

**Computer Information Systems – Business Information Worker
Advisory Committee Meeting
3/24/2017 8:30am**

Attending: Denise LaBuda, Jesse Madsen, Mike Grant, A Joe Ritchie, Norm Pacula, Nancy Willet, Vivian Olsen, Marc Woerlein,

8:30 AM call commences

8:35 AM welcome and introductions

8:40 AM A Joe Ritchie presents the new Business Information Worker (BIW) program and provides a history of the BOS program and CIS-AS programs at College of Marin. Mike Grant (MCOE) asks clarifying questions regarding the focus of the CIS program as it relates to skill certificates and transfer. A Joe Ritchie gave a description of the three types of consumers for the CIS program 1) first generation students looking for certification to enter workforce 2) Business Administration Transfer students taking CU/CSU transferable CIS courses on their pathway to a 4-year degree 3) skill building students already in the workforce that need to develop and hone their abilities with specific software to advance their opportunities.

8:50 AM A Joe Ritchie solicited comment on the course curriculum selection. The advisory committee expressed support for the direction of the program to align with BIW curriculum. Denise LaBuda advised that Google Docs is a valuable elective, encouraged department to pursue coursework related to social media (potentially a skills certification in social media) and the development and distribution of web content and marketing materials. Mike Grant presented the question regarding which of these courses might be able to articulate to high schools. A Joe Ritchie advised that many CIS courses are available in the evenings and is willing to work with MCOE on students enrolling and to continue working with the high schools on efforts to engage students. Jesse Madsen advised that engaging students in Microsoft Certification, possible through “boot camps” and one-day or short-term courses, would likely be an effective way to engage the students. Mike Grant asked Jesse Madsen for more specific ideas about articulation and Jesse presented the idea of integrating certification as an imbedded component in an existing high school program for computer applications. MCOE staff stated that they will work with A Joe Ritchie to explore other ideas regarding articulation.

9:10 AM Discussion questions were presented by A Joe Ritchie. A Joe directly solicited advice regarding internships and Denis LaBuda impressed the importance of soft skills, punctuality, and accountability. Denise and A Joe discussed the pedagogical components of emphasizing effective communications and writing skills embedded in College of Marin student learning outcomes. Jesse Madsen advised of the noted Business Communication course in the proposed curriculum and A Joe discussed the initial and future involvement of communication and writing skills as BIW and additional coursework are developed. Mike Grant offered advice to seek additional input from the large group of employers working with internships for high school students at MCOE and Denise LaBuda recommended touching base with Venture Pad to advertise.

9:20 AM A Joe advised that minutes will be distributed and advised he wishes to continue the conversation with the members via e-mail. Marc Woerlein advised that he will forward contact information for Lisette Flores, internship coordinator and described her role at College of Marin. The next meeting is tentatively set for Fall 2017. The advisory committee closed at this time.