

Santa Ana College
Business Applications & Technology (BAT) Dept.
Global Business & Entrepreneurship (GBE) Dept.
Advisory Meeting Minutes

Wednesday, September 23, 2020

4:30 pm - 6:00 pm
Zoom

Meeting Purpose: Business professionals, faculty, administrators, and students provide guidance and feedback as partners to improve curriculum development, delivery, and promotion of academic programs for the departments to achieve quality and relevance.

- I. Call to Order - Adam Morgan, BA Dept. Chair 4:02 pm
 - a) Attendance list included at the end of the minutes.
- II. Member Introductions
 - a) All attendees introduced themselves with their name and job title.
- III. Review & Approve Agenda
 - a) Motion to approve agenda as presented: Gabe Gudger
 - b) 2nd: Ali Kowsari
 - c) Approved unanimously
 - d) Agenda is included at the end of the minutes
- IV. Review & Approve Minutes
 - a) Motion to approve last meeting 10-10-19 minutes as presented: Lilian De La Torre
 - b) 2nd: Kathy Nguyen
 - c) Approved unanimously
- V. Department Introduction – BAT
 - a) Adam Morgan, Dept. Chair & Asst. Professor
 - b) Dori Dumon, Asst. Professor & Faculty Lead for SAC Drones Projects
 - c) Overview of BAT Dept. current areas of focus:
 - i) Microsoft Office and Office Technology
 - ii) Adobe Apps, Digital Publishing, and Drone Technology
 - iii) Office Management, Business Skills, & Employment / Career Readiness
 - iv) Spanish - English Interpretation and Translation
- VI. Department Introduction – GBE
 - a) Ali Kowsari, Dept. Co-Chair

VII. GBE – Courses & Programs

- a) Overview of programs
 - i) Entrepreneurship - freelancing and entrepreneurship training
 - ii) Marketing
 - iii) Global / International Business
 - iv) Management
 - v) Growing into Human Resources and Culinary
- b) GBE is attending this meeting to provide an overview of the new programs being proposed and written in GBE in collaboration with BAT Dept. and BA courses.
- c) GBE is creating two new certificates to integrate marketing skills and technology skills in Adobe applications.
 - i) New Digital Marketing Specialist Certificates of Achievement
 - ii) Combining the trainings of GBE and BAT provides
- d) GBE is one of the departments BAT is integrating programs with for enhanced programs for career readiness.
 - i) Almost all careers require business skills and technology training. BAT has already partnered with Accounting with BA Excel courses and Legal Studies incorporate BA business skills and technology courses in the Legal Technician and Spanish English Interpreter programs. BAT is also working with other departments in developing new drone courses and programs.
 - ii) Looking forward to working with GBE to provide students with these new programs.
- e) Explanation of the length time of needing an advisory input for the curriculum process which takes a year to have included in the next catalog.

VIII. BAT – Courses & Programs

- a) Due to number of curriculum proposals, committee decided to have proposal items reviewed with discussion by category (Course Numbers, Revise Current Courses, New Courses, Convert Certificates from Untranscribed to Transcribed, Revise Current Programs, New Programs) and vote as a block.
 - i) Motion to approve: Gabe Gudger
 - ii) 2nd: Rachael Johnson
 - iii) Approved unanimously
- b) Course Numbers
 - i) Low numbered courses (0-99) are non-transferrable units and not supported by financial aid. The older courses with these numbers were written with basic learning. The content of these courses has been updated with increased level of skills and knowledge to provide students with a competitive advantage to meet the demands for today's workforce.
 - ii) Proposed solution: change all low numbered courses to 100s

- iii) Course number changes based on numbers available will effective the following courses: BA 017, 018, 035, 051, 056, 057, 058 and BUS 080

c) Revise Current Courses

- i) Based on feedback from the last Advisory meeting and comments received during the year from students and faculty, there are a few courses that need to improve course names and course descriptions.
- ii) BA 018 Office Technology & Professional Skills course title does not match the course description well. This course teaches business communications, customers service, leadership, teamwork, interpersonal skills, problem-solving, business travel, time and stress management, and effective meetings using current technology. This course provides career and employment readiness skills including professional resume, job search, and advancement. The proposed solution is to keep the course description as is and rename the course as Professional Skills & Career Readiness.
- iii) Discussion of resources and research that is used to improve course for students to understand and find the course that they need. Methods include input from professionals in the workforce in advisory meetings, Labor Marketing Info (LMI) current job requirements, offerings from other colleges and universities, and how students use keywords on search engines like Google to find courses and programs.
- iv) There are a few other course titles that did not match current course descriptions which make it harder for students to find or understand what the course is about. The committee discussed and resolved with the following improvements to course titles:
 - 1. BA 147 Introduction to Windows > Microsoft Windows, OneDrive & OneNote - students were not aware that OneDrive and OneNote were included in the course even though it is noted in the description. This title change should resolve this issue.
 - 2. BA 158 Drones for Business > Introduction to Drones - this title was written three years ago, and students did not know that this was an introductory course for both commercial and recreational drone use. This title change reflects the course content better.
 - 3. BA 179 Introduction to Microsoft Office > Microsoft Office (Word, Excel, PowerPoint) - this change helps students to know exactly which apps are covered and provide training for Microsoft Office Specialist certifications exams.
 - 4. BA 182 Document Sharing and Collaboration using the Cloud and Google Apps > Google Apps & Google Drive - the course name is very long and cuts off in certain displays such as WebAdvisor. This course title change will be more consistent with the other apps and technology courses offered. The course description should include that it provides exam preparation for the G Suite Certification.
- v) Another idea about making titles generic, however the committee noted that students are looking for specific skills and applications for jobs especially for technology related

