**COMPUTER AND OFFICE STUDIES DEPARTMENT ADVISORY MINUTES**

**July 25, 2018**

**Virtual Meeting**

1. On July 25, 2018, the Computer and Office Studies’ Advisory Committee members were contacted electronically to conduct a special virtual Advisory Committee meeting.

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| **Advisory Committee Member** | **Email Address** |
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2. The special virtual meeting was held to obtain Advisory Committee approval of a special action being taken by Long Beach City College concerning Certificates of Achievement/Certificates of Achievement.

The electronic communication `contained the following message:

Dear Advisory Member,

We need your input.

The Chancellor’s Office will permit us to request approval for awards that are 12 or more units as a Certificate of Achievement. Once a threshold of 18 units is met, the Certificates must be sent to the regional consortia and the Chancellor’s Office for approval.

. This change will enable the college to get completion credit for these awards, as well as make them transcriptable for our students.

Please reply to this email with your agreement or disagreement for this change, by stating either:

**I approve.**

**I do not approve.** (If not, please indicate why so we can evaluate.)

As always, we appreciate your valuable input. Your recommendations are critical to the success of our students and our programs.

3. The Advisory Committee members that responded to the email voted unanimously for approval of Long Beach City College’s submittal of Certificates of Accomplishment that are between 12-17.5 units to the Chancellor’s Office as Certificates of Achievement.