



Advisory Board Meeting Minutes

Thursday, February 25, 2021, 6:00 pm

Zoom Link:

<https://cccconfer.zoom.us/j/92749813028pwd=MXNISmg2QnQ0MINSblg3T0ZyanV5dz09>

Password: 702994

Attendees: Laneshia Judon, Ajené Wilcoxson, Patty Worsham, Laura Dunphy, Chie Ishihara, John Alpay, Marcus Anderson, Dana White, Ashley Etchison, Kinnari Bhavsar, Jennifer Corr, Aubrey Weston, Andrea Stoll, Justin White, Rex Beck, Jose Duran, Diana Cescolini, Kama Burton, Hudena James, Jacqueline James

Advisors: Alicia Orejel, Kimberly Correa, Kathy Wilson, Phil Laure, DeeAnne Gunneman, Kimberly Correa, Teri Parker, Joe Santos, Willene Biere, Bryan Boutwell, Paras Bhakta, Jackie Melendez, Francisco Rangel, Wayne Fletcher, Omar Galvez, Mario Correa, Patti Ellis Greenberg, Jay Varzandeh

Meeting commenced at 6:10PM.

1. Motion to Approve the Agenda (Laneshia) - Aubrey made the motion; DeeAnn Gunneman approved. Joe Santos seconded it. Ayes have it; motion carries.
2. Welcome & Introductions - Name, Industry, Title (Laneshia) - Laneshia led the introductions:
 - a. Advisory members- all advisor attendees introduced themselves
 - b. Moreno Valley – all faculty introduced themselves
 - c. Norco – all faculty introduced themselves
 - d. Riverside - all faculty introduced themselves
3. General College Reports - Programs, Accreditations & Upcoming Projects/Initiatives
 - a. Moreno Valley (Laura) - Laura gave updates in the business department; they are working on implementing a VITA program and building non-credit courses; developing project management, project maintenance, and facilities maintenance certificates

- b. Norco (Patty) - Patty gave updates. Earning ACSPB accreditation. Pathway to Law School, Entrepreneurship programs, Dana is running the VITA program, has taken over the CTECH certification program for students to get certified to become a certified tax preparer.
 - c. Riverside(Laneshia) - Laneshia discussed collaboration with the non-credit programs; VITA is up and running, new full-time faculty is hired in business and accounting; we have adopted our diversity, mission, and vision statements that has become a model for others.
 - i. Diversity, Mission & Vision Statements - Laneshia noted that Ajene would post the details in the chat.
 - ii. Associate Degree for Transfer (ADT)-Law, Public Policy, and Society. ADTs exist to provide a clear pathway to our Cal State colleges. It gives priority admission consideration. Laneshia is taking the lead for this particular program. She's working with Political Science and Administration.
4. New organization and function (Ajéné)
- a. Proposed Name from Business Advisory Board to Business Leadership Team (BLT). Ajéné shared his screen to discuss the new advisory board model. This body would elect a team lead and co-lead. One face to face meeting, three virtual meetings. For example, Patty and Ajéné put together the Entrepreneur program. They ran the program past Entrepreneur advisors, who had much input for change. This board would function as suggesters for new curriculum/programs. Omar and DeeAnne agreed this is a good model. Phil Laure agreed that we should get industry input before designing courses. Ajéné asked if there were any concerns. He discussed that there could be some information received from campuses every other month to get feedback from this council before we proceeded with our curriculum.
 - b. No more breakouts. It is one Team with many disciplines and specialties.
 - c. Explain our new process.
 - d. 4 meetings a year - 3 virtual and 1 face-to-face

- e. Elect
 - i. Team Lead (or we can come up with another name)
 - ii. Co-Lead
 - iii. Secretary will be one of our business students.
 - iv. Responsible for facilitating discussion amongst Business Leadership Team on topics related to:
 - 1. Suggestions for new certificates
 - 2. Suggestions for new classes
 - 3. What changes in industries and how we can prepare students?
 - 4. Assist in facilitation of student visits and professional discussions within their industry.
 - 5. Growing BLT

Ajené asked for a motion to turn our Business Advisory Council into a BILT model. Business Leadership Team model to become a joint district advisory board. Phil Laure moved to approved. Bryan Boutwell seconded the motion. Laneshia asked if there was any discussion. Wayne Fletcher noted that we should be sure students should be prepared to go to that next step. Ajené noted that we do with certificate/training/transfer. Patty noted that we have implemented Pathways to assist students to transfer to a 4-year college. Laneshia called for a vote. The participants voted through the zoom. Phil volunteered to co-lead. Patti Ellis Greenberg agreed to assist.

