

Career Education Advisory (Tuesday, March 11, 2025)

***Minutes are DRAFT until approved at the May 2025 meeting.

1. Open Meeting

Meeting was called to order at 12:33PM.

m/sc. (Sharon Mungo/ Vance Bloom)

1.01 Roll Call / Call to Order

ADMINISTRATION:	Voting Members (5) Marilyn Harvey (Tri-Chair) Tonya Burke Joyce Johnson Avante Simmons Vacant	Non-Voting/Resource
FACULTY:	Voting Members (5) Tamara Cummings (Tri-Chair) Vance Bloom Tracy Francis Alan Marsala Amrik Randhawa	Non-Voting/Resource Dwight Duffie Keith Hanz Dewey Heinsma Caren Hennessy Gloria Sanchez
CLASSIFIED:	Voting Members (5) Sharon Mungo (Tri-Chair) Jeffrey George Eddie Lanza Ricky Toth Vacant	Non-Voting/Resource
STUDENTS (3): Vacant Vacant Vacant	RECORDER/SCRIBE: Alyssa Ezrre	

Guests: Angela Drumm

1.02 Approval of Minutes

Motion to approve the minutes from the November 12, 2024, and January 21, 2025, meeting.

m/sc. (Avante Simmons/ Sharon Mungo)

2. Information / Discussion Items

2.01 Business - Administrative Assistant Certificate - Caren Hennessy, Gloria Sanchez

Proposal of program outline updates and rebranding of Business Clerical Certificate to Administrative Assistant Certificate to follow the upswing in popularity of this program and maintain currency in what is offered at other community colleges. Slideshow presentation provided below.

The proposal includes an increase from four to six elective offerings to promote the program upswing and provide more choices for prospective students' choice of expertise.

Presenters open the item for discussion, suggestions, and feedback.

Members agree the rebranding of the program will make MSJC more competitive.

Dean Harvey suggests renaming/retitling of the certification to Professional Administrative Management.

Director Simmons suggests renaming/retitling of the certification to Administrative Professional as including the word "management" in the title may be confusing. Angela Drumm and Sharon Mungo agree.

Ricky Toth suggests renaming/retitling of the certification to Administrative Assistant for better outside understanding and clarity. Gloria Sanchez notes that more jobs populate with the key word administrative assistant rather than administrative professional. Members agree.

Gloria Sanchez advocates for the expansion of the accounting area of the program and suggests creating and adding a Payroll and Government Accounting Non-Profit course (for job skills not for transfer) to expand accounting vocabulary. Gloria notes this would also enhance the accounting certificate which is one of the top awarded certificates.

[Administrative Assistant Certificate Presentation](#)

2.02 Strong Workforce Updates - Avante Simmons

Local R8 balances will end in June 2025. 12 programs/projects doing well in spend down. Local R9 project is happening now and will end in June 2026. Nursing and Real Estate programs awarded. We were awarded \$866,000 compared to last year's 1 million. Local 10 application in development and will be shared out sooner than August 2024 as they are due in October 2024. Strong Workforce is aiming to make applications available in the summer months. The application process and dollar amount (possibly) will be shared in the next advisory meeting.

Dean Harvey inquires on Real Estate program response status.

Director Simmons shares Real Estate is in planning stages and has until June 2026 to spend out. Anticipated plan to be provided by next fiscal year.

2.03 Articulation Agreements Updates - Angela Drumm

There are multiple Articulation Agreement renewals and some new additions for the 2025-26 academic year.

Some schools are accelerating their courses to cover one school year of work in one semester.

Articulation for Automotive is currently offered at Temecula and Perris. Double checking offerings with new curriculum.

Angela reiterates that students receive the grade they score on the exam not the grade they have in the articulation class. It is marked on their transcript as credit by exam. Students may be able to retest if they take the class again at the college level.

Faculty inquires on the possible effect of the "P" pass grade on student transcripts when applying for programs like Diagnostic Medical Sonography. Concerned it may be unusable. Angela will investigate.

2.04 Curriculum Updates - