

From: Shelly Hess <shess@sdccd.edu>

Sent: Thursday, March 16, 2023 9:19 AM

To: Jennifer Boots <jboots@sdccd.edu>; Theresa Savarese <tsavares@sdccd.edu>; Jeanie Tyler <jtyler@sdccd.edu>

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Subject: Office Administrative Assistant Certificate of Achievement

Good morning, Jen, Theresa, Jeanie-

City's Office Administrative Assistant, Certificate of Achievement reached district tech review. We have some concerns:

- 1) There are significant changes (more than 50% of the units), this will be confusing to students ;
- 2) City had an Administrative Assistant Certificate of Achievement that was deactivated; and the
- 3) The meeting minutes from the Industry Advisory Committee recommending the changes are missing;

We recommend this proposal be submitted as a new award. Additionally, the Industry Advisory Committee minutes are needed.

Please contact me if you have any questions or concerns.

Regards-
Shelly