# MJC Business Advisory Committee Meeting

May 20, 2020

9:00 am – 11:00 am

Via Zoom

The board meeting was called to order by Nancy Backlund at 9:00 am.

**Faculty/Board Meeting Attendees**: Shelley Akiona, Nancy Backland, Kevin Alavezos, Patricia Wall, Linda Kropp, Tami Truax, Katy Winders, Nancy Sill, Maryann Sanders, Elizabeth Wright, Trish Christensen, Dallas Plaa, Jeff Rowe, Shawn Vandergriff, Jennifer Zellet, Vickie Mulvaney-Trask, Robin Jurevich, Sarah Gordin, Geri Vargas, John Lazar, and Sheila Mae Annis

**Introductions** - Members in attendance introduced themselves and their place in the business community

**Election of Chairperson** – Jeff Rowe was unanimously voted to lead the meeting.

**MJC Overview** – Dr. Nancy Sill discussed how MJC transitioned to remote instruction on March 20. It has been stressful for faculty, administration, and students most of all. Faculty have worked hard to come together to service our students. Our summer classes are being offered online and remote.

Dr. Jennifer Zellet spoke to the looming projected deficit. The budget shortfall will force us to think out of the box to do our best to serve as many students as we can first and foremost. We continue to work on transition as Fall semester will be online and remote for the most part to ensure safety of our community.

**Reports**

1. **BUSINESS ADMINISTRATON**

**Summer/Fall Course Scheduling** – All summer courses are being offered online and remote. Summer enrollment is strong with waiting lists for all courses. Fall is also scheduled as online and remote instruction. Historically, a recession results in increased student enrollment. We foresee a continued demand for our courses.

**Staffing** – Leslie Vaughan spoke to Barbara Salerno’s one-year sabbatical and Shelley Akiona’s two-year reassignment as YFA President.

**Program Updates** – Patricia Wall led the discussion and other faculty joined in the discussion when applicable.

* **MJC’s New Entrepreneurship Certificate** – Barbara Salerno addressed this new certificate, which includes Introduction to Entrepreneurship and Introduction to Business as required courses and a list of other business courses students can take to round out their skill sets. The Entrepreneurship program is expected to launch in Spring 2021 with an emphasis on cross-disciplinary applications. Questions asked:
	+ Does it have digital presence? Social media is covered in the Marketing and Advertising courses, and a Social Media course is planned for the future.
	+ Has MJC partnered with the SBDC? MJC is working with the community to maximize resources and market the program across multiple organizations.
* **State Proposed Change for AS-T Requirements** – the State is proposing changes to the Business Administration Transfer Model Curriculum (TMC) to provide a single pathway for students to complete major preparation requirements for transfer to the CSU or UC system. The most significant proposed change is the requirement for students complete eight (8) units of Calculus. The Business department provided rationale to the State via survey in April that the proposed changes would negatively impact MJC students.
* **MJC Curriculum Software** – Dr. Zellet discussed MJC is implementing a new curriculum software system, eLumen. We will be fully migrated from CurricUNET by June 30. The MJC faculty will be trained for eLumen in fall.
* **Business Statistics** – Barbara Salerno discussed the plan to offer a 3-unit, non-STEM Statistics course through the Business department. Designed to meet the requirements of C-ID MATH 110, Introduction to Statistics, the course will focus on Business-related applications using a Business Statistics textbook and the Data Analysis Toolpack in Excel. The Business Statistics course will be submitted to the Curriculum Committee for approval this Fall with the goal of offering classes beginning Fall 2021. This 3-unit Business Statistics course will better serve our students by providing a contextualized learning experience and the ability to meet the AS-T requirements with up to 5 less units than the corresponding course offered through the Math department, thus shortening the students’ time to graduation.
* **Business Information Systems** – Barbara Salerno discussed the course has been designed to meet the requirements of C-ID BUS 140, Business Information Systems, but is currently pending negotiations and final approval. Like Statistics, this course was developed to provide a contextualized learning experience with less classroom hours than the corresponding course offered through the Computer Science department, thus shortening the students’ time to graduation. The goal is to begin offering this course through beginning Fall 2021, although potential changes to the Business Administration TMC could impact the demand for this course.

**VITA –** MJC sponsored its 3rd annual Volunteer Income Tax Assistance (VITA) event on February 28 and March 6. Over 65 students and community members were served on the MJC campus during the 2-day event. The Business Club plans to continue to sponsor this event in the future.