courses. Other suggestions for consideration included Cloud Technology or Google Cloud Applications. There was a suggestion to ask current students in the course what they were looking for to find the course.

d) New Courses

- i) The following are the new courses that were recommended in the last advisory meeting. Discussion of course titles and units which are the following courses:
1. 127 Microsoft Teams (2) - advisory committee in the last meeting noted the need for skills in this app for the workplace.
 2. 140 Intro to Vietnamese Bilingual Interpreting (3) - Courses 140 - 143 are needed for the new Vietnamese English interpreting programs recommended in the last meeting.
 3. 141 Business Interpretation and Translation Vietnamese/English (3)
 4. 142 Medical Interpretation and Translation Vietnamese /English (3)
 5. 143 Legal Interpretation and Translation Vietnamese /English (3)
 6. 134 / 144 S / V Interpretation Court Exam Preparation (2 or 3 unit?) - much discussion was made about the high demand for preparation to take the state court exam for both Spanish and Vietnamese interpreting programs which was also mentioned in the last meeting. Interpreting and translating professionals in the meeting noted that one course is not enough preparation, four courses would be appropriate, and may need prerequisites to increase successful pass rate of exam. Since the state court exam is so intense and needs in depth training, committee recommends that this could be a new state court exam preparation focused certificate program. Interpreting and translating professionals in attendance would like to table this proposed new course for now. They have volunteered to meet with the BAT dept. faculty to plan and write curriculum during spring 2021 with a focused advisory meeting in late spring 2021.
 7. 149 Technology Tools for Interpretation & Translation (1) - Interpreting and translating professionals in attendance were very excited about this course which will provide cutting-edge and competitive advantage for interpreting and translating careers to use current technology for in-person and remote services.
 8. 159 Drones for Mapping (2) - this course is proposed to meet the growing need for drones being used in many careers and industries using drones for mapping and surveying including public works, engineering, and construction.
 9. 165 Adobe Lightroom (3) - this course is proposed to meet the growing need for skills in photo editing in this highly popular Adobe app for professionals. Adobe Audition for music editing for business projects was mentioned in previous meeting but decided to table it for now but Lightroom should be offered now.

10. 103 for current BUS 080 Business Mathematics course (3) - this is the only BUS course that is managed by the BAT Dept. This course compliments BA Business Writing and Professional Skills courses. Students and counselors have a hard time finding the course because they always look under BA and not BUS. The recommended solution is the change BUS to BA and use a 100 number instead of 080 to solve the same issues as the other low numbered courses. These solutions will remove confusion and provide consistency.
- e) Convert Certificates from Untranscribed to Transcribed
- i) Certificates of Proficiency (COPs) are untranscribed and not allowed to be a part of the College Virtual Campus - Online Education Initiative (CVC-OEI). All of the BA certificates have the units to become Certificates of Achievement (COAs) which are allowed to a part of CVC-OEI. Solution is to convert all COPs to COAs.
 - ii) List of COPs that will need to be converted to COAs: Office Management, Computer Fundamentals, Adobe Applications for Business, Adobe Web Projects for Business, Digital Graphic Design for Business, and Spanish / English Interpretation and Translation
- f) Revise Current Programs (Certificates & Degrees)
- i) All BA certificate and degree programs must be updated to reflect the revised courses and new courses recommended during this meeting.
 - ii) Programs that need to have course requirements and electives updated include: Business Applications & Technology, Office Management, Computer Fundamentals, Microsoft Office Professional, Digital Publishing, Adobe Applications for Business, Adobe Web Projects for Business, Digital Graphic Design for Business, Spanish / English Interpretation and Translation
- g) New Programs
- i) Drone Technology Certificate of Achievement - Dori is the faculty lead for SAC drone projects and an inter-discipline certificate would be the first of its kind for SAC's new drone technology across campus. This certificate will enhance business technology skills to meet the fast growing demand of drones being used by many careers and industries.
 1. Courses would include BA 158 Intro to Drones, DM 170 Drone Pilot License Test Prep (FAA Part 107), CJ # Drones & The Law (cross-list new BA course), BA 164 Adobe Photoshop (edit photos), BA 171 Adobe Premiere Pro (edit videos), and 1 industry/career focused elective: Manufacturing, Cinematography, Public Safety, and Graphics (BA 172 Adobe After Effects)
 2. BA 158 was the first drones course to be offered in Spring 2020 at SAC. Dori has helped Manufacturing and Digital Media on their drone courses and is currently working with Criminal Justice to cross-list a new Drones & The Law course.
 - ii) New interpreting and translating programs based on the comments noted in the last advisory meeting. Members agreed that there is definitely a strong demand for these programs for the increase in interpreter and translator jobs and required skills. These programs include:

