

minutes

Lassen Community College Business Advisory Committee	
4.30.2013	6:00 PM Creative Arts Room 123A
Meeting called by	Garrett Taylor & Ken Theobald
Type of meeting	Business Advisory Committee
Facilitator	Garrett Taylor
Note taker	Brianna Kirkpatrick
Timekeeper	Brianna Kirkpatrick
Attendees	Aaron Dixon, Brian Wilson, Chris Sullivan, Dawn Egan, Maria Nye, Tory Fisher, Dr. Hall, Sue Mouck, Garrett Taylor, Ken Theobald, Michelle Black, Brianna Kirkpatrick
Presenter	Garrett Taylor
Discussion	Committees Purpose, Draft Committee Handbook, Current IPR (Instructional Program Review), Program Student Learning Outcomes
	<ul style="list-style-type: none"> * Went over the Committees purpose, and the Committee Handbook. Committee members should read, and review the handbook and add suggestions. * Current IPR: Adding Certificate of Accomplishment in Entrepreneurship in the Spring of 2014, The Associate in Science/Certificate in Office Administrative Assistant has to be re-written, because of out dated, and redundancy in class material. * Weave Online was made available to faculty beginning, Fall 2013. This program is available to faculty as primary platform used to collect, analyze, revise and report on course and program level SLO's. Department believes that business programs are declining in enrollments due to revisions needed inside of the curriculum and marketing of program benefits to students. An undertaking in support of greater learning outcomes involved the establishment and linking of the career technical student organization Phi Beta Lambda and Future Business Leaders of America.
Presenter	Ken Theobald
Discussion	Suggestions/Direction from Committee, Community/Business Instructional Needs, Committee Business Department ongoing Support, Status of Classroom Technology
	<ul style="list-style-type: none"> * Business department would like the committee to review the courses and descriptions, and suggest changes * Business department is working with the SBDC, and are looking to setting up virtual connections that students and the community can use to help with business needs. * Business department is now holding workshops, free to the public and students. Workshops have to do with business related aspects. Such as: Marketing, Financial Options, Resumes, Interviews and more. * The new business center is lacking in technical equipment. The new lab using out dated lap top computers, which there is not enough for every student. The lab has a printer which has not been set up, so no students are able to print their papers. The lab is in need of updated equipment (computers, printers, scanners etc...) business student must know how to use these machines before entering the job force.
Adjournment : 8:00 PM	Next Advisory Meeting: October 15, 2013

minutes

Discussion			
Conclusions			
Action Items		Person Responsible	Deadline