

MINUTES
BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

FRIDAY, OCTOBER 26, 2018

COLLEGE OF THE REDWOODS COMMUNITY & ECONOMIC DEVELOPMENT BUILDING
310 3RD STREET, EUREKA; 9:00AM – 10:00AM

- I. Attendees: Gretchen Anderson, Tomas Chavez, Anna Gaines, Colleen Trask.
Absent: Michelle Henson

In order to be able to discern if the current BT/BIW courses covered skills employers seek, I initially quizzed the committee members about top skills they would seek for office support staff: Communication, professional attitude/motivation, availability (prioritize work), writing skills (literacy), office suite skills (including Outlook), math skills, ability to learn, interpersonal skills (pleasant and professional), dependability and reliability.

I will be reviewing the BIW curriculum for these skills and determine what skills need to be added to the curriculum.

- II. BIW Model Curriculum Approval:

Explained the Business Information Worker Model Curriculum and the curriculum being implemented and promoted throughout California to increase the student completion rate. It should be easier and more straightforward for students pursuing the BIW certificates to complete the certificates when moving or taking courses from more than one college.

Explained that the next items on the agenda are to discuss proposed changes in the current program that will align it with the Business Information Worker Model Curriculum.

- III. Upcoming BUS course changes:

Informed the committee and shared the recent changes to BUS35 course outline and upcoming changes to the BUS68 course content as well as the possible changes to the BUS52 course content to see if and how the courses might fit in the developing BIW certificates.

- IV. Proposed BT Course Changes:

Discussed the possibility of changing some of the BT computer application courses that are currently 4 unites to 3 or 4 1-unit courses or 2 2-unit courses.

V. Proposed BT Certificate(s) of Completion:

Discussed what current (and modified or new) courses fit at the first certificate level (Stage 1), the second certificate level (Stage 2) and the third certificate level (Stage 3).

Some of the course and certificate suggestions were:

- * Math skills in stage 1
- * The necessity of CIS1 in stage 1 (or other certificate stages)
- * Outlook/Business Gmail
- * PowerPoint
- * Adobe Acrobat
- * Substitute Communications skills course for Access
- * Add QuickBooks to stage 3
- * Move Access to stage 3 as an option
- * Some basic cyber security covered in stage 1 (first certificate) such as malware, ransomware, and spam
- * Add/integrate skills with other web and social media tools that would be beneficial for students such as Trello, using Zoom conference, Word Press, Square Space, Professional/Commercial Facebook

VI. Proposed Noncredit to Credit Course Pathways:

Discussed the possibility of creating a group of noncredit courses to prepare students for office employment as well as to be more successful if students continue to CR to complete BIW certificates. The committee believed that even if noncredit does not assess, the majority of the students will derive the benefit of noncredit courses and that potential employers will verify skills when interviewing potential employees.

VII. Next Meeting:

Proposed that the next meeting be a virtual meeting, but the committee members attending stated a face-to-face meeting is preferred.

Proposed next meeting date: Friday, May 4, 9am-10am

Note: I will do my best to secure some type of way for committee members to attend remotely as it has been requested for the past 2 meetings.