Attendees: Stephanie Becerra, Will Berg, Sean Bhardwaj, Lesa Caputo, Karen De La Pena, Ken Drake, Sharon Dwyer, Franceen Fallett, Kay Faulconer-Boger, Sandy Kinghorn, Debbie Newcomb, Celine Park, Mike Pettit, Kathleen Schrader, Jeff Stauffer, Alan Walker, Kay Wigton, and Laura Woyach,

1. Meeting was called to order at 12:25.
2. Welcome was given by Debbie Newcomb. She explained that today both the Medical Assisting and Business Advisory Committees were brought together for general information and lunch then they would break out for individual committee meetings.
3. Kathy Schrader, new Dean of CTE was introduced. Dean Schrader told about her role at VC and her background. She then explained the role and purpose of advisory committees.
4. Jeff Stauffer’s retirement was announced and Jeff gave a few remarks.
5. Newcomb explained the role of advisory committees in regards to degrees and certificates. She explained that copies of the degrees were being passed out to the respective committees and that we also have an Accounting Degree/COA and a Bookkeeping Proficiency Award. She then explained the difference between AS degrees and COAs (Certificates of Achievement).

BREAKOUT SESSION

1. A handout containing the current Business Management, Business Administration for Transfer, and Supervision Degrees was passed out. It was noted that we also have an Accounting Degree that was not on the handout. There was explanation and discussion of the various degree patterns, including explanation of the business transfer model.

2. A handout containing the new COA for Administrative Assistant was passed out. There was discussion of the need for this certificate. Ballots were passed out and the vote was affirmative for the COA.

3. There was discussion of the training needs for students in the workplace, such as being able to work within teams, interpersonal skills, writing skills, being able to network within organizations, and being aware of personal appearance.
4. Discussion of the lack of prior work experience led to an overwhelming consensus on the need for bringing back paid and unpaid internship programs for all disciplines. Also, there was a suggestion for providing credit for students already employed. In the past, we had a very viable program where students would learn to create work-related objectives with their supervisor and a VC coordinator would oversee the process to ensure the awarding of credit.

5. The meeting was adjourned.