**Chabot College Advisory Board Meeting:**

**Wednesday, May 13. 2020**

**Chabot College Business/Entrepreneurship/Real Estate/Computer Information Systems**

Welcome- Introductions:

**Chabot Attendees:** Kristin Lima, Amber Hatter, Jas Bhangal, Catherine, Norberto Ruiz, Dmitriy Kalyagin, Jay Mumford, Mon Kat, Lynn Klein, Miguel Colon, Wanda Wong, Teresa Barton, Ameer Kahn, Naz Bhangle, Adrian Granger, Gulnora Zakirova, Allan Graves, Allison Golde, Charles Lowder, Gulnora Zakirova, Norma Hunting, Melissa Patterson. Claire Bailey,

**Guests:** Greg Novak (Red Oak Realty), David Azini (Intero Real Estate), Christina Read (Chabot, Career Pathways), Doug Figueiredo (DocuSign), Emily Griego (San Leandro Chamber), Richard Grotegut (Regional Director – BACC), Laura Jagroop (Eden ROP), Katherine Greenberg (Outreach Specialist), Kann Chea (Molina Healthcare), Jeremy Pascual (Extreme Networks), Steve Doria (Kyocera Technolgies), Susan Pascual (Ooma, Inc,), Jorge Flores (Don Polvoron), Roberto Graves (SalesForce), Patrick Hart (DualStar Digital), Ana Carrillo (DECA Club President), Ameer Kahn (Aechelon Technology, Inc), Naz Bhangal (Armanino LLP), Terry Burton (UC Office of the President), Micah Merrick (Regional Director). Wayne Gregori (Real Estate)

**Norms:** Expressed one speaker at a time, and keep confidentiality, respect everyone’s opinion.

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| Topic | Discussion |
| Covid-19 | * Easier transition for our department * Students had more issues because they want to they wanted the face-to-face experience * Financial impact – * Summer enrollment is strong, and fall should be strong to * What do the employees needs * Specific credentials? What do you need from students education? * What might prohibit students from employment right after graduation |
| **Pathways** | * We offer stackable degrees. * First certificate, one to three semesters * Transfer degrees, AS-T, first two years at a CSU the specialize * CAS, Ent, Real Estate we have terminal degree * Specific credentials? What do you need from student’s education? * What might prohibit students from employment right after graduation |
| **Articulation** | * High school students earn college credit while still in high school * BUS 26 2 school sites, 2 sections, 37 students, approved as transfer. * Bus 36 5 school sites, 18 sections, 175 students CSU transfer as social sciences * Entrepreneurship, 6 schools, 20 sections, 173 students * Concurrent Enrollment |
| **Summer and High School Camps –** | * Five years, Chabot has been a host for years, some changes due to covid-19, so camps will be online this summer. 800 registered students starting July 1. * At Chabot, two summers entre academy, two-week timetable, 40 register, 39 completed the first year. Might have to skip a summer due to Covid-19. Will be picked up summer 2021 |
| Industry Relations | * Establish industry relationships with business large and smaller to see what their needs/skills they require. We want our students align with the needs of the industries around. Students need to be prepared and Chabot needs to know what it needs to do to meet the industries needs in education and training of new employees. |
| **Administrative Assistance AS** | * Been around over 20 years. Not approved, so we need to get it approved and need to meet the job’s requirements. Large under supply of administrative assistance. * There is a large gap and the graduate outcome is less than the future demand. * We need a vote on by outside. * Dmitriy presented the program goals, catalog description, career opportunities, labor market data, and the course requirements in sequence * The advisory board reviewed and recommended the program’s narrative as presented. * Richard stated that this is a high demand job in high tech. The most needed job position, even over software positions. * **Vote: Yes = 19 and no = 0 abstain = 1** |
| **Tax Preparer Certificate of Achievement** | * A brand new program * Reviewed LMI provided by San Francisco Bay Center of Excellence for Labor Market Research * Dmitriy presented the program goals, catalog description, career opportunities, labor market data, and the course requirements in sequence * The advisory board reviewed and recommended the program’s narrative as presented. * **Vote: Yes = 20 no = 0 abstain = 0** |

**Breakout Session Minutes**

Attendees:

Chabot: Catherine Pinkas, Dmitriy Kalyagin, Jaswinder Bhangal,

Roberto Ruiz, Melissa Patterson, Norma Hunting, Lynn Klein, Anna Carillo

Industry: Gulnora Zakirova, HealthRIGHT360; Ameer Khan, Aechelon Technology, Inc.; Naz Bhangal, Armanino LLP; Terry Barton, UC Office of the President

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| Person | Topic | Notes and Action Items |
| Catherine | Project Management Certificate | Our program gives skills for entry level positions.  Will be expanding the program with classes in business skills and Agile.  No concerns expressed by the panel. |
| Dmitriy and Lynn | Changes to Curriculum | Accounting: Accounting Tech certificate: delete CAS-58, Access. Add BUS-12 Introduction to Business. AS in Accounting: delete CAS-58.  AS-T Business Administration: change to “AS-T (transfer) degree in Business Administration & certificate in Business: Pathway to Transfer Degree.  Healthcare Management: change to Healthcare Administrator.  Management: change from Business Management to Management  Retailing and Retail Management: delete A.S. Degree and change Certificate of Completion to Certificate of Proficiency |
| Catherine | Course Delivery Methods for Fall | More classes will be brought online. No delays expected. |
|  | **Skill Set Priorities:** |  |
| Naz (with support from Jas) |  | Access is not in demand. Most companies are using ERM or customized programs to handle customer management and other database related records.  Excel is huge and puts students several steps ahead.  Automation is taking over easily repeatable tasks. Subject matter expertise is needed for technical reports. Business writing skills are essential. |
| Catherine and Jas |  | Database management experience is essential. Specific program not crucial. Difficult to bring in proprietary software, except Microsoft products, even if offered for free.  Jas added that updated software can be a challenge to get. |
| Teressa and Norberto |  | Technical writing in specific areas (such as business law and tax law) verses general business writing skills are needed. Additional, specific courses are not needed. Incorporate technical writing in specific subjects.  Norberto added, in Business Law we require a lot of technical writing requiring critical thinking skills. |
| Gulnora |  | Recommends adding a Cloud computing software course in addition to QuickBooks. Examples: Concur Solutions, Expensify, or bill.com |