1. Spanish - English Interpretation and Translation AS Degree
2. Vietnamese - English Interpretation and Translation Certificate of Achievement
3. Vietnamese - English Interpretation and Translation AS Degree

iii) Discussion included that the Vietnamese programs should mirror the Spanish programs and should be structured the same including new core courses: 140 Introduction to Bilingual Interpreting, 141 Business, 142 Medical (should cross-list with Medical Assistant MA), 143 Legal (should cross-list with LAW), and 149 Technology Tools (one course for both programs - no need for separate courses).

- h) After discussions with no objections of all the proposed recommendations to improve BA courses and programs, the committee voted on the block (Course Numbers, Revise Current Courses, New Courses, Convert Certificates from Untranscribed to Transcribed, Revise Current Programs, New Programs).
- i) Motion to approve as presented: Rachael Johnson
 - ii) 2nd: Gabe Gudger
 - iii) Approved unanimously

IX. Adjournment of Meeting - 6:04 pm by Adam Morgan

Santa Ana College
Business Applications & Technology (BAT) Dept.
Global Business & Entrepreneurship (GBE) Dept.
Advisory Meeting Agenda

Wednesday, September 23, 2020

4:30 pm - 6:00 pm

Zoom

Meeting Purpose: Business professionals, faculty, administrators, and students provide guidance and feedback as partners to improve curriculum development, delivery, and promotion of academic programs for the departments to achieve quality and relevance.

I. Call to order	Adam Morgan	4:30
II. Member Introductions	All	4:30
III. Review & Approve Agenda	All	4:35
IV. Review & Approve Minutes	All	4:40
V. Department Introduction – BAT	Adam Morgan & Dori Dumon	4:45
VI. Department Introduction – GBE	Gabriel Shweiri & Ali Kowsari	4:50
VII. GBE – Courses & Programs	Gabriel Shweiri & Ali Kowsari	4:55
VIII. BAT – Courses & Programs	Adam Morgan & Dori Dumon	5:30
IX. Adjournment	All	6:00

Business Applications & Technology Advisory Meeting Attendance

September 23, 2020

Name	Job Title	Company	User Email
Adam Morgan	Department Chair, Business Apps & Technology	Santa Ana College	morgan_adam@sac.edu
Ali Kowsari	Co-Chair, Global Business & Entrepreneurship	Santa Ana College	kowsari_ali@sac.edu
Braden Katzman	Software Engineer - Ecommerce	Deliverr	braden@deliverr.com
David Garnica	Sr. Accountant - Corporate Supply Chain	Starbucks	dgarnica713@gmail.com
Dominic Carbonaro	Digital Learning Executive	Wiley Publishing	Dcarbonaro@wiley.com
Dori Dumon	Asst. Professor, Business Apps & Technology	Santa Ana College	dumon_dori@sac.edu
Gabe Gudger	CAD Draftsman	American Air Balance, Inc.	gabegudger@gmail.com
Gia Ly	Managing Director / Vietnamese Interpreter	ArrowGTP	gialy@arrowgtp.com
Jacqueline Fischer	Claims Examiner	Mercury Insurance	jacquifis@sbcglobal.net
Juliana Carbonaro	HR Coordinator	HR NETWORK, Inc.	julianac@hrnetworkinc.com
Kathy Nguyen	Business Consultant/Adjunct Faculty/CWE	2 WYNN/Santa Ana College	nguyen_kathy@sac.edu
Lilian De La Torre-Reed	Spanish Interpreter/Adjunct Faculty/CWE	Consultant/Santa Ana College	ldelatorre@medallia.com
Madeline Grant	Dean of Business	Santa Ana College	grant_madeline@sac.edu
Maggie Manzano	Adjunct Faculty/CWE Lead Faculty	Santa Ana College	manzano_maggie@sac.edu
Margarita De La Torre	Spanish Court Interpreter/Adjunct Faculty	Consultant/Santa Ana College/USC	DelaTorre_Reed_Lilian@sac.edu
Nathan England	Director of Sales for Manufacturing Company	Kiva Container	nengland@kivacc.com
Nayeli Strong	Spanish Medical Interpreter/Adjunct Faculty	Consultant/GG School District/SAC	Strong_Nayeli@sac.edu
Rachael Johnson	Copy & Content Strategist for Digital Marketing Agency	Defero	rachael_kuhl@yahoo.com
Rocio Pacheco	Spanish English Interpreter	Consultant	rociiov.spanish@gmail.com
Ryan Camp	Chief Accountant	Camp & Co.	ryan@campand.co

Attendance taken during Zoom online meeting.

20 attendees