**Long Beach City College**

**Computer and Office Studies – Technical Advisory Committee**

**Spring 2021 Meeting**

**Date:** May 12, 2021

**Location** Zoom

***External Members*:**

* Eddie Galang (Port of Long Beach)
* Mark Hopson (Khmer Parent Association)
* Nicolas Lippa (Business Engagement for City of Long Beach Workforce Board)
* Rob McWong (Office 365 7 Access Control)
* Nyariana Maiko (Chief Information Officer, Port of Long Beach)
* Joe Nunez (VP of Ecommerce, Filmtools)
* John Ottina (LBUSD) (in place of Mr. McNamee, CTE Department Lead
* Mary Lynn Pontier (Microsoft)
* Chris Samoya (Port of Long Beach)
* Crystal Slaten (City of Long Beach Civil Service), Lakewood High School)
* Drew Schneider (Port of Long Beach)
* Dan Ursery (On the Mark Digital Advertising)
* Rev. Dr. O Leon Wood

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| ***Faculty Members:***   * John Paul Almeda * Paulette Baumgardner * Vincent Calip * John Craig * Clarissa Leiva * Miriam Lynch * Sarah Saucedo * Karen Thurston | ***LBCC Staff:***   * Maria Andrade-Hernandez * Lorraine Blouin * Dana Friez * Anthony Pagan |

1. Meeting called to order at 5:33 p.m. by Miriam Lynch
2. Miriam Lynch welcomed the members of the Advisory Committee and thanked everyone for their support. She provided an overview of the Agenda items.
3. Welcome & Introductions:
4. **Proposed New Course Approvals**: Miriam mentioned that COS is making three new course proposals, Business Telecommuting Fundamentals, Cryptocurrency, and Data Analytics. She introduced Vincent Calip, the faculty author for the proposed new Business Telecommuting Fundamentals course

***Propose credit & parallel non-credit courses, and optionally included in a certificate and AS degree program***

1. **Business** **Telecommuting Fundamentals**

* Due to the need for telecommuting procedures during Covid-19, COS is proposing a one-credit course (18 hours) that talks about different subjects, including in-home setup, proper etiquette, working remotely, and all other types of components that go over remote work
* COS would like to offer this course in Fall 2021, but the course needs to be approved first, and COS wanted to hear industry feedback on their thoughts on this course and if there is a need for it.
* The COSA and BCOM programs have already been doing hybrid courses and have transitioned students to this form of study.
* Industry feedback included the following: Mary Lynn from Microsoft mentioned that telecommuting is here to stay, and there is a need for it even if it goes hybrid. Mary had to write a troubleshooting guide for customers and is open to sharing this document with faculty.
* Rob asked if the audience is employers or workers? Vincent stated that the course is designed originally for people working remotely and students who pursue this type of work. The class will work for both audiences.
* Dan spoke about fundamental protocols for a professional environment, such as background noise and other distractions occurring while working online.
* Other questions: How do we help our students address the digital divide barriers? Students have access to free WiFi at the PCC campus parking structure. They can get loaner PCs and Chromebooks.
* Reverend O Leon is concerned that the course only targets a specific group of individuals rather than smaller audiences, like those with economic problems. He is also worried that certain racial groups are not as prominent in a particular field of study. Also, we need to connect the course to the high school system. Vincent mentioned that more research is required. Miriam noted that COS is proposing a parallel non-credit course at no cost to the community. Also, the College Promise grant gives Long Beach High School graduates free two-year tuition that helps level the playing fields.
* A few of the members stressed the importance of teaching etiquette as part of the course.

***Propose to seek a motion to approve a new course called Business Telecommuting Fundamentals which would also have a parallel non-credit option. The class is proposed as an option for the Computer Support and Business Information Worker certificates and degrees.***

* *Motion to approve made by Mary Lynn Pontier, seconded by Dan Ursury. Motion passes unanimously.*

# **Cryptocurrency Fundamentals-** Presented by Faculty John Craig

* Cryptocurrency Fundamentals is a one-unit class that will provide an overview of cryptocurrency in business settings like global logistics and commerce. It is designed for students to understand cryptocurrency’s use worldwide, and there are advantages and disadvantages. The intention is not to offer the class advanced math people. It is more for people interested in investing and the general business public to deal with bitcoin or cryptocurrency. It is an introductory class that discusses these types of topics.
* The course is appropriate for people interested in investing or who want to augment their network in cybersecurity education and general business administrators that deal with customers who wish to pay with cryptocurrency.
* Industry feedback: Hue is on board and has resources to share. John Craig mentioned that it would be offered as an introductory class, but we can extend this class with a more comprehensive course in the future.

