minutes

Office Systems Advisory Committee Meeting

Date | time 04/12/2018 at 12:00pm | Meeting called to order by Pam Pascolini

# Welcome and Introductions

Advisory Committee Members Present:

Brenda Butz—Chief Operating Officer, Braden Counseling Center

Tiffany Kousoulas—Finance and Billing Specialist, Elder Care Services

Cecilia Peterson—Operations Manager, People Link Staffing Solutions

KC Presence:

Pamela Pascolini—Office Systems Faculty

Matthew Feuerborn—Dean of Career Technologies

Bette Chilton—Dean of Health and Education

Joanne Kantner—Vice President of Instruction

Jaime Schrader—Director of Adult Education and Perkins Support

LaCretia Konan—Director of Business and Training Partnerships

Brianna Hooker—Administrative Assistant to Instruction

# FA17 Minutes Review and 2017 Annual Report

Committee members review minutes from the Fall 2017 meeting.

Pam reviews the [2017 Annual Report](http://www.kish.edu/flipbook/annualreport). Important things to note:

* Page 5—80% of students are residents of the KC district
* Page 15—Almost 50% of KC graduates are employed within the KC district
* Page 6—Occupational degrees have decreased slightly over time but have remained consistent in recent years.

# Communication Course—Possible Substitution

Pam explains that COM 100—Oral Communication is currently a requirement for the Office Systems AAS Degree and is proposing that COM 108—Communication in the Workplace be an acceptable course substitution. Her rationale is that the course may encourage self-esteem and confidence for students and may be less intimidating as it emphasizes workplace skills rather than general public speaking. From her experience speaking with past and current ESL students, some do not pursue the AAS degree based on the extra English course requirements that COM 100 requires. COM 108 does not have such pre-requisite.

Cecilia strongly supports COM 108 as a substitution for COM 100 as the extra emphasis on workplace communication skills is VERY valuable.

Overall strong committee support for the substitution.

# Program Name and Description Discussion

Pam completed a nationwide review of program names and compiled a list of frequently used names of programs similar to ours. The list is included on the handout provided at meeting. After some conversation of word choice, “Administrative Professional” was the title that the committee felt was appropriate and most reflective of the program. Joanne likes that the term ‘professional’ reflects a clear career pathway.

Currently there are two certifications within Office Systems; Administrative Assistant and Application Specialist. Committee feels that Application Specialist is a little unclear. Maybe the addition of the word “support” in the name of the Certificate would be helpful.

Will continue this conversation at the Fall 2018 meeting.

# Curriculum and Textbook Review

OS 122—Reference Manual and Proofreading

 Pam explains to the committee that this course went from fully online to face-to-face which brought to her attention that the course has not been updated since 2007 and the textbook is very outdated. Pam reviews the new textbook possibility with updated curriculum. The text and course would utilize computer-based editing rather than editing on paper and scanning. This would remove the “reference manual” component of the course. Pam also does not believe that a computer class prerequisite is necessary for this course. The current textbook is $102 and the new textbook is $74; cost saving for students.

 Joanne explains that just removing the reference manual component would be an “information change” through the state.

 Decision is to keep the title and course description as it is still accurate; the curriculum is just enhancing the way manuals are accessed.

OS 253—Records Management

 Pam discusses current textbook with committee explaining that there is an Outlook component and a filing component. She is comfortable with the filing component but is struggling with the Outlook component. Brenda would like to see a more electronic filing system utilized.

 MOS Certification scores show that even strong “A” students are failing the certification exam proving that we need to change the way we teach Outlook to students.

 Pam proposes GMetrix, which is purchased as a code ($40 per piece or $75 for suite). The $75 suite will carry students through the entire program. Code expires after 1 year. Will still keep $40 per piece option for part-time students.

 Strong committee support for the suite code option with the $35 textbook.

# Industry Prospects

Cecilia believes the market and the need remains strong. The challenge is finding strong candidates for the positions.

# Next Meeting

Thursday, November 8, 2018 at 12pm