



ANTELOPE VALLEY COLLEGE

<h1>Agenda/Meeting Minutes</h1>	<b>Friday, May 17, 2019</b> <b>Location: SSV 151</b> <b>Time: 12:00pm – 1:00pm</b>
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**Type of Meeting:** Office Technology Program Advisory Committee Meeting  
**Note Taker:** Dr. Deborah Sullivan Ford  
**Documents Emailed to all Attendees Prior to the Meeting for Review:** Agenda, Office Technology Program Sheets, BIW Level 1 Certificate Curriculum

**Committee Members:**

Dr. Deborah Sullivan Ford	<i>Tenure Faculty, Business &amp; Computer Studies Department</i>
Gail Lofdahl	<i>Adjunct Instructor, Business Computer Studies Department</i>
Sharon Wilson	<i>Adjunct Instructor, Business &amp; Computer Studies Department</i>
Maureen Rethwisch	<i>Adjunct Instructor, Business &amp; Computer Studies Department</i>
Jimmie Bowen	<i>Tenure Faculty, Business &amp; Computer Studies Department</i>

Items	Person	Action
I. Approval of Previous Minutes of (Date).	All	Approved with changes.
II. Introductions and Purpose	<i>Deborah</i>	<b><u>Issues Discussed:</u></b> Deborah presented SLO data and briefly discussed the programs associate with the Office Technology discipline. <b><u>Action Taken:</u></b> None. <b><u>Follow Up Items:</u></b> None.
III. Review curriculum / COR's / SLO's / PLO's	<i>Deborah</i>	<b><u>Issues Discussed:</u></b> Review of curriculum revealed no changes need to be made to outcomes methods of evaluation. All in attendance understood the CORs and PLOs for certificate and degree programs. <b><u>Action Taken:</u></b> None. <b><u>Follow Up Items:</u></b> None.
IV. Business Information Worker Certificates	<i>Deborah</i>	<b><u>Issues Discussed:</u></b> Deborah informed the committee about the creation of the first level certificate for BIW and presented a printed list of classes that are currently under development for the second tier of the BIW stackable certificate. Discussion ensued about the need for keyboarding courses and whether there needs to be three keyboarding courses since most other community colleges offer only one or two. Concern arose about how the elimination of one of the keyboarding courses would impact faculty LHE, but discussion focused primarily on the impact and relevance of the three separate course offerings for students in relation to current certificate and degree programs.  <b><u>Action Taken:</u></b> A recommendation was made and agreed upon that OT 101 and 102 should be combined into a single course. A second recommendation was made that the keyboarding courses should be offered in the online modality but as hybrid courses where students



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		<p>would be required to attend at least two to three on campus meetings for assessment, keyboard timing, and testing purposes.  <b>Follow Up Items:</b> Recommend follow-up to assess progress of the recommendations in mid Fall 2019.</p>
<p>V. Industry Needs: Applications and Skills</p>	<p><i>Deborah</i></p>	<p><b>Issues Discussed:</b> Minimal discussion took place regarding industry needs. None of the industry professional were able to attend this year’s meeting which made it difficult to properly assess employer needs.  <b>Action Taken:</b> None.  <b>Follow Up Items:</b> None.</p>
<p>VI. Committee Recommendations for Future OT Program Improvements</p>	<p><i>Deborah</i></p>	<p><b>Issues Discussed:</b> Discussion took place regarding which BIW courses can be made online to assist students who work during the day and seek to complete the Administrative Assistant or Administrative Medical Assistant certificates for professional development or career advancement. It was recommended to make OT 113 an online course, and noted that CA 103, CA 221, and CA 111 are already approved to be offered I the online modality. When asked whether BUS 111 should be offered as online course, Gail stated she teaches the course and finds that it is not best suited for the online modality.</p> <p>Sharon initiated a discussion about the Work Experience Program (199 courses). She is currently working with one student who is actively involved int eh program. Sharon discussed how the program works, the benefits and challenges. Highlights of the discussion for her student are that the student works from 8:30am – 4:30pm. Sharon met with the employer to validate the type of work student will perform and how the work will be assessed in relationship to the certificate being pursued. Sharon states she frequently communicates and meets with the student on a bi-weekly basis with occasional site visits to the workplace at the beginning and ending of the work experience cycle.</p> <p>Additional discussions included the need for expanded computer labs on both the Lancaster and Palmdale campuses, and the underutilization of BE computer labs during the day.</p> <p>Jimmie Bowen discussed the possibility of making AVC a MS Certification Testing site. MS Certifications through ServaPort cost \$79 with vouchers available through PearsonView. To make AVC a MS certified testing site would require approval from the Chancellor’s Office, personnel to proctor the certification and testing process, and access to computer labs. A successful program will attract high school and ROP students for testing. Jimmie states the Chancellor’s Office is currently evaluating regional areas to use for MS certification testing sites. Jimmie commented since the Antelope Valley is so remote from larger cities, that AVC could be a viable candidate in the Chancellor’s selection procession for the regional testing centers.</p> <p><b>Action Taken:</b> The first recommendation is to offer OT 113 in the online modality. The second recommendation is to offer keyboarding</p>



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		<p>courses in the third floor BE computer labs during the day when the labs are underutilized.</p> <p><b>Follow Up Items:</b> Follow-up with Chancellor's decision about regional MS certification testing sites in early Spring 2020.</p>
<b>NEXT MEETING DATE:</b>		The next Office Technology Advisory Committee Meeting will be held in May 2020.