

**Santa Ana College**  
**Business Applications & Technology (BAT) Dept.**  
**Computer Science (CS) Dept.**  
**Advisory Meeting Minutes**

Wednesday, September 20, 2021

6:00 pm - 7:00 pm  
Zoom

Meeting Purpose: Business professionals, faculty, administrators, and students provide guidance and feedback as partners to improve curriculum development, delivery, and promotion of academic programs for the departments to achieve quality and relevance.

- I. Call to Order - Adam Morgan, BA Dept. Chair 6:00 pm
  - a) Attendance list included at the end of the minutes.
- II. Department Introduction – BAT
  - a) Adam Morgan & Dori Dumon introduced themselves and their role in the department.
- III. Department Introduction – CS
  - a) Jason Sim introduced himself and his department.
- IV. Member Introductions
  - a) All attendees introduced themselves with their name and job title.
- V. Review & Approve Agenda
  - a) Motion to approve agenda as presented: Margarita de la Torre
  - b) 2nd: Skylar Valles
  - c) Approved unanimously
  - d) Agenda is included at the end of the minutes
- VI. Review & Approve Minutes
  - a) Motion to approve last meeting 09-23-20 minutes as presented: Katie DeNova
  - b) 2nd: Nayeli Strong
  - c) Approved unanimously
- VII. Questions for Advisory Board
  - a) Are there any new computer applications that you'd like to see offered in our programs?
    - i) Skylar Valles mentioned medical billing software. Caminar, Citrix, MediCal billing & training etc. are used to enter medical billing codes. Dean Grant says this could be a great partnership with Medical Assisting program.
    - ii) Alex Uvidia mentioned in the banking industry is implementing SQL and SEO software in his marketing projects. Jason Sim commented that analyzing big data is in demand and the CS Data Analytics program could help with this need.

- iii) Eva Finn recommends adding a project management software course. She suggested Adobe Workfront and Wrike. Eva Finn recommends a Project Management course could meet this need.
- b) What business skills or technology skills are new hires lacking in?
  - i) Courtney Lawler mentioned that many new hires are lacking in email etiquette and email communication. She's mentioned employees are struggling with communicating in general. Kathy Nguyen states that our Professional Skills & Career Readiness course covers these skills.
- c) Has your company changed its attitude or stance towards remote/virtual work?
  - i) Alex Uvidia mentioned that the federal government agency that he works for has implemented remote work into its company structure. He says that employees enjoy the flexibility that it provides.
  - ii) Maram Finnell mentioned that her private company is trying to get employees back in the office because they see it as more collaborative, productive, and improves teamwork.
  - iii) Margarita de la Torre mentioned that interpreting jobs have been on Zoom and primarily virtual. Moving forward, they are implementing hybrid techniques that allow clients to stay at home. Translating equipment (receivers, headsets, etc.) allow translators to work with clients over the internet.
  - iv) Skylar Valles mentioned that in the mental health field, they're seeing a high turnover rate since they required workers to come back in-person.
  - v) David Garnica said that Starbucks corporate is allowing employees to continue working remotely. Only R&D employees are required to work in-person. Starbucks has no plans to require corporate employees to return back to the office.

#### VIII. BAT – Courses & Programs

- a) Adobe Applications for Business – Certificate of Achievement
  - i) This program was last reviewed 12/01/2014, and needs to be renewed. Maram Finnell recommends adding Adobe After Effects to this program. If we were to keep the unit count the same, she recommends removing Dreamweaver from the certificate. Rachael Johnson agreed with Maram's recommendations.
  - ii) Motion to approve as is: Rachael Johnson
  - iii) 2<sup>nd</sup>: Maram Finnell
  - iv) Approved unanimously
- b) Business Applications & Technology – A.S. Degree
  - i) This program was last reviewed 11/19/2018, and needs to be renewed. Nayeli Strong suggested that a marketing class could help our students in this program. Adam Morgan recommended that perhaps adding a GBE class to an elective to this program could be beneficial to our students.
  - ii) Motion to approve as is: Alex Uvidia
  - iii) 2<sup>nd</sup>: David Garnica

- iv) Approved unanimously
- c) Office Management – A.A. Degree
  - i) This program was last reviewed 11/19/2018, and needs to be renewed. At the last Advisory meeting, it was suggested that Microsoft Teams be added to our programs. Alex Uvidia and Skylar Valles stated that this course is a great fit for that program.
  - ii) Motion to approve as is: Skylar Valles
  - iii) 2<sup>nd</sup>: Kathy Nguyen
  - iv) Approved unanimously
- d) Remote Technology for Virtual Professionals – Certificate of Achievement
  - i) This new program was created from recommendation from our 9/23/20 advisory board meeting. Many jobs have shifted from in-person to virtual environments. The COVID-19 pandemic has increased the demand for remote-based work. Our advisory board mentioned that virtual workers need digital marketing skills, apps for remote-based work, file sharing programs, videoconferencing applications, and enterprise communication platforms. Alex Uvidia mentioned that the courses chosen for this program are relevant for the remote-worker. He said that his government agency is using Outlook, Teams, Windows 10, and a variety of the other applications covered in the required courses. Eva Finn recommends business writing be added to the required courses. Rachael Johnson said the SEO course is especially important for new hires, as many new hires are not familiar with what it is. Maram Finnell spent many years as a freelancer and says the courses listed will provide a solid footing, and she liked the idea of partnering with GBE for this course pathway. David Garnica supports the Accounting option for this program. He says the classes chosen are great for someone starting a remote career in accounting.
  - ii) Motion to approve as is: Nayeli Strong
  - iii) 2<sup>nd</sup>: Skylar
  - iv) Approved unanimously