**Industry Recommendations:**

* Drew Schneider asked if this is being discussed in the networking and cybersecurity courses and feels COS can provide more extensive coverage of this topic.
* Mary asked kind of industries and companies find this to be important. Where in the industry is this going to be applicable?
* Reverend O Leon asked who in the community would understand and how it could get to the general essential community. He feels that the general community does not understand cryptocurrency.
* Dan had a concern with this course. Will it apply to any degree or only be offered for enrichment? Dan wants to make sure it is task-oriented and not want it to be surface labeled and have more depth. Dan proposed to have it tabled so it can be developed further with more substance. John mentioned that he would like to see the cybersecurity and networking program as an optional three-unit class.

***Propose approval to support the development of two cryptocurrency classes, both to be credit with a parallel non-credit: The first would be a fundamentals level course, and the second would be a deeper dive. Course details are to be flushed out based on feedback from the advisory discussion and the chat. Today’s vote would be for the fundamentals course.***

* *Motion to approve by made by Drew Scneider and seconded by John Ottina. Motion passes, with Dan Ursury abstaining.*

# **Introduction to Data Analysis**

* John Craig proposed a course to use analytic tools such as Tableau and talk about essential tools to scrape data from online sources. Be able to teach more analytic tools like Power BI, which students have subscriptions to, how to use Excel, and time series and statistical modeling.

**Industry Recommendations:**

* Mary Lynn suggested the class be called Data Visualization rather than Analytics which implies a statistical type course.
* Reverend O Leon asked if a student can visualize it if they do not understand the mathematics and what the person has to bring to this course, especially thinking about the community and the students who will be doing this course.
* Dan was excited about this type of course for his kind of business. The ability to understand the interpretation for business owners would be great. Asher mentioned that business decisions are based on data.
* Nyariana Maiko mentioned that this is the type of thing that employers look for.
* John does not mind changing the name and is open to suggestions that will work for students.
* Dan Ursury suggested Intro to Data Understanding. Zoila suggested Data Analysis and Visualization. Dana suggested Data Analysis instead of Analytics. Rob suggested Intro to Data Management. Dan commented lots of opportunity for Data Interpretation.
* The consensus was Data Analytics and Visualization for a course name.

***Propose approval of an Introduction to Data Analytics and Visualization course. A parallel***

***non-credit course will be offered. It is a three-unit course and will be an option for the certificate and AS Program.***

* *Motion to approve by Dan Ursury and seconded by Nyariana Maiko. The motion passed unanimously.*

***With only ten minutes remaining in the meeting and not having time for an in-depth discussion of the remaining items, Dana Friez proposed that we present a brief rundown of the remaining things and then follow up with a survey vote from the industry.***

# **Modify Existing Courses**

* Business Telephone Procedures (BCOM 260)\
  + Propose name to Channels of Business Communications
  + Mary Lynn suggested considering “Collaboration” instead of “Communication.” Collaboration is a type of communication that is more critical. And to also differentiate from social media.
  + Sarah Saucedo, the faculty teaching this class, spoke about the content. The course was only about teaching the telephone, but now it is going over all communication channels such as text messaging, individual channels, and collaboration.
  + Reverend Wood suggested keeping the name as is.
* Computer Science Courses: (*Reduce the unit value from four units to three units)*
  + Propose to have the Computer Science Degree become an Associate of Science for Transfer degree. The Chancellor’s Office has approved a model curriculum for a computer science degree to transfer to a Cal State or UC with as little as 28 units in the major. The current degree requires 35 units. We are proposing reducing the units in the following required courses. Content will not change.
    - CS 11: Intro to Computer Science C++
    - CS 12: Intro to Computer Science Java
    - CS 31: Intro to Computer Science Python
    - CS51: Intro to Computer Architecture
    - CS61: Discrete structures

# **Modify Certificates**

* Certificate of Achievement
  + Propose to change the following Certificate of Accomplishments to Certificates of Achievements. The Chancellor’s Office now recognizes certificates with eight or more units at certificates of achievement. **No content is changing.** 
    - Computer Hardware Technician
    - Digital and Social Media
    - Microsoft Office Essentials
    - Microsoft Windows Networking Technician
    - PHP Web Programmer
    - UNIX Network Administrator
    - Web Developer

# **New Certificates**

* Certificate **of Accomplishment for Telecommuting Fundamentals** (7 Units)
  + Seven Unit – Credit Courses
* Certificate **of Completion in Telecommuting Fundamentals**
  + 36 Hours – Non-Credit Courses

# **Program Modification**

* + Add BCOM 260, BCOM 264, COSA 3 (Computers and Society) (approved by Advisory Committee last year) as electives to:
    - Associate Science, Business Information Worker
    - Certificate of Achievement, Business Information Worker
    - Associate of Science, Computer Support Specialist
    - Certificate of Achievement, Computer Support Specialist

1. **SurveyofIndustryNeeds**

Dana is including a section asking for industry recommendations on recommended courses and programs.

Link to Survey: <https://docs.google.com/forms/d/1E-C-kHhYfoS4spLDsaQLzh_2u1kRqXhyae5yJagAzf0/edit?ts=609eebed>

1. The meeting adjourned at 7:05 p.m.

Miriam thanked the industry representatives and faculty for attending the meeting and providing great information.