

**AGENDA**  
**BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING**

FRIDAY, MAY 8, 2015

EUREKA CAMPUS – HUMANITIES ROOM 218

9:00AM – 10:00AM♦

♦ Breakfast beverages and snacks available at 8:45am

- I. Greetings, food and drink
  
- II. Welcome
  
- III. Introductions
  
- IV. Program Updates
  
- V. Business Information Worker Information and Input
  
- VI. Types of Office Devices Currently in Use
  
- VII. Shadowing & Committee Member Suggestions
  
- VIII. Other Items
  
- IX. Next Meeting

**MINUTES**  
**BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING**

FRIDAY, MAY 8, 2015

EUREKA CAMPUS – HUMANITIES ROOM 218

9:00AM – 10:00AM

Members Present: Gretchen Anderson, Anna Gaines, Jim Stemach, Colleen Trask

Members Absent: Michelle Henson, Liana Simpson

1. Introductions:

Members served themselves coffee and pastries then reintroduced themselves and introduced new member Anna Gaines.

2. Program Updates:

Updated on the progress of AP 4021 Program Revitalization Plan. Reviewed the curriculum approved courses, BT53A & BT53B, course description, outcomes and skills covered.

3. Input on BOT Courses & Awards:

Reviewed BT53A & BT53B course outcomes and skills covered to get input. The committee thought that the skills and outcomes were relevant and appropriate for preparing office staff. A suggestion to shorten the course names to: Beginning Office Procedures (BT53A) and Advanced Technical Office Procedures (BT53B). There was a discussion about including calendaring skills and password management skills in both classes as well as other BT courses. Using Google calendaring and Prezi (presentation software) and social media and communication implications (using appropriate communication) was also discussed.

A draft of the BT certificate and degree rework was reviewed and some suggest were made:

- Add MATH194 to the Accounting Emphasis
- Remove BUS1A from the Accounting Emphasis

There was also discussion about promoting the upcoming certificate and degree. It was decided I will do research on the appropriate way to promote courses, certificates and degrees that have not been received approval from the Chancellor's Office. It was suggested again to make a business card with a QR code.

#### 4. Business Information Worker Information and Input:

Information on the BIW was discussed and the briefing was distributed as well as Long Beach City College's BIW pathway course listing. After reviewing the BT material and the BIW material, it was noted that most everything listed was present in CR's BT program listing except Outlook. As mentioned in #3, it was suggested to add calendaring skills to several BT classes.

#### 5. Types of Office Devices Currently in Use:

A discussion about using tablet and phones for office work resulted in the suggestion that both of these devices should be presented somewhere in the program. Their use is expanding in the business world.

#### 6. Shadowing & Committee Member Suggestions:

I asked the committee to suggest offices in the area that would be beneficial for me to visit and "shadow" office workers. The following businesses were suggested:

- County Office of Education
- Cypress Grove
- Wing Inflatables
- Kokotat

I also asked for suggestions of community business people who might join the advisory committee. Gretchen and Anna said they knew of someone and would contact him. (Aaron)

#### 7. Members wanted to have a date in November identified as soon as possible for the next meeting.