



Business/Computer Science Advisory Committee MEETING MINUTES

Growing jobs, careers, communities...

DATE: April 17, 2019
TIME: 9:00-10:00am
LOCATION: Distance Learning Center, Room 4
COMMITTEE CHAIR: Ronda Gubetta
PROGRAM COORDINATOR: N/A
STAFF: Mark Klever, Dean of Career and Technical Education
 Note taker: Anne Marie Acord

Present: Mike Michelon, Samantha Worthington (video conference), Julianne Zenkus, Mark Klever, Shawn Abbott, Christina Van Alfen, Jesse Cecil (phone)

Absent: Ronda Gubetta, Mike Graves, Sunny Greene, Bright Nichols-Stock, Tony Banke, Josh Oates, Linda Tracy, Michael Solano, Mark Stensaas, Cael Weston, Josephine Toms, Joanie Zarzynski, Jim Gilmore, Michele Korkowski and Renee Barr

COMMITTEE AGREEMENTS and/or RECOMMENDATIONS TO COS:

Mark Klever will follow up with Mike Graves to see if curriculum changes have been input into elumen.
 Christina Van Alfen will reach out to Greg Messner to add to our Advisory Council.
 Transfer students need to be excel proficient and need foreign language to prepare for the workplace.
 Shawn Abbott recommended we reach out to Chamber representatives for new Committee Members.
 Mark will look into scheduling and Video Conferencing in Room 107 to accommodate Shawn Abbott’s classes.
 Shawn Abbott will reach out to Mr. Whitehouse at Yreka High School regarding pathways to Business/Computers.

<u>NEXT STEPS</u>	<u>Lead/team</u>	<u>By When?</u>
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| <ul style="list-style-type: none"> ✚ Welcome and Meeting start-up – Chair: Ronda Gubetta <ul style="list-style-type: none"> • Sign in and Introductions: Christina Van Alfen was nominated to begin the meeting by Shawn Abbott as the chair was absent. ✚ Review and approve minutes- <ul style="list-style-type: none"> • Committee members reviewed the minutes. Mike Michelon motioned to approve. ✚ Review items to follow up from previous agenda and minutes- <ul style="list-style-type: none"> • Christina stated we are trying to have the minutes completed within two weeks and send out a follow up list, so we may address items. • How do we get our local industry to participate in our Business and Computer Advisory Meetings and to join our Advisory Council. Career and Tech is required to have Advisory Councils for input from Business and Industry, but it is also important for our Industry’s needs. This Advisory Group is struggling with participation. • Shawn Abbott suggested asking if a Chamber Representative could commit, even if this member floats. • The Committee agreed that Committee Members need to be updated. Mark Klever asked if anyone has thoughts on this. • Samantha Worthington mentioned Greg Messner, who is a Foundation President. Christina stated we will reach out to Greg for Advisory Committee. | | |
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- Christina asked Shawn Abbott to give us an update on curriculum in elumen as Mike Graves is absent. Christina asked if the curriculum has been input to the Chancellor's office. Shawn stated yes, she believes this has been done. Mark Klever will follow up on this with Mike Graves.
- Mike Michelon questions regarding elumen. Christina explained it's where we input curriculum and there are faculty committees on campus that review this information. We have a local approval process on our campus and then it goes to the Chancellor's office at the State level and then we can teach it. The Board approves the curriculum first.
- Mark stated regionally we like to see any new certificates or new programs, run through the regional first, so we are informing our partners what we are doing.
- Program reviews will be completed by the first of the year. Shawn Abbott stated this is referring to 2020.
- Career and Technical Education are required to undergo a comprehensive program review every two years. They look at the Labor Market Data and of the Academy programs as well.
- Faculty has developed a program review manual and a schedule. Question was asked if this has been approved by the Academy Senate. Shawn stated, yes.
- COS needs to expand the opportunity of another computer lab classroom on campus. Mike Graves stated this in the last meeting. COS needs an additional full time computer lab because room 107 is also used as a Video Conference Room.
- Samantha Worthington stated there is a new computer lab in the McCloud Hall.
- Mark stated we are trying to have more Zoom Rooms in Yreka. Mark stated they have updated the computer lab in Yreka. We also need more Video Conference Rooms in Weed.
- Shawn Abbott stated her office has been relocated to ESTC since our last meeting. This was part of the past program review to have Mike Graves and Shawn in the same building. Suggestion was made from Shawn when she has a video conferencing class that it be scheduled in Room 107, instead of DLC to keep the synergy in that building.
- Zoom might accommodate more capabilities, but this is not cheap, per Christina. District does not have much funding for this. Grant Funds could possibly be used. Christina stated they are working on expanding these opportunities.
- Mike Graves requested an additional Business Instructor from the last Advisory Meeting. The college is going through a budgeting process currently. A new position, requires a CQIP for anything over \$500.00. This goes to shared governance process. Next year in the program review, they will look at this with the staffing fees and also overlap between our programs and non-credit offerings. One of the ways we could serve our students is offer a marketing class. The marketing class is not part of the transfer. Shawn stated if we offer these classes on line, we could tap into students statewide.
- Christina Van Alfen did follow up on the flyers. Public relations will help generate flyers for classes and get advertisement out, including facebook. Faculty needs to approach Public Relations about their needs and they will help getting the information posted.
- Christina stated we are developing marketing materials for CTE with Pathways from the High Schools to the College. This will have Labor Market Information with wages and outlook forecast for jobs.
- CTE has developed a new brochure for each CTE program. This brochure will have the classes we offer, potential jobs and job outlook. Those brochures will be completed next week.
- Regina Hanna requested a poster that lists all of our Degrees and Certificates. Christina has been working with Janice Gonzalez in student services to develop this poster. This poster will show the difference between Community Colleges verses a four year college. Currently, this is in production.
- All high schools have different Pathways. Perkins requires that high schools have at least two classes in a pathway, sometimes three. This needs to add up to 300 Instruction hours. We are also looking for opportunities through articulation or dual enrollment, so the student can be earning college credit. The goal is to have that student continue at College of the Siskiyous. Julianne stated she took a Medical Terminology class from Yreka high school through Klamath Community College and she could not get her transcript for this class. Julianne decided to take a different path. Julianne stated there was a disconnect from the High School through Klamath Community College. Christina stated she discussed this with Cora Brownell our Director of Nursing program recently and they are trying to get this articulation for dual enrollment back to our high schools.
- Julianne suggested we contact Mr. Whitehouse who teaches Government at Yreka High School, who is a huge advocate for College of the Siskiyous. Shawn Abbott will reach out to Mr. Whitehouse to see if he's interested in our Advisory Committee.
- Mark Klever stated we are exploring our website and trying to ease our registration process. We are also trying to find out how our students find out our programs.

