

SAN DIEGO CITY COLLEGE
INFORMATION TECHNOLOGY DEPARTMENT
ADVISORY BOARD MEETING MINUTES

Tuesday, October 4, 2022
Special Email Request for Approval

The Information Technology Department's industry advisory members were asked to approve curriculum for the program modification Certificate of Achievement (*Office Administrative Assistant*). Chair Theresa Savarese sent the request.

The following members were requested to review the proposed certificate modification and email back approval by the end of the week.

NAME	ORGANIZATION	TITLE
Belliotti, Rick	San Diego Airport	Director of Innovation & Design
DeLaO, John (Nikko)	Port of San Diego	Public Safety Technology Program Mgr, IT
Hoefer, James	San Diego Regional Computer Forensics Lab	Operations Manager
Imada, David	Edgewood Consulting	Director, Business Development
Mangold, Keith	Lean Scaled Architects	Sr. Advisor

The following members approved moving forward the curriculum: DeLao, Imada, Mangold. Under the charge of the advisory committee, industry advisory members unanimously approved the proposed curriculum.

Industry-advisor-approved curriculum can be viewed here:

CBTE – [Office Administration Assistant, Certificate of Achievement](#)

Respectfully submitted,

Theresa M. Savarese

Theresa M. Savarese