# BUSINESS DEPARTMENT ADVISORY COMMITTEE MEETING

## Friday, October 26, 2012 12:00 p.m. Boardroom

Industry Representatives in Attendance		IVC Faculty & Staff in Attendance	
Name	Organization	Name	Department
Diane Alvarez	Imperial County Superior Court	Gordon Bailey	Business Department
AJ Gaddis	City of Imperial	Jeff Beckley	<b>Business Department</b>
Maribel Garcia	IID	Craig Blek	<b>Business Department</b>
Ramon Garza	IRS-VITA	Alison Brock	<b>Business Department</b>
Sylvia Lemus	ICOE	<b>Todd Evangelist</b>	IVC Foundation
Irma Martinez	SDSU	Walid Ghanim	<b>Business Department</b>
Cristobal Rodriguez	ICOE	Todd Hansink	<b>Business Department</b>
Justine Tate	IRS-VITA	Andres Martinez	<b>Business Department</b>
		Omar Ramos	IT
		Angie Ruiz	<b>Business Department</b>
		Maria Sell	<b>Business Department</b>
		Efrain Silva	EWD
		Vicki Viloria	<b>Business Department</b>

#### 1. Welcome

- The meeting was called to order at 12:40 a.m. by Craig Blek. He welcomed the community members and thanked them for their continued support and interest.
- Brief introductions took place.

#### 2. Introduction

## Purpose and Role of the Committee

- Mr. Blek explained that the purpose of the committee is to provide an opportunity for discussion among people in education, business and industry.
- The committee provides expertise to the program by reviewing curriculum, facilities, budget, student competencies, and student placement in related occupations
- Mr. Blek stated that advisory committee meetings are held once per semester. They can be
  held separately as well. It is important for industry representatives to continue to come to
  the meetings because they are the eyes and ears in the community with regards to how our
  programs are doing.

### 3. Approval of Minutes

The committee members were asked to look over the minutes from the last Business/CIS
 Advisory Committee meeting held April 24, 2012 and April 6, 2012 respectively.

 Motion to approve minutes: AJ Gaddis. Seconded: Alison Brock. Final Resolution: motion carried.

## 4. IVC Foundation – Todd Evangelist

- Mr. Evangelist explained the ambassador program in which students from IVC give tours to K-12 students and serve in the community among other things. They are a great group of motivated students.
- The foundation is also working with the president's office on offering a president's scholarship.
   This will give the top two students of every high school in the valley a full-ride scholarship at their disposal.

#### 5. Economic & Workforce Development Division Update - Dean Efrain Silva

Mr. Silva stated that he went to a conference regarding industry recognized credentials. IVC's
programs will have to be directly connected to the industry standards within the next couple of
years.

## 6. CISCO Program – Gordon Bailey

Mr. Bailey reported on the status of the Cisco program. Less than 5% of his students are
currently at risk of failing. If students pass Cisco 1 & 2, they can test for Cisco certification at a
50% cost rate. IVC will become a testing center in the upcoming months. We will require a
camera costing \$500 from Pearson who will then monitor students while they take the exam.
Proctoring will be done at the library and will be available to the general public.

#### 7. IRS-VITA Program – Justine Tate and Ramon Garza

Ms. Tate explained the IRS-VITA program. They are currently partnering with the Business Club
and have between 25-35 students. At the end of the training, they will be able to do taxes at IVC
for free. Mr. Garza added that the program also partners with IVROP and they also teach people
to do taxes for free.

#### 8. Other

- Mr. Silva asked the committee to review and certify the Business Department's programs. The
  programs that need to be certified are ones such as Business Office Technician and not transfer
  programs such as Business Administration. The state chancellor's office requires advisory
  committees to vote on and certify that course content is adequate.
  - Ms. Alvarez stated that with regards to the Court Service Specialist certificate there should be an emphasis on business writing. She has seen a lack of business communication skills among young applicants. Mr. Silva asked Ms. Alvarez to look over Court Service Specialist program and get back to the department in the future with recommendations.

- Mr. Hansink added that maybe there should be an added required class from the English Department. Mrs. Ruiz stated that BUS 260 exposes students to business communications. BUS 260 is a capstone course to the Office Technologies program.
- Ms. Garcia stated that most programs seem to lack communication skills coursework.
- Ms. Gaddis stated that some sort of assessment would be good. Mr. Hansink emphasized that simply passing BUS 260 is a good assessment.
- Mr. Silva asked the committee to look over the Business Office Technician program. Ms.
   Gaddis asked why it's called *Business* Office Technician. Mr. Hansink replied that it was done this way to group all of our programs under the same category.
- It was a general consensus that the Office Transcription course (BUS 176) is an important course that is used in various sectors.
- Mrs. Ruiz stated that in the Business Accounting Technician program students learn employment readiness, internship, and resume building among other things.
- Ms. Tate asked why there is no federal and state taxes class. Mr. Hansink replied that
  they are usually offered to students in their junior years or as an elective in some other
  colleges. He further stated that it could be possible to do such a class at IVC as a one
  unit elective.
- O Mr. Silva asked the CIS representatives to discuss the program. Mr. Rodriguez asked if there were plans to update the programming classes. C++ is ok but Visual Basic is being phased out. Ms. Garcia stated that she feels a critical thinking class such as BUS 260 should be added. Mr. Blek stated that a separate advisory committee will be held to discuss the CIS programs.
- Mrs. Ruiz suggests doing away with one unit CIS classes such as PowerPoint and Excel and instead referring students to BUS 180 which teaches the Microsoft Office Suite.
- Mr. Rodriguez recommends replacing the Flash course with something else in the Multimedia program because it is outdated.
- Ms. Alvarez will review both Court Services Specialist and the Legal Assistant program.
- Mr. Bailey stated that business communications is a major part of the Cisco program.
   Ms. Gaddis added that the Cisco program should also include an employee relations course.
- Mr. Silva asked the committee members to certify the programs.
  - Motion to certify Business Department programs: Irma Martinez. Seconded:
     Sylvia Lemus. Final Resolution: motion carried.

### 9. Adjourn

• The meeting was adjourned at 1:50 p.m. Committee members will be notified of the next meeting date. Mr. Blek thanked everyone for their time.