Chaffey College

Advisory Board Meeting Minutes

Accounting and Financial Services

February 2, 2018, 8:30-10:30AM

**Members Present:** **Karin Nelson** (Full-time Accounting Professor, Chaffey College), **Carol Dickerson** (Full-Time Accounting Professor, Chaffey College), **Renee Miller** (Accounting Professor of Graduate and Undergraduate Program, University of La Verne), **Lisa Shoemaker** (Assistant Superintendent of Business Services, Claremont Unified School District), **Michelle Martinez** (Full-Time Counseling Faculty, Chaffey College), **Eli Bokori** (Tutor at Multidisciplinary Center, and Student Representative, Chaffey College), **Trina Lujano** (Student Representative, Chaffey College), **Karina Romero** (SI Leader, EOPS/SI Ambassador, and Student Representative, Chaffey College), **Thalia Garibay** (CTE Counselor, Chaffey College), **Susan Hume** (Assistant Superintendent, Bonita Unified School District), **Vanessa Thomas** (Associate Dean, Business & Applied Technology, Chaffey College)

-*11 Present*

1. **Welcome and Introduction**
2. The meeting began at 8:40AM with introductions.
3. Professor Dickerson thanked everyone for taking time out of their busy schedule to assist with improving the Accounting and Financial Services program.
4. Michelle Martinez explained the Extended Opportunity Programs and Services (EOPS) mission is to help students with academic and socioeconomic challenges providing counseling services and connecting students to the resources available to them.
5. **Approval of January 27, 2017 Minutes: Approval: 10-0-0**
6. Minutes Comments: Everyone agreed with minutes. No addendums requested.
7. Professor Vanessa Thomas was not present during minutes approval.
8. **Introduction to the Accounting and Financial Services Pathways**
9. Pathways is an initiative of the Chancellor Office that provides students with a clear pathway to reach degrees and certificates, to narrow and clarify the courses they need to take. Professor Dickerson said students need to narrow their options and be told when to take courses. She added the model of the Accounting and Financial Services Pathway program follows the GPS focus area of the Accounting Program in the University of Illinois, Chicago. At Chaffey College there are currently 6 Accounting program certificates and 1 Associate of Science degree. In addition, Professor Dickerson said the Pathways program goal is to provide students with prospective career options that include student graduate salary ranges in the Accounting Industry. Robert Half, an international Human Resources consulting firm, provides resources for salary comparisons for students who graduate with an Accounting degree certificate or Associates degree.
10. Renee Miller inquired whether there is a system where students could see the highest certificate level they could obtain and the type of employment available to them after certificate completion. She also inquired if these certificates have been in place for a long period of time.
11. Professor Dickerson stated there is not a system in place to track students’ certificate completion. She also added these certificates have been offered at Chaffey College for a long time but there is not enough advertisement for students to find out their options. Currently, Income Tax Preparation is the most popular certificate in the Accounting Department. Committee members suggested this could be due to the relevance of income tax preparation for students.
12. Professor Nelson clarified that the Accounting certificates are not degrees and do not have prerequisites. This was in response to committee members’ inquiry on clarifying the difference of Chaffey College certificate programs versus degree programs. Lisa Shoemaker added Pathways is a great approach as it lays everything out. Students can follow a clear and concise schedule. Shoemaker suggested to connect certificates and degrees in a single Pathway map to show students how many classes are left if they choose to complete an Associates degree after certificate completion.
13. Nelson added the benefit of following Pathways is that most students already know what classes to take while meeting financial aid requirements. Michelle Martinez contributed by saying once students meet 70 attempted units their financial aid might not be granted. This is an issue for students who choose to change their major and having a clear path is beneficial for students who are granted financial aid.
14. Thalia Garibay added students are concerned about the lack of flexibility of financial aid programs. If a student meets the total number of attempted units without declaring a major, they lose financial aid. If there were more flexibility students might have the option to take a class, fall in love with it, and declare their major. The counseling department at Chaffey College, however, has developed a recommended sequence of classes within each educational department that will benefit the student.
15. Martinez voiced her concern that students might feel overwhelmed to see a brochure listing the many classes to take and influence their major and career choices. Committee members agreed. Martinez also mentioned the University of San Bernardino has a clear pathway option and breaks down the schedule of classes based on students’ completion goal. For example, it offers transfer students with a clear choice if the student plans to complete a bachelor’s degree in a 2, 3, or 4-year term. Student representative, Eli Bokori agrees that having a clear path and schedule of degree completion is beneficial. Romero also agreed, offering students a clear educational path would benefit students whose work schedule might prevent them from completing their degree in 2 years.
