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**Accounting Program Advisory Board Meeting**

**Citrus College Business Department**

**Friday, October 23, 2020 12:00 pm to 1:00 pm**

**MINUTES**

**Present:**

Victoria Dominguez

Patrick Borja

Robert Smolin

Michael Chammas

Abdo Barakat

Elizabeth Hahn

Skylar Slawton

Brian Chau

Gabriela Diaz

Lea

Irene

1. **Opening Remarks-**

Victoria, faculty members, and former alumni introduced themselves. Rob introduced three new certificates that were added to the accounting program and is asking Citrus’ graduates for feedback and/or advice. He presented a report from the Center of Excellence for Labor Market Research which basically states whether a certificate will provide service in helping people obtain jobs (supply demand gap criteria). Unfortunately, the reports intended to show have not been received yet. Rob talked about the Accounting program here at Citrus College and mentioned some of the courses offered here.

1. **Program Proposal-**

The three new certificates are as follows: Income Tax I, Income Tax II and Payroll. Patrick provided a breakdown of the courses a student must take to earn the certificate. Rob talked about the units that each certificate will consist of and the benefits that will give students when they receive their certificate.

* Victoria explained the difference between a certificate and a skill award.

1. **Discussion-**

* Michael agreed with this idea and believes it is a great starting point for students who may not want to pursue a bachelor’s degree.
* Gabriela believes that hands on experience, like an internship, is valuable from a student’s perspective.
* Irene pointed out that these certificates will provide a student with the experience they need so when they decide to pursue a bachelor’s or master’s they already have experience and knowledge they may need. She also believes that Excel or the whole Office program should be a required course to receive the Income Tax I certificate.
* Skylar suggests that the Income Tax I certificate office course should focus more on Excel than the entire Microsoft Office Suite.
* Lea agrees with Skylar in using Excel, maybe taking an introduction, intermediate and advanced course because there are many things one can do with Excel.
* Patrick recommended another option which is to maybe include the Excel class in the second certificate, whereas you have the general office in the first certificate or keeping the focus Excel class in the first certificate intro tax.
* Skyler asked how do you guys plan on modifying Accounting 112 Income Tax Preparation software? Did you guys think of doing focused tax software such as Intuit or Peach tree? Patrick responded that the course itself was Introduction to Turbo Tax, now they want to change the online software to maybe Intuit Pro Connect or Assert.
* Gabriela mentioned that at work she uses CCH access and Pro series.
* Skyler advised maybe he can reach out to some lower level of firms and see what the broad assertion is as to what apps and software they are using to prepare taxes.
* Abdo asked is we are targeting students that don't want to pursue their bachelor’s degree? Did you guys have a survey in your classes where you asked students if they are pursuing their bachelor’s degree or are, they only here for an accounting certificate? I would like some information about this. Rob answered by saying that they have not surveyed any students and their reliance is based on Center for Excellence Reports. What Abdo was thinking about reaching to some of those small firms and asking them if they will able to hire someone who graduated from Community College with those certificates.
* Brian thinks that students need to have an Excel skill and for these certificates knowing how to use Excel is a good starting point, so the hiring employer at least knows that the applicant is trying to better themselves and learn more. He also believes it can boost their chance to obtain an internship or a raise.
* Rob stated that in our desire to keep the certificates at the 12-unit level, we had to be laser focus on what would be the most important classes. Also, our initial thought process was for the person who wants to quickly be in and out of school and earn a certificate in a semester or two, so that it will help them with their current job or maybe get them a new job.
* Michael does not recommend we use Turbo Tax for teaching he prefers Pro Series, Pro Connect, or Lesser, to name a few. He likes the idea of integrating maybe into a second class after a student takes the basic payroll, the HR class and maybe the basic QuickBooks class.
* Irene likes the idea of having the office 120 course in the income tax certificate and payroll certificate because a student can get the two certificates quickly.
* Rob asked if there is a need to include a tax course or is that kind of an overload? Skyler believes it would be an overload because as mentioned earlier they are trying to keep these certificates at 12 units and adding another course would add up another 3 units.
* Skyler said if you were going to do a business ethics class in one of these three certificates, he feels payroll would be the best option because of the sensitivity of the material and how it affects the overlying books, you’re going to want someone who is ethical.
* Rob pointed out that if Michael were to teach our payroll class, we could emphasize the importance of ethics in the payroll position.
* Elizabeth shared her input and believes these certificates are great and beneficial for students who are looking to get into the accounting career path because of the internship experience that is embedded in the certificate.
* Rob asked Elizabeth regarding the advanced accounting, does it have to be upward division level or how do you define it?
* Elizabeth- I'm looking at accounting technician one, it requires completion of 12 semester units including: advanced accounting, which is cost accounting governmental accounting, auditing or accounting information systems.
* Rob asked Elizabeth, you think managerial accounting (ACCT 102) at Citrus would address the cost accounting?
* Elizabeth- I think there's a separate cost accounting courses I believe that would be more in line with, to be on the safe side, cost accounting, governmental accounting, auditing and accounting information systems.
* Lea asked if for the accounting certificate II, are business practices being included in this certificate? Patrick responded with a yes, in the ACCT 111 course we’ll talk about corporations, partnerships, escrows and a little bit of trust in the state tax.
* Patrick asked if we could approval from everyone and move forward with these certificates.
* Robert thanked everyone for their valuable feedback
* Victoria mentioned that if anyone is interested in teaching any of the new courses get in contact and send in your resumes to either Robert or Patrick, she would be happy to review them.
* Rob mentioned to keep in mind in order to teach at a Community College you need to have either a CPA or an MBA. For noncredit courses you need experience rather than a master’s or bachelor’s degree.

Minutes prepared by:

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