

## Business Partnership Council Meeting Minutes

*Business & Accounting*

*April 26, 2018*

*8:30 am*

*ETA 101*

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### **ITEM 1.**      *Welcome*

**Discussion:** Priscilla Taylor, Chair, welcomed everyone to the meeting and explained the purpose of the meeting. This meeting is primarily a debriefing meeting regarding the Executive Leaders Panel Discussion event held April 5, 2018. 8:36 am

**Data source consulted:** None.

**Action:** None.

### **ITEM 2.**      *Approval of Minutes*

**Discussion:** Minutes need to be approved from the last two meetings.

Motion: Approve January 26, 2018 Minutes. – Sandra Kaplan

2<sup>nd</sup>: Vega Girodo

Vote: Approved

Motion: Approve March 27, 2018 Minutes. – Sandra Kaplan

2<sup>nd</sup>: Vega Girodo

Vote: Approved

**Data source consulted:** Draft Copies of Minutes.

**Action:** None.

### **ITEM 3.**      *Debrief of Executive Leaders Panel Discussion on April 5*

**Discussion:** Priscilla Taylor mentioned that this event felt different from the previous one. Vega Girodo mentioned that she agreed with Jennifer Rodriguez's opinion that we maybe had too many panelists. Associate Dean Allen commented that the point of the event was to connect students to the panelists. That students will usually gravitate to one. Other observations were made and shared with the group. Duke Keller mentioned that one student from his class told him it was well worth attending and was glad he went. Carol Horner commented that she felt Sandra Kaplan did a great job in drawing students out and being able to get them to speak, and that it was great for students to hear their peers speak. It was also brought up that perhaps more time should be set aside for students to ask questions. Keith Douglass suggested that perhaps students can work on good questions to ask during classes prior to the event. Carol Horner spoke with a student that said they had taped the discussion and was planning to listen to it again. There was a total of sixty participants.

Priscilla Taylor really liked the Expo part of the event. She felt that next time, we should bring the company representatives from the Expo areas into the audience seating area to include them in the panel discussion. Associate Dean Allen felt that it would have been good to have the company representatives introduce themselves to the audience as well.

Associate Dean Allen also mentioned that the person who represented FELO Media was very interactive and worked well with students. She appreciated that fact that he was willing to share mistakes he had made in the past with students.

**Data source consulted:** Jennifer Rodriguez's Email.

**Action:** None.

**ITEM 4.** *Update on Student Survey of Business Students*

**Discussion:** Associate Dean Allen spoke briefly on the reasons for the survey – to gauge why students are not completing Business programs. Professor Debbie Beres and Dr. Jane Montonen have been developing a survey to send to students that is quick and easy to do. It is designed to be easily accessible on a cellphone and comprises of 8-10 questions. The plan is to send the survey district-wide. The plan is to send the survey over the summer so that we could get some preliminary numbers/information, and to send it out again during the Fall term. Keith Douglass suggested the survey be sent out now, to try and capture those students finishing up the Spring term, but Associate Dean Allen replied that it would not be possible to send it out now to students since it may be too late to capture the students (since it is the end of the term). A question was asked which program(s) were having difficulties in getting completed, and it was answered that the CCC (College Credit Certificate) programs were being completed at a good rate, but that the AS degree was not. Business is the second highest declared program at PBSC behind Nursing.

Priscilla Taylor asked if it would be possible/permissible to add in demographic questions to the survey. Associate Dean Allen replied that demographic questions are not usually asked on a survey, and that the only place the College asks for that information is on the College's application.

Carol Horner asked if we do any exit surveys. Associate Dean Allen responded that we do have exit surveys, but it is conducted at the College level when a student graduates. The exit survey is not discipline specific. The survey that was developed is more about finding out why students are not completing Business programs. It may help the department figure out if the scheduling of classes is working and whether the schedule is effective. Vega Girodo asked if it would be possible to have the survey attached to the College's exit survey to catch more students (especially ones that may have switched majors). Associate Dean Allen stated that she could inquire with IRE that possibility.

Sandra Kaplan, along with Priscilla Taylor, indicated it would be interesting to add in age groups to the survey. It might give a better picture of the student population that have declared Business programs as their focus. Vega Girodo also mentioned that if students mention financial difficulties, it might also give a better picture and a plan could be put in place to have a mentoring program. Sean Scott mentioned that it is typically hard for students to work full-time jobs and attend school at the same time.

Associate Dean Allen mentioned that the Town Hall Meetings that are being discussed may be a good place to assist students as a result of the survey. Jose Ortiz suggested that maybe stations can be set up after the Town Hall Meetings to capture students that are leaving the event to answer the survey. This is currently being done at the College's Career Fair.

**Data source consulted:** Digital survey viewed on laptop.

**Action:** Associate Dean Allen will follow up with IRE about attaching the survey with the College's exit survey and about adding demographic information.

**ITEM 5.** *Recruitment of New Members (e.g., Marketing, Entrepreneurship, etc.)*

**Discussion:** Priscilla Taylor asked what was voted on previously as to the number of members the BPC should have. Tara Chow and Associate Dean Allen confirmed that it was ten members. We currently have nine members. A person representing marketing would be an ideal addition to the BPC. Associate

Dean Allen suggested that perhaps we could invite the individual from FELO Media (Sam Dillon) that was at the Executive Leaders Discussion Panel event.

**Data source consulted:** None.

**Action:** Associate Dean Allen will reach out to Joel Flores and confirm he is still interested in continuing his membership. Members please submit any recommendations for potential members to Associate Dean Allen.

**ITEM 6.**      *Next Meeting Date (June or August?)*

**Discussion:** The consensus was that the next meeting should be held sometimes in September. This will allow for a break over the summer months.

**Data source consulted:** None.

**Action:** Associate Dean Allen will send potential dates for the next meeting for sometimes in September.

**Attendance:** Associate Dean Kimberly Allen (PBSC), Keith Douglass, Vega Girodo, Carol Horner, Sandra Kaplan, Donald Keller, Jose Ortiz (PBSC), Jenny Posadas (PBSC), Sean Scott, Priscilla Taylor.

Meeting Adjourned at 9:22 am.

Submitted by: T. Chow

Scribe