**Minutes

Office Systems Advisory

Advisory Committee Meeting

April 11, 2019 at 12:00 pm in Room C1265

Meeting called to order by Brenda Butz

# In Attendance

Members Present:

Nancy Bingham – Human Resource Coordinator, City of Rochelle

Brenda Butz (Co-Chair) - Chief Operating Officer, Braden Counseling Center

Tiffany Kousoulas- Crum Halsted Insurance

KC Members Present:

Pamela Pascolini (Co-Chair)-Office Systems Faculty

Jaime Schrader- Director of Adult Education and Perkins Support

Billi Tierney- Director, Workforce Education & Development

Bette Chilton- Executive Dean, Career and Technical Education

Cristy Munos- Administrative Assistant, Office of Instruction

**Congratulations to:**

**Pamela Pascolini for receiving Tenure!**

# Welcome and Introduction

Brenda welcomed and thanked everyone for attending and participating in this advisory committee meeting. Everyone present at the meeting briefly introduced themselves. Brenda Butz expressed the importance of the Office Systems Degree during her introduction. She herself was a student in the program and she shared how it was a life changing experience for her. After being out of the work field for some time, completing the Office Systems Degree helped her gain confidence to re-enter the workforce.

# Review of Last Semester Minutes

Committee members reviewed and accepted minutes from the fall 2018 meeting.

# Overview of the Office Systems Program

Pamela discussed the importance of reviewing the Office Systems program to evaluate program objectives. She shared her concern on the lack of assessment of student learning outcomes. She explained that assessing student achievement of goals is difficult for the program. In response to the issue, Pamela proposed to consolidate and amend course objectives and outcomes within the program courses. Betty shared that student learning outcomes are necessary to assess when it comes to college accreditation from the Higher Learning Commission.

# Degree and Curriculum Updates

Pamela updated the committee on the status of the Office Systems course, Advanced Spreadsheets/Excel (OS 233/CIS 233) with a pre-requisite of OS 133- Spreadsheets/Excel. Pamela stated that the course will be offered as a hybrid 8 week course, consisting of half an hour of lecture and a one hour lab. This course addition was driven by the need for these advanced skills in the workforce. Upon approval, the course will be offered for Fall 2019 and every semester after. A motion was made to approve the proposed curriculum change. No opposition. Motion carried.

Pamela also introduced and proposed to add an Advanced Application Specialist Certificate to the Office Systems Program. This certificate would be in addition to the current Application Specialist Certificate Program, the new certificate program would be adding another semester to the course schedule that would consist of 7 more credit hours. A motion was made to approve the proposed curriculum change. No opposition. Motion carries.

Pamela also expressed concern regarding the issues the OS program and students have encountered with Financial Aid eligibility. She explained that students have been considered ineligible for Financial Aid while enrolled in the OS 136 PowerPoint course due to the amount of credit hours the course is. The 16-week course is currently offered for 1.5 credit hours and Pamela proposed to change the credit hours for OS 136 to 2 credits. Pamela also proposed to increase credit hours for OS 107 Employment Strategies from 2 to 3 credits. Pamela proposed to eliminate the ECO 160 course currently offered for 3 credits hours from the degree to account for the proposed credit hour adjustments. A motion was made to approve the proposed curriculum change. No opposition. Motion carries.

# Open Discussion

Pamela- stated OS program’s student population ranges in different ages from 17 years old to 60 years old. Also mentioned the need for incorporation of soft skills in the program. Online courses often act as a barrier to incorporate these skills.

Nancy- expressed that soft skills are needed as much as any other skills in the workforce. Also stated that document entry such as entry of tax documents etc. are skills that should be considered for students entering the work force. She has found that candidates often lack these skills.

Betty- stated that a lot of employers conduct skills testing etc.

Billi - mentioned that the Workforce Yearly Conference touches on the incorporation of soft skills training, stated there are vendors who offer test runs with specific content.

Pamela- mentioned she will be looking into such test runs and stated that development of dual credit courses in the program is ongoing.

Meeting adjourned: 1:14 pm.