**Action Items from Last Meeting** – All action items from last meeting were briefly discussed.

1. **OFFICE ADMINISTRATION**

**Summer & Fall Course Scheduling** – All Office Administration summer courses are being offered online and will continue to be offered in this format through the Fall.

**Staffing** – Kevin Alavezos reported no changes in faculty.

**Program updates** – Kevin Alavezos informed the advisory committee of changes made to meet the state unit thresholds for the three certificates. They cannot straddle the 16-unit amount.

1. Accounting Clerk Certificate—increased to 16.5-20.5 units from 15.5-19.5 units
2. Office Computer Applications Certificate—increased to 16 to 17 units from 15-16 units
3. Records Management/Data Entry Clerk—decreased to 13-14 units from 15-16 units

**Marketing/Program Promotion** – Nancy Backlund spoke about the marketing being done regarding office administration – she explained that they updated their brochures. A new dimension added this year was an LCD display in the Office Administration Center where slide shows promoting the Office Administration programs as well as campus events were displayed.

Committee Question – Could MJC share brochures with high schools? Many committee members agreed to help spread the word.

* MJC staff will send program literature or links to the committee for distribution.

**Other** -Kevin Alavezos discussed the new C-ID Business Office Technology descriptors and program and aligning to them with Business Information Technology.

He also reported that 39 students were certified through Certiport MOS Testing.

**Action Items**

**Business Administration Curriculum Changes**

**Motion** - Business Statistics and Business Information Systems courses go forward to MJC Curriculum. Nancy Backlund made the motion, Elizabeth Wight seconded the motion. All members were in favor. No members were in opposition. **Motion Passed**

**Motion** – Office Administration Curriculum Changes

* Program Name Change to Business Information Technology (BIT)
* Proposed 12-Unit BIT Quick Start Certificate of Achievement
* Proposed 20-21-Unit BIT Level 1 Certificate of Achievement
* Proposed 30-Unit BIT Level 2 Certificate of Achievement
* Proposed BIT Associate of Science Degree
* Proposed BIT Advanced Excel

Shelley Akiona made the motion, Shiela Mae seconded the motion. All members were in favor. No members were in opposition. **Motion Passed**

**Motion** – Office Administration Curriculum Changes

* Retention of Microsoft Computer Applications Certificates (8 units)
* Deactivations
	+ Office Administration A.S. Degree
	+ Office Administration Certificate of Achievement
	+ Office Computer Applications Certificate of Achievement
	+ Office Support Certificate of Achievement
	+ Accounting Clerk of Achievement
	+ Records Management/Data Entry Certificate of Achievement
	+ OFADM 201 Intermediate Keyboarding 1
	+ OFADM 203 Intermediate Keyboarding 3
	+ OFADM 305 Records Management
	+ OFADM 364 Grammar in Office
	+ OFADM 366 Proofreading Techniques

Nancy Backlund made the motion, Patricia Wall seconded the motion. All members were in favor. No members were in opposition. **Motion Passed**

**Funding Requests** – Discussion occurred regarding state and federal funding availability, and if there is money available, the staff would like to request the following items.

1. Business Program
* Funding to update technology (new computers, monitors, printers, and projectors) in FH 111 Computer Lab and Adjuncts' office ($30,000)
* Funding for professional development (CBEA/NBEA and Teachers of Accounting at Two-Year Colleges conferences) ($25,000)
1. Office Administration Program
* Twelve desktop computers for Founders Hall 133 ($13,500)
* Professional Development for travel (CBEA/WBEA/NBEA) ($8,000)
* Updated Program Marketing ($2,000)

Nancy Backlund made the motion, Trish Christensen seconded the motion. All members were in favor. No members were in opposition. **Motion Passed**

**Next Meeting – Fall 2020 –** Hopefully, we will meet face-to-face but, if necessary, we will meet via Zoom. We would like to offer these meetings twice a year. We will reach out in Fall once classes are underway.

**Other** – Nancy mentioned that the MJC would like to have dialogue with high schools regarding business and office technology courses for dual enrollment. Minimum quals would be necessary for faculty teaching the courses; however, exploration is encouraged. This could also include more course-to-course articulations. The more we can coordinate, the better for the students.

Trish Christensen from the Modesto Chamber described a project for a 6th grade career exploration project they are creating with partners from Modesto City Schools and others. Mary Ann Sanders is working on it with the Chamber Education Committee. It will be held at the Centre Plaza on December 9 with 50 – 60 businesses participating.

Nancy Backlund motioned to adjourn the meeting. Jeff Rowe seconded. **Motion passed**. The meeting adjourned at 11:00 p.m.

Submitted by Leslie Vaughan