- 5. Discuss needed approvals and Motions to Approve (Laneshia) - see addendum
 - a. Point of Information (Updated Associate Degree for Transfer in Business Administration) all three colleges (Patty)
 - b. Moreno Valley (Laura)
 - i. Present Programs
 - ii. Approve/disapprove (suggestions can come during discussion of the motion); or lay the foundation beforehand.
 - c. Norco (Patty)
 - i. Present Programs



- ii. Approve/disapprove (suggestions can come during discussion of the motion); or lay the foundation beforehand.
 - d. Riverside (Laneshia & Colleagues)
 - i. Present Programs
 - ii. Approve/disapprove (suggestions can come during discussion of the motion); or lay the foundation beforehand.
- 6. Schedule upcoming meetings (Ajené) - Ajené will contact lead and colead.
- 7. Open Forum (Ajené) - Patty gave an update on business math at Norco. Students can take BUS 10 or Business Communications.
- 8. Closing Remarks (Laura/Patty/Laneshia) - Laneshia asked for further updates and closing remarks. Laura thanked all participants and Laneshia for coordinating. Patty echoed Laura's sentiments and thanked all participants for their time. Laneshia thanked all participants and Ajené for his incredible leadership and hard work.

Meeting adjourned at 7:34 PM.

Business Administration/Paralegal

1. Certificate and Degree Updates - Laneshia introduced the following updates:

- a. **New** - The following courses, certificate/degree(s) are being proposed.
 - i. Degree-Business Administration: Facility Management Concentration - Justin discussed
 - ii. Certificate-Facility Management Essentials Certificate (12 Units) - Justin discussed
 - iii. Certificate-Master Facility Management Certificate (21 Units)- Justin discussed
 - iv. Certificate-Paralegal, Certificate of Achievement – Laneshia discussed
 1. Modeled after the American Bar Association
 2. To be included in the original proposal of the American Bar Association Approval of the Associate of Science in Paralegal Studies, currently cataloged
 3. Certificate may include, but not limited to courses required for the Major
 - v. Degree-Management: Updating Management Concentration – Kinnari discussed
 - vi. Certificate-Management: Updating Management Certificate - Kinnari
 1. Working with the American Management Association to include this as part of our certificate program.
 - vii. Degree-Management: Sports and Entertainment Management Concentration* - Ajené discussed this research is in process
 - viii. Certificate-Sports and Entertainment Management Concentration* - Ajené discussed this research is in process
 - ix. Degree-Computer Information Systems and Entrepreneurship: Cyberpreneurship Concentration – Ajené reported that he and Skip Berry got a grant to develop this program. This proposed program

will educate business and information security students on cybersecurity in order to run their own businesses.

- x. Business Administration Certificate – International Business: First year of accreditation – Chie discussed.
- xi. Business Administration - Chie discussed.
- xii. Degree – Global Business Concentration: First year of accreditation – Chie discussed.
- xiii. Certificate – Management Accounting (12-15 units) – Aubrey discussed incorporating a more in depth certificate to include ACC 1A and !B, QuickBooks, Payroll, and Tax.

Laneshia asked the council to approve the items proposed. Joe Santos moved to approve. Teri Parker seconded. Laneshia asked for discussion. Teri asked if RCC offered a certificate in financial planning or anything regarding this topic. Ajené noted that we have a for-credit class introduction to personal finance. *Teri suggested that we should implement a personal finance class.* Patty noted that Personal Finance has been approved as a GE at Cal State. Laneshia asked for any more discussion. We will include this as an exploratory item. Laneshia asked the participants to vote in the participants box to approve the courses/degrees in this area as presented. All advisors approved. The motion carries.

Laneshia introduced the following:

- b. **Modified** – The following degrees, programs or certificates are being modified.
 - i. The **Major Core Requirements** for the Associate of Science in Business Administration are being modified to remove the BUS-3 cross listing with CAT/CIS. There is no impact to students. **(Per Casandra we need this for all three colleges).** We can have the vote here to reflect that or each can do their own?)
 - ii. The **following degree concentrations** are being modified to remove the BUS-3/Computer Applications for Business cross listing with CAT/CIS.
There is no impact to students:
 - 1. Business Administration: Accounting Concentration

2. Business Administration: General Business Concentration
3. Business Administration: Human Resources Concentration
4. Business Administration: Management Concentration
 - Additionally, removing MAG-46: Contemporary Quality Systems Management from electives of the Management Concentration
5. Business Administration: Marketing Concentration
6. Business Administration: Real Estate Concentration
7. Business Administration: Entrepreneurship (Cert/Degree) - Entrepreneurship Concentration and Degree
8. Business Administration: Logistics Concentration (Norco)

Laneshia asked for approval for area B, i. and ii. Omar Galvez motioned for approval. Bryan Boutwell seconded the motion. Laneshia asked for any discussion. DeeAnne asked if there was any impact to a student who has already taken the class. Laneshia responded that no there is not. Phil Laure asked why for the removal – lack of enrollment? Kinnari agreed that we couldn't keep the course due to low enrollment. Laneshia asked if there was any further discussion.

Laneshia asked for a vote for the concentrations in the participant box. All advisors approved. The motion carries.

