

**Career Education Advisory Board Minutes
College of the Canyons – Business and CAWT
10/10/2019
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
Business Partners including Industry, Non-Profit and Community Based Organizations				
Gary Bohamed	Embo, LLC	bohamed@yahoo.com		
Lois Famuyibo	Medical Industry Eli-Lilly Inc.	ldfamuyibo@aol.com		
Bridgett Lee	Manager/ Kaiser Permanente	Bridgettlee45@gmail.com		
Cybil Malachi	TV Producer / Judge Judy	Cybil.malachi@gmail.com		
Carmen Perez	Mental Health and Social Services Integration Project Manager	Perezc04@ah.org		
Program Chair				
Nicole Faudree	Faculty / COC	Nicole.faudree@canyons.edu		
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				
Discipline faculty				
Christina Chung	Faculty / COC	Christina.chung@canyons.edu		
Gary Collis	Faculty / COC	Gary.collis@canyons.edu		
Victor Jadaon	Faculty / COC	Victor.jadaon@canyons.edu		

Melanie Lipman	Faculty / COC	Malanie.lipman@canyons.edu		
Bob Maxwell	Faculty / COC	Bob.maxwell@canyons.edu		
Gary Quire	Faculty / COC	Gary.quire@canyons.edu		
Diane Sianko	Faculty / COC	Diane.sianko@canyons.edu		
Alan Strozer	Faculty / COC	Alan.strozer@canyons.edu		
Heaven Warner	Faculty / COC	Heather.warner@canyons.edu		
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Keri Aaver	Director of Job Placement	Keri.aaver @canyons.edu		
Donald Carlson	Dean, School of Business / Interim Dean, School of Applied Technologies	Donald.carlson@canyons.edu		
Harriet Happel	Dean of Career Education / COC	Harriet.happel@canyons.edu		

Meeting Commenced: 6:02PM

Welcome and Introductions: All

Motion to approve minutes from the spring meeting by: Gary Bohamed

Motion seconded by: Alan Strozer

All approve

Review of Course Curriculum: Christina discusses three certificates that were developed. The first is the Gateway to Human Resources Assistant certificate. It consists of three courses. Supervisors Roadmap is the second certificate. The last certificate is the Human Resources Professionals certificate. The three courses for the Human Resources Assistant certificate are being launched this semester. Enrollment is high in this course. The Supervisors Roadmap certificate will begin in January and the Human Resources Professionals certificate will begin in the spring of 2020. The Business 100 course is a preview course of areas of Business. Some College Now high school students have difficulty purchasing books. COC Faculty need to be put in contact with College and Career Readiness Specialists at the high schools, as they can intervene on the college's behalf to make sure students are able to get their books. Anthony Clayton informed the board that the high school does not have the same technology as the college, which can be challenging. Harriet says that the team who negotiates with the high schools needs to address this when scheduling classes.

The agenda item discussing COC Bus 117 and the Golden Valley entrepreneurship class will be tabled until the spring 2020 meeting.

Status of the Program: Nine students from the FBLA Club attended the National Leadership Conference in San Antonio in June. Heaven Warren accompanied the students. COC competed against four year universities and other community colleges across the U.S. Students competed in six different categories and placed in Marketing Analysis and Decision Making and Sales Presentation. Students have to place at the State level. The FBLA Club has thirty paid members, with more members being added in the near future. The club participates in outreach events. They also started a Workshop series this year where speakers come to give presentations. There will be a State Leadership Conference on November 16, which will be hosted at College of the Canyon's University Center. A suggestion was made that more be done to bring attention to the program and its students. Harriet says that State funding will be used for social media marketing as a way to bring attention to the students. It was suggested that advertising be done through the Santa Clarita magazine. Nicole would like to work on a research project and gather information from Institutional Research and the Employment Development Department. Data from the two can show where students transfer to and if they are hired, as well as be used for promotion. Nicole will report back to the board in the fall. FBLA students should set up a LinkedIn profile as a way to keep track of them.

Gary Quire informs the board that the Business Plan Competition was very successful last semester. It is a competition similar to Shark Tank with a monetary prize at the end. Fifteen hundred dollars in prize money was given last semester. It will be done again this semester. The Entrepreneur Program is growing. It is a project based learning class. Gary will start tracking FBLA students in the current class. Once they graduate, students will move to an Alumni LinkedIn group for tracking. The online class changed to a Hybrid class with these students being tracked as well. A thirty second promotional video for the program will be played in the movie theatres. The program is looking to add a Social Media Marketing class. More project based learning is being brought into all the classes. Students were certified by the IRS last semester to do tax returns for hundreds of people on the campus.

Industry: Heaven Warner attended the Data Analytics Conference this past April and shows the board the workshops she attended. She also discusses what she learned at the conference that can be taught to students in the classroom. Blockchain is supposed to be replacing Bookkeeping and may need to be added to the curriculum in the future. Disciplines are emphasizing the need to know Excel, which could benefit students in the long run. An Analytics Excel class would fill quickly. The Business Department offers courses on Diversity and Inclusiveness, specifically Business 126.

Agenda items discussing changes and trends in the industry as well as curriculum modifications will be tabled until spring of 2020.

Free, noncredit courses offered at the college are geared towards the needs of the students and teach them to be professionals in the workplace. The classes are taught by several part-time and full-time faculty. Nicole informs the board of some of the classes that are offered.

The spring Advisory Board meeting is scheduled for April 23, 2020 at 6:00PM.