

# **AGENDA**

BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

COLLEGE OF THE REDWOODS EUREKA CAMPUS, ROOM FM107

MAY 3, 2013

8:30 – 10:00

- I. Introductions
  
- II. College Updates
  
- III. Program Revitalization
  
- IV. Restructuring Program
  
- V. Other Items
  
- VI. Next Meeting

# MINUTES

## BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

COLLEGE OF THE REDWOODS EUREKA CAMPUS, ROOM FM107

MAY 3, 2013

8:30 – 10:00

Attendees: Jeff Cummings, Kriss Lewis, Julia Peterson, Jim Stemach, Colleen Trask

### 1. Introductions:

Members served themselves coffee and pastries then introduced themselves.

### 2. College Updates:

Updates were given about the new buildings and virtual machines that have been deployed on campus. There was a brief discussion about when and if the virtual machines would be available to students off campus.

### 3. Program Revitalization & Restructuring:

Copies of the current degrees and certificates were distributed as well as the course descriptions and student learning outcomes. The committee discussed a wide variety of ideas for creating a stacked curriculum where there would be a basic level certificate that would cover soft skills and fundamental office tasks. The next level would be a certificate that would prepare students to perform a wider variety of basic office tasks such as word processing and file management. At the last level there would be three or four areas of specialty and the outcomes would be categorized at the intermediate to advanced level.

### 4. Other Items:

The committee also discussed the benefits of adding non-proprietary applications to the existing courses (such as google apps) to the applications courses.

Next meeting time not determined. It was suggested that we might have the fall advisory event on campus in our new buildings.