East Central College/ Business Division Advisory Board Meeting Minutes

Tuesday February 25, 7:00am-8:30am & 6:00pm-8:00pm

**Attendance:**

Richard Hudanick - Facilitator

Wendy Dugger - Secretary

Mary Beth Huxel

Jean McCann

Jason Durbin

Judy Cook

Craig Shofner

James Blades

Dennis Olwer

Mary Brutcher

Mike Elliott

Tim Willard

Robin Bellis

Deborah Sontay

Mary Shofner

Brandy Hagedorn

Joey Laury

Grethchen Homeyer

Jackie Barndellar

Diana Halmick

Mike Klemm

Kim Weber

Paul Krampe

Harold McCormick

Mary Dobsch

Bob Dobsch

Joey Bartle

**Agenda:**

1. Introduction
2. Program Updates: Business Communications
3. Certificate Programming: Technical Skill Set Review
4. AAS: Business Management Programming- Technical Skill Set Review
5. Open Discussion
6. Meeting Closure

**Call to Order:**

Richard Hudanick called the Advisory Board meeting of the Business Department to order on Tuesday February 25, 2014 at East Central College training center room 114.

Mr. Hudanick welcomed everyone and introductions were made of all ECC representatives.

Mr. Hudanick then posed the question “Are our students graduating with the technical skills necessary to thrive in your company?”

**Old Business:**

A recap of the last meeting was given. Soft skill, I.E. Business Communications, Public Speaking, and Technical Writing were changes that were made as a result of the October 2013 meeting.

**New Business:**

The purpose of this meeting was to decide if a Certificate in Business Administration was needed. The Certificate would allow a student the skill set for possible employment in the front office, I.E. secretary, office manager, administrative assistant.

It was stated by several attendees that this Certificate may not be viable and that administrative assistants, etc., are currently hired by previous on the job training. It was also stated that these positions are being phased out and higher management is performing these tasks as part of their job description.

Small businesses are not hiring using single job descriptions, but rather on the capability of multi-tasking and self-leadership. Problem solving and communication skills were said to be the highest importance at this point.

The Certificate was brought up as a possible change to Business instead of Administration. One year of basic skill set in Business.

Judy Cook spoke about the current CIS elective options offered at ECC.

CS 1013- Survey of Computer & Information Systems –

This course is an introduction to the tools for managing information. In this course students will build their knowledge of key technology concepts, including the functions of the Internet and Web, computer systems and applications, and the range of ethical issues that continue to emerge in our global, technology-driven society. An information system includes people, procedures, hardware, software, and data. These components are used to develop students' ability to locate, organize, store, retrieve, evaluate, synthesize and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. The students will complete hands-on introduction to managing information using applications software for word processing, presentations, spreadsheets, and database management. Keyboarding skills are recommended.

CS 1003- Microcomputer Applications –

A course designed to develop skills to use microcomputers to manage information. The student will complete in depth hands-on assignments using application software in spreadsheets, database management, word processing, presentations, and the operating system. These assignments will develop students' ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Keyboarding skills are recommended.

CS 1133- Foundations of Management Information Systems –

Students will learn the impact and role of Management Information Systems (MIS) within the organization and understand the importance and impact of ethical topics as they apply to Information systems. Topics covered include: Decision Support Systems, Database structure, enterprise applications, e-commerce, social and ethical issues related to information technology, information technology and how it impacts the strategic development of the organization. In addition, students will understand MIS and the strategic role it plays in management of the organization and learn to identify important business processes and align technology tools that support chosen business strategies. The course will help students understand the role of Information Technology as a critical element of today's business environment and meet employers' expectations that college graduates have an understanding of concepts and terms within management information systems.

Majority of attendees voted that CS 1003 would be sufficient for Business graduates.

Social and E-Marketing was deemed an area or opportunity.

Basic SAP understanding was said to be needed in most all the attending businesses. College Credit for SAP or possible training Certificate will be looked into.

The AAS title or Business Management was voted as NOT an appropriate title for the AAS degree. Possible new title: Business

As part of the new business track, students are to do general coursework in the first year, then move through Accounting, CIS, or Business paths.

Many attendees agreed that students need to have a better understanding that even with a degree, they will start in the company at the lowest level and move up based on training and continuing education.

Mrs. Huxel stated that the partnership of ECC and area businesses is vital to our students.

AutoCAD was one major question today. Why is it no longer offered at ECC? Mrs. McCann answered by stating that the program did not meet graduate requirements. Mrs. Bellis then stated that she would look into offering it as a custom program in the future.

**Meeting Closure:**

Mr. Hudanick closed the meeting with a quick note about the 37th Annual Business Symposium. We will send Moderator information along with February 25th Advisory Board meeting minutes.