Chaffey College

Advisory Board Meeting Minutes

Accounting & Accounting/Financial Services

February 8, 2019, 8:30-10:30am

**Members Present: Karin Nelson** (Full-time Accounting Professor, Chaffey College), **Carol Dickerson** (Full-Time Accounting Professor, Chaffey College), **Lisa Shoemaker** (Assistant Superintendent of Business Services, Claremont Unified School District), **Michelle Martinez** (Full-Time Counseling Faculty, Chaffey College), **Maria Beck** (Full-Time Counseling Faculty, Chaffey College) **Scott Smith** (Student Representative, Chaffey College), **Ariel Torres** (SI Leader and Student Representative, Chaffey College), **Sandra Nasser** (SI Leader, Chaffey College), **Tai Pham** (CTE Counselor, Chaffey College), **Susan Hume** (Assistant Superintendent, Bonita Unified School District), **Ken Kederian** (Assistant Professor, Azusa Pacific University), **Magdy Farag** (Professor, Cal Poly Pomona)

-12 Present

1. **Welcome and Introduction**
2. The meeting began at 8:40am with introductions.
3. Professors Dickerson and Nelson thanked everyone from taking time out of their busy schedules to assist with improving the Accounting and Financial Services program.
4. **Bookkeeping Certificate Revision**
	1. There has been difficulty filling Acctg 481. On average it has 5 students enrolled and is cancelled. It was noted that this campus may struggle with low enrollment this semester due to a change in the way students are registered and a change in the GPA requirement to 2.2.
	2. Looking at other programs in the area: APU has gone up in enrollment. Their GPA requirement is 2.5. Cal Poly raised the GPA requirement. PCC has a great 21 unit certificate. Looking at their requirements it was suggested that Chaffey require Business English or Eng 1-A.
	3. Professor Dickerson said the campus would like to combine the bookkeeping classes into one course that is worth four units. If we add the bookkeeping courses into one and add the English requirement it could be possible to make the certificate transcripted. Discussion on changing the name to Bookkeeping instead of Applied Accounting. A vote was taken 7 yes 1 no.
	4. Bookkeeping Certificate was put on hold. To be considered:
		1. Which classes to include?
		2. How many certificates are awarded at PCC and Mt SAC?
		3. Can we do non-transcripted and transcripted certificates?
		4. Look into Employment Concentration at Mt San Jacinto.
		5. Think about adding Business Communications and CIS or an Office Suite course.
5. **Strong Workforce Internship Opportunities**
	1. Scott works with Chaffey Credit Union. He works with local high schools using apps to help students understand and create personal budgets. He sets up excel and other programs.
6. **Pathways**
	1. Every program has put together an AA pathway (which assumes the student is full time). Along the path there are recommendations like: go to the career center, etc. Ed plans are required at 15 units, soon to be changed to sooner. There is a financial incentive to create and promote Pathways. The challenge is that the Chancellor’s office wants jobs to be part of the Pathways program. We will need to map the new Bookkeeping Certificate.
	2. Professor Dickerson recognized the BUSTEC 455 – Fundamentals of English for Business class and suggested that it could be our added English course.
7. **Advisory Board Members**
	1. School Districts - We are struggling again with hiring people. Turnover is high because people have choices with employment and we have had a lot of retirements. There has been low turnover in the Accounting Department. There is a need for accounting skills in the HR department, technicians should consider bookkeeping certificate. There are also management positions open in the Accounting/Finance areas and the CPA license is still an important license to have.
	2. Cal Poly is on a 15 week semester and has started adding Acctg Analytics course addressing Big Data. They are offering a 4yr + 1yr MSA which meets all of the CPA education requirements. They are expecting retirements but have a steady stream of applicants.
	3. APU now has the VITA program. It is part of a class and students are required to volunteer in the program. They use enrolled agent materials for the class (from Fast Forward Academy) and the students take the enrolled agent exam at the end of the class. He also noted that there are $15,000 of scholarships available for accounting students starting when they take intermediate accounting. They also have a 4 + 1 program. The Master’s program takes nine months and consists of 10 classes and one of the classes is the WILEY CPA prep program. The tuition is $21,000 and a $7,000 scholarship is available.
8. **Counselors**
	1. Maria Beck reported the goal is for all students to have an Ed Plan and counselors make sure to promote Pathways and student services. Students are required to come in however online counseling is now provided. Assessments have been changed. All students now enroll in both Math and English at the college level.
	2. Tai Pham noted that Chaffey Joint Union is having a luncheon at the Chaffey College Community Center in March. This is a possible way to promote dual - enrollment (Promise Scholarships). This is an opportunity for students to self-identify with courses they can take.