia Liaw, Assistant Dean, Business, and Faculty  
Ken Lawson, Dean, Business/Intra-American Studies/Social Sciences  
Barbara Snow, Faculty  
Karen Toreson, Faculty

Next Meeting:  TBD in Fall 2008 at Shoreline

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Welcome, Introductions, and Presentation

Chair Lynda Knight called the meeting to order at shortly after noon following a no-host lunch and tour of Building 37. During lunch we learned a little bit more about Microsoft and the other companies represented by our industry partners.

Mr. Pej Javaheri, who works on Sharepoint Technologies, explained to the advisory members the purpose and power of Sharepoint. We learned that Sharepoint is a system that encourages collaboration within a firm and allows the easy sharing of material through web technologies to manage business content, strategies, forms, and so on. Pej answered all of our questions and we truly appreciated his taking time to help us learn more about Sharepoint.

Following the presentation, Chair Knight continued with the business of the advisory committee. Minutes from November 6, 2007, were distributed.

Campus Update

Class/Course Updates

Marcia Liaw reported that enrollment in Business Technology classes has remained strong with an increase in FTEs. This year there are 12 students earning a degree or certificate and 50 students earning
short-term certificates of completion. She reported that 25 percent of the student in our Business Technology classes are attending school through a special or funded program.

Marcia distributed a Business Technology brochure which lists the classes required for the various certificates and the degree for the 2008-2009 academic year. Marcia reported that the classes will begin using Office 2007 during Summer Quarter 2008.

Anita McEntyre explained that the I-Best program has begun with a cohort of students who take some Business Technology classes and ESL classes. Anita partners with an ESL faculty who works with the language aspect of the courses that Anita teaches. The students have been dedicated and seem to enjoy the classes. The intent is that the students will eventually earn a Bilingual Office Assistant Certificate.

Barbara Snow told of the success the CEO students are experiencing in her classes. CEO (Career Exploration Opportunity) students are at-risk students aged 16-21 who need to complete their high school work and who find that the regular high schools won’t work for them. Barbara’s students have had a very high retention rate with 75 percent of the students enrolled completing her class.

Karen Toreson reported briefly on the online Office Procedures class. She mentioned the difficulty in getting group projects completed because the very nature of an online class is to be accessed asynchronously. The Committee acknowledged that it would be very difficult to do group work in an online class. The Advisory Committee continued to strongly recommend that the students learn a calendaring program of some kind. This Spring Quarter the Office Procedures students are using the web-based Outlook program. Next year the college will be moving to G-Mail for the student email system.

Next Meeting

The next advisory committee meeting will be in the fall at Shoreline.

Adjournment

The meeting adjourned at about 2 p.m.

Notes taken by Karen Toreson