 **Call for additional agenda items to be added to this meeting's agenda-**

- None.

✚ **Input from Advisory Committee Members-**

- Mike Michelin stated there is a shortage of daycare home providers. This is a statewide issue, which puts a strain on working parents. Mike is on two state level boards. The Governor's budget has \$245 million for infrastructure for early childhood education. It's just a prospect at this time, but we are hoping some of this is for private sector. We have well over 150,000 children where the families have gone through certification process to get subsidized childcare. We could help many students.
- Christina inquired about requirements for developing family daycare from their home. Mike explained this process.
- Julianne Zenkus mentioned transfer students need to be excel proficient and need foreign language to prepare for the workplace. This pathway needs to be conveyed to High School students. Christina stated we will relay this message to Mark Klever.

✚ **Other-**

- Soar Survey Handout. This is Siskiyou Occupational Advancement Roadmap. There are some efforts locally to have the countywide collaboration when it comes to engaging with our Industry partners. The collaboration is between the Educators, High Schools and the Community Colleges and trying to engage with our local community partners, business and industry. The survey is asking about barriers and what employers are expecting in terms of hiring and retention. They are asking from both the Educators, Industry Partners and students as well. The goal is to have a county wide plan.
- Currently, we do not offer foreign language at College of the Siskiyous. We offer sign language.

✚ **Outreach and Recruitment-**

- Christina stated we will be in touch with the committee members about recruitment for new Advisory Council Members.

✚ **Next Steps-**

- The Advisory Minutes will be completed in the next two weeks with follow up items. Christina will make contact with the committee members regarding the next Advisory Meeting.

✚ **Adjournment-**

- Meeting Adjourned per Christina Van Alfen.