Business Technology Advisory Committee Meeting
Tuesday, November 6, 2007
4:00-5:30 p.m.
Shoreline Community College
Central Conference Room

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

Shoreline Community College Faculty and Administrators
Lisa Clemens-Mitchell, Faculty
Marcia Liaw, Assistant Dean, Business, and Faculty
Berta Lloyd, Dean, Professional/Technical Programs
Karen Toreson, Faculty

Next Meeting:  TBD in April or May 2008 tentatively set at Microsoft, Redmond Campus

Welcome and Introductions

- Chair Lynda Knight called the meeting to order at about 4:10 p.m. She welcomed everyone.
- The committee members introduced themselves.
- The minutes from April 17, 2007, were distributed.
- Lynda Knight agreed to serve as chair of the committee for 2007-2008.

Campus Update

Berta Lloyd explained that the College has had the targeted FTEs for enrollment reduced for this academic year. That means that the College has received a reduced allocation. She reported that while enrollment at the College overall has decreased slightly, the enrollment in the professional/technical programs remains strong. Karen Toreson reported that the College will be seeking to fill three Vice President positions on campus: Administrative Services, Student Services, and Human Resources.

Class/Course Updates

Marcia Liaw reported that enrollment in Business Technology classes has remained strong with an average of 24-25 students per faculty. The distance learning sections generally fill first.

Marcia distributed a list of the Business Technology classes available during the academic year. She then presented revisions for the certificates of completion, the Certificate of Proficiency, and the AAAS degree. She noted that one of the major changes was changing BusTc 190 Electronic Calculators from a required class to an elective class.
In addition, she noted that the Outlook class has been removed from the list of requirements. Lisa Clemens-Mitchell, who has taught the Outlook class, reported that the technical difficulties were sufficient to cause problems for the students. The software requires individual accounts on the exchange server; Technology Support Services was not able to make that work. Our industry advisors strongly recommended that we try to incorporate the concepts of scheduling/calendaring in some fashion within the degree. The faculty will explore the possibility of including these concepts as a unit within the office procedures class.

Marcia Liaw reported that BusTc 270 Office Procedures has been accepted for development as an online class. This will make the Business Technology AAAS Degree and the Certificate of Proficiency available as both on-campus and online offerings. She noted that the calculators course and the Outlook course were not possible to offer totally online. With the removal of the calculators and Outlook courses from the requirements and the online offering of office procedures, the degree and certificate will be totally online.

Planning Sheet Recommendations

The Committee agreed that removing the calculators course from the list of requirements is appropriate given the limited use of calculators in today’s offices. The Committee recommended that Outlook and the concepts of scheduling are essential; they agreed that offering the class with many technology obstacles was not beneficial to students. They recommended that we investigate the use of Sharepoint Technologies as a means for students to learn about shared documents.

Other

The Committee agreed that moving to Office 2007 in Summer 2008 makes sense and approved the change of the course titles to reflect the 2007 versions of the course. One of the members asked that we consider supporting both the 2003 and 2007 versions of the course. Marcia explained that our classes are clustered and that trying to teach both versions in the same classroom would be difficult. Even online, the courses are clustered. The faculty agreed to investigate the possibility of offering one section for 2003 and another section for Office 2007.

Next Meeting

Peggy Maloney agreed to see if it would be possible to hold the next advisory committee meeting at Microsoft. The meeting will be in either April or May during the middle of the day. John Green suggested that we visit the Seattle Department of Transportation next fall.

Adjournment

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

Notes taken by Karen Toreson