

Business Partnership Council Meeting Minutes

Office Administration

October 16, 2012

9 am

TC 427

ITEM 1 Elect a Chair/Vice Chair

Discussion: Lisa Mears stated that new guidelines for all business partnership councils state that we must have a chair and vice chair which are to be members from the business community. The duties of each were discussed. The chairs will be elected for a one-year term.

Data source consulted: 2011-2012 Business Partnership Council Handbook page 10

Action: Joan Ciferri was elected chair. Marian Fetchik was elected vice chair.

ITEM 2 Overview of Office Administration Program

Discussion: Lisa Mears gave an update of the approximate number of students enrolled in the Office Administration AS program and certificates. Actual enrollment in the programs is low, but course enrollment is good. Online courses tend to have higher enrollment than face-to-face courses. Night classes continue to do well.

Lisa Mears gave an update on Office Administration program graduates. A chart was provided showing the number of graduates in each program over the past seven years. The number of students graduating from the programs is also low.

Gwen Nicolson stated that many of our students take a course or two and then get a job without actually completing the entire certificate or degree program. She stressed that for many students, they only need a specific skill to get a job and after they learn the skill, they leave the college. Angela Castagno stated that many of her students are taking a class to get a promotion, to finish a degree or certificate, or because they are changing professions. Lisa Mears stated that many students in her classes are seeking a degree or certificate, but are not necessarily Office Administration program majors. She has students from a variety of disciplines in her courses. Lisa Mears continues to track students in the program/courses to remind them when they only have one or two classes left to earn a certificate.

Lisa Mears stated that with the implementation of the college credit certificates, the number of graduates in the certificate programs continues to increase. She also noted that with the recent change to the Office Support 12 credit certificate, she feels we will see more completers. Students can now complete the entire certificate in one semester, fall or spring.

Lisa Mears shared the Office Administration assessment results from the 2011-2012 academic year.

Action: None

ITEM 3 Develop Action Plan

Discussion: Lisa Mears stated that a new requirement of all business partnership councils is to develop an action plan of one or two items that we want to work on throughout the year. Some ideas to consider include:

Internship/Job Shadow - Associate Dean Dave Knopp discussed his success at a previous college working with internships and job shadowing for Office Administration students. He stated that both benefited the students and community and shined light on the Office Administration program. The students learned the skills need to perform the job in their discipline and the community was able to see first-hand the skills that the Office Administration students were learning. Dave stated that an internship program could be approximately 20 hours per week. It can be with a student's current employer. It was noted that the Office Administration program does not have a lot of flexibility to add an internship course. Dave asked the business partnership council community members for assistance in finding employment sites if we do implement such a program.

Drawbacks to internships were noted. Angela Castagno stated that many employers do not want to take the time to complete the required paperwork. Gwen Nicholson stated that internships are very time consuming for faculty because they have to make site visits. Also, from her previous experience with internships, she added that the students were performing simple tasks such as making copies and were not learning additional, more beneficial skills, of the position.

Accreditation: Dave Knopp stated that one of his goals is to have all business and computer science programs accredited by ACBSP (Accreditation Council for Business Schools and Programs). He asked the business partnership council community members to be an advisory board to help the college through the accreditation process. He will be asking them to read the drafts of the self-studies. If ACBSP visits the college, they will request to meet with some of the business partnership council members.

BPC Membership: Lisa Mears asked for help in finding additional community members for the business partnership council as we only have four active community members. Gwen Nicholson stated that if we increase the BPC membership, it will help with internships, accreditation, and job shadowing.

Office Administration Enrollment: Gwen Nicholson stated that College Relations and Marketing doesn't promote individual programs. If there was more of an effort in the marketing department to spread the word about the Office Administration program, we could very well see an increase in enrollment. Marian stated that she will share our program and course information with IAAP members. Lisa Mears will provide her with handouts for her November meeting.

Action: The Council decided to include one goal for the 2012-2013 action plan. The goal is to increase business partnership council membership. Joan Ciferri will work on getting one to two new members. Marian will try to find one new member. Lisa Mears and Angela Castagno will work on finding a past graduate from the Office Administration program who is currently employed in the field. Our goal is to have the new members present at the next meeting in April 2013.

ITEM 4 Highlights of Business Administration Program

Discussion: Business Administration and Management AS Degree
 Business Entrepreneurship AAS Degree
 Business Specialist College Credit Certificate
 Business Operations College Credit Certificate
 Business Administration and Management College Credit Certificate
 Entrepreneurship College Credit Certificate
 Marketing College Credit Certificate

Due to time constraints, we did not have a discussion about the new business programs. Information about the programs was provided in a handout to members.

Action: None

ITEM 5 Business Partnership Council Evaluation

Discussion: Lisa Mears asked the members to complete the Business Partnership Council Evaluation form.

Action: Evaluation form completed and submitted to Lisa Mears. Lisa Mears will forward the evaluations to the Business Partnership Council office.

OTHER International Association of Administrative Professionals

Discussion: Marian Fetchik stated that the IAAP exam has a new certification – Technology Applications. David Knopp asked about the requirements needed in order to sit for an exam. Marian stated that a person needs five years work experience. She stated that they do not need to have a degree and they do not need to be members of IAAP. The CAP exam must be passed before sitting for the Organizational Management specialty exam or the Technology Applications specialty exam.

Marian stated that Palm Beach County School District requires administrative professionals to get the CAP certification.

Action: None

Attendance

Angela Castagno, Adjunct Professor
Marian Fetchik, Co-owner of Fetchik's Secretarial Service
Joan Ciferri, President of David Wood Personnel
Lisa Mears, Associate Professor Office Administration
David Knopp, Associate Dean of Business and Computer Science
Gwen Nicholson, Program Manager

Submitted by: _____

Lisa Mears, Scribe