IX. CS – Courses & Programs

- a) Data Analytics – Certificate of Achievement
  - i) Alex Uvidia recommends Tableau be used in the program for displaying and organizing data. David Garnica also recommends Tableau for the CMPR courses in this program. Both agree that the classes are appropriate for the program.
  - ii) Motion to approve as is: Skylar Valles
  - iii) 2<sup>nd</sup>: Rachael Johnson
  - iv) Approved unanimously

X. Adjournment of Meeting - 7:04 pm by Adam Morgan

**Business Applications & Technology Advisory Meeting Attendance**  
**Computer Science Advisory Meeting Attendance**

September 20, 2021

First Name	Last Name	Title	Company/Organization	Email
Emily	Andrus	Adjunct Faculty	Santa Ana College	<a href="mailto:andrus_emily@sac.edu">andrus_emily@sac.edu</a>
Juliana	Carbonaro	HR Coordinator	Windes Accounting	<a href="mailto:icarbonaro@windes.com">icarbonaro@windes.com</a>
Margarita	De La Torre	Adjunct Faculty	Santa Ana College	<a href="mailto:DelaTorre_Margarita@sac.edu">DelaTorre_Margarita@sac.edu</a>
Lilian	DelaTorre	Adjunct Faculty	Santa Ana College	<a href="mailto:DelaTorre_Reed_Lilian@sac.edu">DelaTorre_Reed_Lilian@sac.edu</a>
Dori	Dumon	Assistant Professor	Santa Ana College	<a href="mailto:dumon_dori@sac.edu">dumon_dori@sac.edu</a>
Brenna	Duncan	Drone Pilot	One Zero Digital Media	<a href="mailto:brenna@onezerodm.com">brenna@onezerodm.com</a>
Eva	Finn	Adjunct Faculty	Santa Ana College	<a href="mailto:finn_eva@sac.edu">finn_eva@sac.edu</a>
Maram	Finnell	Adjunct Faculty	Santa Ana College	<a href="mailto:finnell_maram@sac.edu">finnell_maram@sac.edu</a>
Jason	Sim	Assistant Professor	Santa Ana College	<a href="mailto:sim_jason@sac.edu">sim_jason@sac.edu</a>
David	Garnica	Sr. Accountant	Starbucks Coffee Corp.	<a href="mailto:dgarnica713@gmail.com">dgarnica713@gmail.com</a>
Madeline	Grant	Dean of Business	Santa Ana College	<a href="mailto:grant_madeline@sac.edu">grant_madeline@sac.edu</a>
Katie	Hert	Behavioral Health Specialist	Riverside County Behavioral Health	<a href="mailto:kdenova13@gmail.com">kdenova13@gmail.com</a>
Chris	Johnson	Contract Entry Specialist	Portfolio	<a href="mailto:cjohnson1412@yahoo.com">cjohnson1412@yahoo.com</a>
Rachael	Johnson	Sr. Content & Copy Strategist	Defero	<a href="mailto:rachael_kuhl@yahoo.com">rachael_kuhl@yahoo.com</a>
Courtney	Lawler	Communications Specialist	Oatly	<a href="mailto:courtneylawler11@gmail.com">courtneylawler11@gmail.com</a>
Adam	Morgan	Department Chair	Santa Ana College	<a href="mailto:morgan_adam@sac.edu">morgan_adam@sac.edu</a>
Sean	Mosher	Founder	Hawkish LLC	<a href="mailto:sean@hawkishllc.com">sean@hawkishllc.com</a>
Kathy	Nguyen	Adjunct Faculty	Santa Ana College	<a href="mailto:Nguyen_Kathy@sac.edu">Nguyen_Kathy@sac.edu</a>
Katie	Nguyen	Adjunct Faculty	Santa Ana College	<a href="mailto:Nguyen_Katie@rscsd.edu">Nguyen_Katie@rscsd.edu</a>
James	Soto	Program Manager	Accu-sembly	<a href="mailto:jsoto.james@gmail.com">jsoto.james@gmail.com</a>
Nayeli	Strong	Adjunct Faculty	Santa Ana College	<a href="mailto:Strong_Nayeli@sac.edu">Strong_Nayeli@sac.edu</a>
Alex	Uvidia	Examination Specialist	FDIC	<a href="mailto:auvidia@gmail.com">auvidia@gmail.com</a>
Skylar	Valles	Licensed Clinical Team Lead	Telecare Corporation	<a href="mailto:skylarvalles@gmail.com">skylarvalles@gmail.com</a>

Attendance taken during online Zoom meeting.

23 attendees

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I. Call to order	Adam Morgan	6:00
II. Department Introduction – BAT	Adam Morgan & Dori Dumon	6:05
III. Department Introduction – CS	Jason Sim	6:10
IV. Member Introductions	Advisory Board	6:15
V. Review & Approve Agenda	All	6:20
VI. Review & Approve Minutes	All	6:25
VII. Questions for Advisory Board	Advisory Board	6:30
VIII. BAT – Courses & Programs	Adam Morgan & Dori Dumon	6:35
IX. CS – Courses & Programs	Jason Sim	6:45
X. Adjournment	All	7:00