

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

- I. Greetings, food and drink
- II. Welcome and Introductions
- III. BT Program Updates
- IV. Local Workforce Survey/Study Results
- V. Modification of Current Courses/Development of New Courses
- VI. Development of Certificate(s) of Completion
- VII. Noncredit to Credit Course Pathways
- VIII. Other Items
- IX. Next Meeting (November 10, 2017)

MINUTES
BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

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310 3RD STREET, EUREKA

9:00AM – 10:00AM♦

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

Members Absent: Michelle Henson, Taunya Stapp Jim Stemach

- I. Greetings, food and drink
Some committee members arrived early and there was some informal discussion.
- II. Welcome and Introductions
Members reintroduced themselves and their current employment and any ancillary activities that inform the committee.
- III. 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.
- IV. 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.
- V. Modification of Current Courses/Development of New Courses
See item #3.
- VI. Development of Certificate(s) of Completion
A discussion of pathways from noncredit to credit certificates to a degree were discussed.
- VII. Noncredit to Credit Course Pathways
See #6.
- VIII. Other Items
None.
- IX. Next Meeting (November 10, 2017)