16. In response to Renee Miller’s inquiry, Professor Dickerson mentioned not all the classes listed in Pathways are offered every semester. There is a struggle for several non-transferable classes with meeting the minimum students required to keep a class open (17 students minimum). Chaffey College online and hybrid Accounting classes have been implemented to meet students’ demands. There were about 19 students on the waiting list for the Financial Accounting online class offered in Spring of 2018. Currently, adjunct faculty are being hired by Chaffey College to teach online classes. Committee members agreed that hybrid classes are the best method to have a balance between online learning and student social interaction. Professor Dickerson plans to take an online teaching training class over the summer.
17. Student representatives voiced their different opinions in regards to taking online classes. Lujano shared her preference for attending a physical class. She feels she would not have been successful in her Accounting classes if they were taken online. Lujano feels the lack of social interaction between faculty and students might have a negative effect on students. Bokori echoed his agreement, he finds taking online classes causes people to struggle with social skills. Romero is currently taking an online class whose instructor offers office hours at Chaffey College and encourages online class discussions by creating forums and discussion rooms. Shoemaker finds the opportunity to develop cohorts online might break the miscommunication between instructors and students even if they can’t meet in person.
18. **BAT’s Partnership with Cal State University San Bernardino**
19. Professor Thomas provided the committee with an overview of the current partnership with Cal State San Bernardino partnership and the cyber security program. Thomas’s role is to find out what employers in the Inland Empire are currently looking for, what jobs are they trying to hire for, and come up with a plan for students to get these jobs. The partnership program within Chaffey College and Cal State University of San Bernardino allows students to get jobs with both private and government organizations immediately after degree completion. Thomas is currently working in closing the gap between education and the workforce in the Inland Empire. She is working with accounting departments at many local companies, researching the type of skills employers need, and reaching out to universities to refer students that can fulfill the open positions.
20. Shoemaker expressed her desire for universities in our local community to provide students with a clear pathway to close the gap between education and the workforce.
21. Bokori agrees, providing students with a list of prospective employers is what students need. Students’ decision to transferring to a 4-year university is greatly influenced by the type of jobs the student would get after completion of his/her degree.
22. The committee agrees, partnership agreements should also extend to local elementary schools, middle schools, and high schools, preparing the future student generation with information about career choices.
23. **CTE Program**
24. Garibay provided an overview of CTE program. She also shared that technical careers are being pursued by students because of the many career options available to them after certificate and degree completion. CTE programs are being highly advertised in local high schools.
25. Martinez added that there is a dual enrollment program with local high schools. If a high school student resides in the Chaffey Unified District, the costs for attending Chaffey College classes are waived. All this information is posted in the Chaffey College catalog and at the Guiding Panther for Success office.
26. Thomas supplemented with additional information. Articulation agreements are also in place that encourage high school students to take a college class during their high school hours. High school students are interested because if the student fails the class, it would not show on their transcripts. However, if the student obtains a B or higher grade it would appear on transcripts. There is an opportunity for the same type of articulation agreements to be developed in the Accounting Department at Chaffey College, but there must a demand from high school students to take accounting classes.
27. Dickerson would like to see these programs be advertised more and to improve efforts to reach out to the community. In response, Thomas said the upcoming Career Expo at Chaffey on March 7, 2018, from 11:00am-2:00pm, would bring 4 high local high schools to meet with career experts and speak to representative from several 4 year-universities.
28. **Closing Comments**
29. Committee members agreed that coming up with a specific Pathway timeline would encourage students to follow a consistent schedule and work on a targeted certificate completion date.
30. A website designated for CTE should be implemented to help with advertising technical career programs at Chaffey College.
31. School district administrators are eager for the next generation of students to take over and need students with knowledge in facility management and accounting.
32. **Meeting Dates/Times:** The committee unanimous (11-0) agreed that this selected meeting date and time of this meeting works best.
33. **The meeting concluded at 10:45AM.**