Welcome, Introductions, and Presentation

Chair Lynda Knight called the meeting to order at 4:30 following a brief tour of the new Pagoda Union Building (PUB). Chair Knight was elected by a unanimous vote of the committee to serve as chair for the 2008-2009 academic year. Minutes from the last advisory meeting were distributed.

Campus Update

Karen Toreson reported that as a result of the financial crisis, the College has reported an estimated savings of about $600,000 as requested by the State Board for Community and Technical Colleges. These savings came largely through natural attrition in personnel and leaving positions vacant. It is likely that further reductions will be made for the next academic year although decisions will depend on state allocations as a result of legislative decisions.

Class/Course Updates

Marcia Liaw reported that enrollment in Business Technology classes is up this fall with an increase in FTEs. She estimates that the enrollment in Business Technology is up about 20 percent over that for Fall Quarter 2007. She distributed a graph that showed FTEs, Students, and Online Students for the academic years from 2004-2005 through 2007-2008.
For Winter 2009, the BusTc 215 Professional Communications class will be offered in a classroom in the Automotive building during the morning hours three times during the quarter. This format is one that was developed along with the Automotive Program faculty whose students are required to take this class for their degrees. All students will be welcome to take the class, but this will be the first time that the course will be offered in the Automotive building as a convenience for the automotive students.

Marcia distributed a Business Technology brochure which lists the classes required for the various certificates and the degree for the 2008-2009 academic year. She also distributed the new program brochure designed for broad distribution with general information about the program.

Anita McEntyre explained that the I-Best program, which started last year with a cohort of students who take some Business Technology classes and ESL classes, will start a new two-quarter series during Winter 2009. Anita reported that about 12 students completed the Bilingual Office Assistant program and that many of students have decided that they want to continue their studies at Shoreline for Certificates of Proficiency or degree programs.

Robert Shields reported that the classes for computer applications and programming have had good enrollment this year. Our CS& 141 class transfers directly to the University of Washington. There are only two programs in the state which have a CS& 141 class which transfers to the UW. (CS& is the new prefix for common course numbering for this course.)

Tony Costa gave background information about the Career Exploration Options program which serves 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. He also explained the Learning Center North program which is designed for at-risk youth which is now housed on the Shoreline campus. Robert Shields and Phyllis Topham, faculty in the Computer Information Systems program, helped to develop a Cisco certification program for the LCN students.

Karen Toreson reported briefly on the online Office Procedures class and the use of Outlook. She mentioned that the student email is now through Gmail and the intent for the next office procedures class is to use Gmail and to explore the Gmail features.

Next Meeting

The next advisory committee meeting will be on April 16, 2009.

Adjournment

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

Notes taken by Karen Toreson