**Agenda**

**Business Office Technology Advisory Meeting**

Friday, November 4, 2016

College of the Redwoods

Community & Economic Development Building

310 3rd Street, Eureka

9:00am – 10:00am♦

* Breakfast beverages and snacks available at 8:45am

1. Greetings, food and drink
2. Welcome and Introductions
3. BT Program Updates
4. Local Workforce Survey/Study Results
5. Modification of Current Courses/Development of New Courses
6. Development of Certificate(s) of Completion
7. Noncredit to Credit Course Pathways
8. Other Items
9. Next Meeting (November 10, 2017)

**Minutes**

**Business Office Technology Advisory Meeting**

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9:00am – 10:00am♦

Members Present: Gretchen Anderson, Aaron Carter, Anna Gaines, Tomas Chavez, Colleen Trask

Members Absent: Michelle Henson, Taunya Stapp Jim Stemach

1. Greetings, food and drink  
   Some committee members arrived early and there was some informal discussion.
2. Welcome and Introductions  
   Members reintroduced themselves and their current employment and any ancillary activities that inform the committee.
3. BT Program Updates  
   Program in the process of being renamed to Business Information Worker. The Technical & Professional Office Procedure Class, BT53, is now 2 classes, BT53A and BT53B. The Integrated Applications course has been inactivated, and content and outcomes for that course are being distributed through the Word Processing, Excel and Access courses.
4. Local Workforce Survey/Study Results  
   Workforce survey/study results were discussed, and comments about how the results reflect the local and statewide need were examined.
5. Modification of Current Courses/Development of New Courses  
   See item #3.
6. Development of Certificate(s) of Completion  
   A discussion of pathways from noncredit to credit certificates to a degree were discussed.
7. Noncredit to Credit Course Pathways  
   See #6.
8. Other Items  
   None.
9. Next Meeting (November 10, 2017)