



Imperial Valley College

**Business
Local Program Advisory Committee**

UNADOPTED MINUTES

Friday, Nov 13, 2015

12:00 PM

IVC Board Room

BUSINESS/INDUSTRY REPRESENTATIVES PRESENT

Eusebio Araballo, San Diego Gas & Electric	AJ Gaddis, (Chair) City of Imperial
David Wells/DLW Consulting	

IMPERIAL VALLEY COLLEGE REPRESENTATIVES PRESENT

Frances Arce-Gomez, Recording Secretary	Melody Chronister, CIS
Gordon Bailey, CISCO	Walid Ghanim, CIS
Jeff Beckley, Business	Sylvia Lemus, Business
Craig Blek, Business Department Chair	Angie Ruiz, Business
Alison Brock, Office Technologies	Efrain Siva, Dean of Economic & Workforce Development
Vicki Vilorio, Business	

I. Call to Order

The meeting was called to order by Craig Blek at 12:20 pm.

II. Welcome

Craig Blek welcomed all members in attendance.

III. Introductions

All members present introduced themselves.

IV. Purpose and Role of the Committee

Mr. Blek briefly described the role of the committee. The feedback provided will help improve our programs.

The committee provided the following feedback:

- ❖ David Wells asked if the college has any data for students that complete programs. He also wanted to know what the success rate for the programs is.

- ❖ Mr. Blek responded the success rate is above state average campus wide. He added that some students don't apply for certificates.
- ❖ Efrain Silva responded that some of the data is challenging and difficult to access. Some students change their major and don't declare the change in major.
- ❖ Melody Chronister added that students email, address, and phone number are not always accurate in our system.
- ❖ AJ Gaddis asked if it's possible to pick a group of classes and track their success and completion rate.
- ❖ Sylvia Lemus informed the committee that Degree Works program helps students create their class schedule.
- ❖ Mr. Wells stated that basic skills is lacking across the state.
- ❖ Mr. Silva shared that he had a meeting with the ag industry and they stated that soft skills are lacking.
- ❖ David Wells has created a time management programs that helps students with their time.

V. Update on changes to the Digital Design and Production Program

Andres Martinez shared the changes he is planning for the Multimedia and Web Development. He surveyed other programs in the state. He is changing the name of the Multimedia and Web Development to Digital Design and Production. Some courses were deleted and some courses were added. He distributed a copy of the proposed changes made to the program. He added that technology is constantly revolving.

The committee discussed adding BUS 122 Business Plan Development as an elective. After some discussion the committee agreed to add the course as an elective.

M/S/C Craig Blek/Gordon Bailey to approve the new Digital Design and Production program with changes.

VI. Update on Possible Changes to the Business Administrative Assistant

Mr. Blek informed the committee that enrollment and completers have fallen for the administrative assistant program. He is proposing the following changes:

- ❖ Delete BUS 126 Business and the Legal and Environment
- ❖ Delete BUS 167 Machine Calculation
- ❖ Add BUS 105 Business Office Math

Mr. Blek asked the committee for their input regarding the Administrative Assistant program.

Eusebio Arballo felt that Microsoft Office, and writing skills are more important than legal skills. He doesn't believe that legal skills are that critical. He added that the records management course is very useful. Other members in the committee recommended that BUS 126 be added back to the degree. Final changes will be reported back to the committee in spring.

VII. Microsoft Testing Center

Mr. Blek informed the committee that IVC is now a Microsoft testing center. Current IVC students will be offered a discount this year.

VIII. Local Workforce Skills

Mr. Blek asked the committee what single job skill is most need of improvement. The committee felt that soft skills is lacking. Sylvia Lemus added that lack of soft skills is a national problem.

IX. Election of Committee Chair

Mr. Blek asked the committee for nominations or volunteers for the committee chair position. The committee suggested David Wells. Mr. Wells volunteered to serve as the committee chair.

X. Certification of Programs

Mr. Blek asked the committee if the business program still meets the needs of the students. He also asked them if they had any suggestions or modifications.

M/S/C David Wells/Jeff Beckley to certify and approve programs as they stand.

XI. Adjourn

The meeting was adjourned by AJ Gaddis at 1:10 p.m.