



LOWER COLUMBIA COLLEGE 1600 Maple Street, Longview, WA 98632

Business Technology/Community, Health, Wellness Advocate ADVISORY COMMITTEE MINUTES

Thursday, Nov. 8th, 2018 5:30 p.m. Student Center 2nd Floor Room 216

I. CALL TO ORDER

Chair Kathy Miller called the meeting to order at 5:38 p.m.

II. ATTENDEES

Chris Bischoff, Health and Human Services Wahkiakum County
Cathy Eggers, PeaceHealth
Keilah Hansford, Youth and Family Link
Donna Hughes, WorkSource Kelso
Kathy Miller, Red Canoe Credit Union
Bill Ofstun, Longview School District
Kayce Settlemier, Love Overwhelming
Pam DeRosier, LCC
Mark Gaither, LCC
Nadine Lemmons, LCC

III. AGENDA ITEMS

a) Advisory Committee overview

A brief overview of the role of advisory committees was discussed and attendees were provided with a Welcome and Overview of Advisory Committees document.

b) Minutes from Fall 2017 and Spring 2018

Minutes were reviewed by committee. Motion to approve with no changes made by Bill Ofstun, seconded by Donna Hughes. Approved by committee.

c) Enrollment update

Enrollment document provided to committee. Decline in enrollment across programs with the exception of Medical Office Administration which remains stable. LCC faculty shared that enrollment decline first noticed Fall Quarter 2017. Less enrollment in certificates so more students advised into degree, reducing students being coded with multiple codes which began causing problems with financial aid and confusing students.



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By enrolling students in degree students can maintain financial aid and still obtain certificates as they complete sections of their education.

LCC faculty led discussion about low enrollment in advanced spreadsheets class, low enrollment in introductory database class; discussing potential redesign and combining into a single class "Advanced Data Analysis", frees up credits that could be used for potential class that covers MS Project, OneNote, Visio; many colleges offer "Specialized Applications for Business". Committee discussion of importance of business analysis, learning "PowerPoint" skills and etiquette.

Motion by Bill Ofstun to merge classes. Seconded by Keilah Hansford. Motion to merge approved by committee.

Continued discussion of software programs, e.g. MS Project, OneNote, and Excel. Committee members agreed they don't use MS Project, more and more businesses are using OneNote; agreed exposure to MS Project however is good because it gives students the concept of managing a project even if they don't continue to use the software. Kayce Settlemier led discussion of Google Docs, Google Sheets, and demand for these skills by employers.

Discussion about quality resumes and letters of reference. LCC faculty confirmed these skills are taught in multiple courses.

d) Degree Revisions

Committee was provided planners for degrees and certificates. LCC faculty shared information about redesign of Administrative Services Manager degree; administrative "assistants" are more than assistants, more project management involved in administrative work; Center of Excellence at Bellevue College helped with redesign; added business class, a foundations class contextualized for business that allows faculty to see what skills students might be lacking before they start in their program classes. Faculty would like to remove ADV Spreadsheets (5 credits) and Intro to Database (5 credits) from this program and add the newly merged/developed Advanced Data Analysis (5 credits) and Specialized Applications for Business (3 credits).

Kathy Miller called for motion to approve degree change; unanimously approved by committee.

Mark Gaither led discussion of Community, Health, & Wellness Advocate program and request by agencies to add child option to be added; most students are moving toward both adult and child options, an addition of extra coursework. Discussion about shared coursework across disciplines that ensures courses aren't cancelled due to low



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enrollment. Discussion about the State exploring what type of background training and education Community, Health & Wellness Advocates need to have, what types of jobs are out there for students completing the program.

IV. UPCOMING PROGRAM OR COMMUNITY EVENTS

a. LCC and State Pathways Model implementation

LCC faculty shared information about Guided Pathways initiative and teaching to a career. Bill Ofstun shared that Longview School District is starting career path conversations with students at 7th grade.

b. NEXT MEETING: 5:30 p.m. Thursday, April 18th, 2019, Main 148

V. NEW BUSINESS

a. Committee Recommendations

Chris Bischoff asked about grant management class, it should be included in degree program, high demand for this skill at Wahkiakum County; not just grant writing but understanding reporting requirements, allowable expenditures, timelines, etc. Applicants with grant management skills, how to research, would move to the top of applicants being considered. Moved to develop a grant management course, Kathy Miller seconded. Committee approved.

VI. ADJOURNMENT

Bill Ofstun moved to adjourn at 6:45 p.m. Keilah Hansford seconded. Committee so moved.



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