**Business and Computer Information Systems Advisory Committee**

**March 3, 2022, 12-1:30pm**

**Minutes**

**Advisory Members Present:** Curt Hardcastle (LUHSD); Rebecca Harp-Sligh (LUHSD); Melissa Rodriguez

**Educators Present:** Kris Costa; Loren Kelly; Debbie Lou Angeles; Brian Kron; Monte Paden; Amy Babb

1. **Call to order** @ 12:03 PM
2. **Campus Updates**
3. **Campus Updates – Kris Costa**

* Our college is about 70% on campus and 30% online this semester, same as last fall.
* Success in using West Hills Safe App to help with infection rates on campus.
* New West Hills College Lemoore president, James Preston, started in December.
* In the process of hiring a Vice President for educational services to replace James and the role that he vacated.
* Soft opening for the Golden Eagle Pantry. Designed for students that have food insecurity. Grand opening on March 16th.

1. **WIN Center and MakeOvate Lab**

* The WIN Center and MakeOvate Lab projects have taken off since the fall.
* We started offering our NC 190 maker innovation course. We have 10 or so students enrolled in that non-credit course to use the MakeOvate Lab.
* We did get an embroidery machine so students are doing some really cool projects in the MakeOvate Lab, and there is some potential for students to create small businesses.

1. **DOD Internships**

* We have 2 students who started their internships at JH Tackett last week and they will be interning for 75 hours.
* One is earning work experience credit, the other declined, but they're going to complete 75 hours on the job there, and they're having a great experience so far so it's really exciting for us to be able to partner with that organization.
* Both the grant side and a local business to get students some experience and hopefully expose them to some part time employment opportunities

1. **22-23 Schedule**

* Schedule is live and can be viewed online.
* Opens March 22nd for students to start registering, so you can get an idea of what's available in terms of courses and program availability.
* We've kept the business information worker on Friday that seems to be a good fit.
* Students like business information worker classes, on Friday, the idea being that they can come and take those classes on Friday and online and only have to come to campus one day a week.

1. **Apprenticeships**

* We are continuing our work on district wide apprenticeships.
* Four years ago, the district started down this path of apprenticeship programs, and they have the district house several apprenticeship programs in areas such as farm mechanics, human resources, child development and etc.
* We are beginning that work as a college and received a couple of grants to hire a director apprenticeship. It takes a dedicated person to manage the employer partnerships and paperwork to submit requests.
* We submitted a grant for a planning to develop an apprenticeship in cybersecurity and were awarded that grant in January.
* We were awarded a half million dollars to develop an apprenticeship in culinary and hospitality. It's going to be an interesting model where students would take the online content with us and then they'll do their training wherever they're working as an apprentice. It’s a four-year project working with the Director of apprenticeships, as well as Christian and his team and culinary hospitality.
* We were awarded the hybrid training partnership planning grant for cyber security that guarantees us another half million dollars for the build out of the cybersecurity apprenticeship program which the Director of Apprenticeship would oversee as well.

1. **Status of BUS programs –** No updates
2. **CIS Programs Faculty Updates –** No updates
3. **Program Additions Proposals**
4. Human Resources Certificate

* The district has an approved apprenticeship in human resources and create an apprenticeship
* We don't have a program in HR we have an apprenticeship in HR so we have apprentices that are taking our courses.
* Students are just completing enrolled courses and we're not really getting credit for any of their completions.
* Create a certificate program so that when these apprentices finish, they get a community college certificate, as well as journeymen status through apprenticeship.

**Human Resources Certificate of Achievement – New program**

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| [BUS 020](https://westhillslemoore.elumenapp.com/catalog/21-22/course,bus020#mainContent) | Intro to Business | 3 |
| [BUS 018](https://westhillslemoore.elumenapp.com/catalog/21-22/course,bus018#mainContent) | Business Law | 4 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [BUS 035](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-035) | Human Resources Management | 3 |
| [BUS 015X](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-015x) | Occupational Work Experience | 2 |
|  |  |  |
| [SOC](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) 002 | Critical Thinking and Social Problems | 3 |
| **Total** |  | **18** |  |

**Approval of Program**

**Motion: X Approve ☐ Approve w/ Corrections ☐ Deny**

**First: Curt Hardcastle Second: Melissa Rodriguez**

**Vote: X Carried ☐ Denied ☐ Abstentions**

1. **Data Review – Comprehensive Local Needs Assessment and Institutional Set Standards**

* We establish Institution-Set Standards and Stretch Goals for six areas aligned to the institutional mission.
* Course Success
* Degrees Awarded
* Certificates Awarded
* Transfers to Four-Year Institutions
* Licensure Pass Rates
* Job Placement Rates

The committee discussed appropriate Institutional Set standards for Business and computer Information Systems

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| **Job Placement Rates** | **Institution-Set Standard** | **Stretch Goal\*** |
| Business Programs | 60% | 70% |

1. **Adjourn @ 1:16 PM**