



## BUSINESS TECHNOLOGY ADVISORY MINUTES

THURSDAY APRIL 29<sup>th</sup>, 3:30 P.M. VIRTUAL VIA ZOOM

### I. MEETING CALLED TO ORDER AT 3:30 P.M.

### II. ATTENDEES

Andrew Johnson, Kelso High School  
Danielle Hancock, LCC student  
Megan Thomas, Kelso High School  
Bill Ofstun, Longview School District  
Benjamin Rood, Kelso High School  
Sherry Allen, Castle Rock High School  
Mark Gaither, LCC  
Nadine Lemmons, LCC  
Lynell Amundson, LCC

### III. AGENDA ITEMS

#### a) Updates from LCC

- Nadine Lemmons shared that enrollment is down in many programs across campus, but Business Technology enrollment remains steady. She said many students are waiting until classes are back on campus and some are waiting until their children are back in school to avoid conflicts with technology, timing, etc. while everyone tries to complete education at home. She told the group that the Administrative Services Manager degree is one of the top 10 programs at the college. Students leave the program with a high level of skills and current numbers show 79% are obtaining gainful employment while completing or shortly after completing their program.

LCC classes continue to be offered online due to COVID restrictions, she told members. Some classes are being offered in hybrid format and Spring Quarter LCC's Business Achievement Center is open Monday through Thursday so that students can check in and get help from LCC instructional support staff. She told members that Business Technology classes have traditionally been delivered mostly online and the transitions was less of a lift for the BTEC program. Some classes have been more of a challenge to move to online platform, e.g. 10-key calculator, medical billing and coding, but have been fully renovated for online delivery.

Nadine also told members that any curriculum or program changes are on hold except for updates for online functionality. She added that some changes are taking place as a part of the Guided Pathways initiative – a grant



awarded to the college to identify pathways and career maps intended to get students to completion on time. Any changes made now won't be implemented until next year, which can be detrimental for programs with a focus on technology because of the rapid changes in technology and college program efforts to stay "ahead of the game".

Nadine also shared with the group that LCC has received approval to explore offering a medical scribe course as an elective. Medical scribes are an alternative to medical transcription. Instead of individuals working from doctor's notes and doctors spending time recording medical information, individuals are trained in medical terminology and work directly with the doctor during patient visits and other medical procedures to capture information "on the spot". The course would be offered twice each year and faculty are exploring having the course added to the medical assisting program as a shared course.

Bill Ofstun praised the addition of this option and said his father was a surgeon and the time he spent recording his medical notes could have well been spent on other work within his profession. He said scribes provide efficiency following along with the doctor and recording notes. He told the group this could be a steppingstone for individuals working as a scribe who might view the knowledge they gain as an opportunity to go further with their education.

Mark Gaither shared with the group that Nadine has been cleaning up some programs/program planners like medical office and office administration and added a cooperative education component that allows students to work directly with an employer and earn credits while completing their certificate or degree. He also told members that LCC has added a College 101 course that all students are required to take as part of the Guided Pathways initiative. To accommodate the addition of this two-credit course the BUS 100 Foundations of Business Success was reduced to a three-credit course but retained as an exploratory lecture/lab course offered two or three times per year. Mark told members the largest number of students, 40 to 50%, are Running Start students from area high schools.

Mark also shared with members that LCC has developed a "Cultural Awareness for Care Professionals" course that is being offered through Corporate and Continuing Education at LCC. The course is being offered for college credit or as a non-credit option for the first time this quarter. He expects to see more industry partners enroll in the course in Fall 2021.

Additionally, LCC uses a program that simulates electronic health care records system that faculty can tailor and students can use and edit as they would in a medical office environment. Danielle Hancock, a current LCC student, said she really appreciates the exposure to the program and she is using the skills currently as she completes her cooperative education/internship program with a local chiropractor.



Mark and Nadine shared that they are applying for an Exceptional Faculty Grant offered by the LCC Foundation to develop a program that would allow students to interact with patient actors in a simulated environment. Individuals participate in the course and present symptoms a patient would experience to simulate a real-life encounter and exposure to a patient.

Nadine shared with the group that a limited number of classes across disciplines will be offered on campus this fall. Student Services areas will open this summer and all buildings are expected to open with limited access in the fall.

#### **b) K-12 partner updates**

Megan Thomas told the group that Kelso students are currently working on Chromebooks and can't get as in depth in the Microsoft suite programs. Now that they are returning to the classroom they will be able to work on obtaining Microsoft Certifications. She said Kelso uses Certiport for computer skills testing. She added that Kelso has decided to move the "Tech Tools" course as an offering to students in the junior year of their education when they have a better sense of what they intend to pursue as a career path.

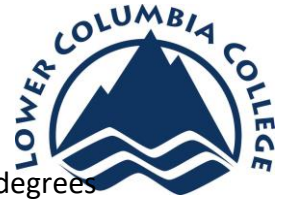
Kelso shared a list of courses along with CIP codes that need approval as continued offerings by the advisory board. Members agreed that because the only course that falls within the Business Technology program is Tech Tools, they agree to approve that course but recommend taking the list to the Business/Accounting Advisory Board for approval and signature.

Bill said Longview School District continues to deliver hybrid instruction with two days a week in the classroom. He said many educators are frustrated with the lack of quality of online education and motivational barriers remain for students. He said there have been challenges with technology equipment due to lack of use in some cases and in other cases pieces of equipment are being used by teachers who are mandated to teach from home. He said the district is working to get equipment back in the classrooms but added that many educators are nervous about returning to the classroom four days a week and question how they will accommodate all students.

Sherry Allen told members this is her first year teaching Career and Technical Education at Castle Rock Middle School. She said they have returned to in-person learning but students are "computer fatigued" – they have no interest in working/learning on digital tools and groan when asked to get on computers.

#### **IV. UPCOMING PROGRAM OR COMMUNITY EVENTS**

Nadine shared with the board that LCC is working on an articulation agreement with Franklin University. They are looking at two degrees that would be a 3 plus 1 model: students would be able to complete the first three years of their bachelor's degree at LCC. Staff from the two institutions are currently working on a crosswalk to determine



which courses at LCC match Franklin University third year courses. Additional degrees and articulations are being explored and an advisor from Franklin is currently available through LCC's University Center. A bonus of choosing the LCC-Franklin University option, she told the group is that students will receive a 20% discount on tuition for Franklin courses.

<https://lowercolumbia.edu/university-center/franklin/index.php>

**V. Meeting adjourned at 4:30 p.m.**