Laneshia introduced the following:

iii. The following degree is being modified – Laneshia discussed:

1. Associate of Science in Paralegal Studies (R)
 - Degree is being modified to include the following *Required* Level I Course
 - i. Law Office Technology
 - Degree is being modified to remove the following Level I Course Options

- i. CAT/CIS 80-Word Processing: Microsoft Word for Windows
- ii. CAT/CIS 84-Word Processing: WordPerfect for Windows

Jacque Jones discussed that her students enjoy the class and are required to complete 12 of the courses.

- Degree is being modified to consider the removal of the following *Specialty course*
 - i. ACC 1A-Principles of Accounting
 1. Not considered a Legal Specialty Course for American Bar Association Approval
- Degree is being modified to include the following *Specialty Level course options*
 - i. Immigration Law Practice, Practice and Procedures (*new course*)
 - ii. Criminal Law and Procedure (*new course*)
 - iii. Landlord Tenant Law and Procedure (*new course*)
 - iv. Sports Management and Entertainment Law (*new course*)
 - v. eDiscovery Software Applications (*new course*)
 - vi. Tort Law and Alternative Dispute Resolution (*new course*)
 - vii. Legal Transactions (*new course*)
 - viii. Evidence (*new course*)
 - ix. Workers' Compensation Law (*new course*)
 - x. Street Law (existing course)

- iv. The following certificates are being modified
 1. Pathway to Law School (Law Scholar): Certificate of Achievement
 - Original Proposed certificate pattern is being modified to include the following:
 - i. English 1A or 1AH
 - ii. English 1B or 1BH
 - iii. Communications 3
 - iv. Math 12 or 12H; or PSY 48 or SOC 48
 - v. History 6, 6H, 7 or 7H
 - vi. Political Science 1, 1H or 5
 - vii. Business 15, 18A, ADJ 1 or ADJ 9
 2. Marketing – Chie discussed the modifications are to align these courses with what the AMA has for their marketers to be certified.
 - Business Administration Certificate – Marketing: Updating Marketing Certificate
 - Business Administration Degree – Marketing: Updating Marketing Concentration

Laneshia asked for approval for the modifications as presented. Kathy Wilson motioned for approval. DeeAnne Gunneman seconded the motion. Laneshia asked for any discussion. Laneshia asked for a vote for the modifications in the participant box. All advisors approved. The motion carries.

- c. **No Changes** – The following certificates have been reviewed and have no changes. (MVC/NC/RCC)
 - i. Entrepreneurship (**CE874**)
 - ii. General Business
 - iii. GIG Economy
 - iv. Human Resources
 - v. International Business

- vi. Management
- vii. Marketing
- viii. Real Estate Practice
- ix. Real Estate Salesperson and Transaction
- x. Small Business Accounting
- xi. Small Business Payroll Accounting
- xii. Logistics Management Certificate
- xiii. Registered Individual and Small Business Income Tax Preparer

Laneshia asked for approval for the modifications as presented. Kimberly Correa motioned for approval. Alicia Orejel seconded the motion. Laneshia asked for any discussion. Laneshia asked for a vote for the no changes in the participant box. All advisors approved. The motion carries.

d. Proposed New Courses-Courses that will be added into a program. Currently, no program change on the degree or certificate

- i. MAG-40: The American Management Association Certified Professional in Management – Kinnari discussed that the students will achieve a certificate that is industry-recognized if they pass the test.
- ii. BUS-25: Business Statistics (C-ID# -> MATH 110) – Justin discussed the new changes with the business administration degree for transfer requires two math classes. Justin noted that this class is more specific to business students rather than just general students.
- iii. BUS-35: Mathematical Analysis for Business-Finite (C-ID# -> MATH 130) – Justin discussed the new changes with the business administration degree for transfer requires two math classes. Justin noted that this class is more specific to business students rather than just general students.
- iv. BUS-112/BUS-812: The Business Success Course - Change in name to Entrepreneurial Mindset to align with CSUSB (course numbers may change). Ajené discussed. This course at Cal State is a GE course and can accept it if we work on adjusting the curriculum.

- v. BUS-30: Will become an Interdisciplinary Entrepreneurship Course -
Ajené discussed
- vi. ENP __: Cyber Law (will be part of our Cyberpreneurship Certificate) -
Ajené discussed this proposed new course

Laneshia asked for approval for the proposed new courses as presented. Phil Laure motioned for approval. Teri Parker seconded the motion. Laneshia asked for any discussion. Laneshia asked for a vote for the no changes in the participant box. All advisors approved. The motion carries.

- e. **No Changes** –The following degree has been reviewed and has no changes
 - i. Entrepreneurship (**AS531/AS531B/AS531C/CE531**) - Ajené discussed
there are no changes now.

Laneshia asked for approval for the no change as presented. Bryan Boutwell motioned for approval. Kimberly Correa seconded the motion. Laneshia asked for any discussion. Laneshia asked for a vote for the no changes in the participant box. All advisors approved. The motion carries.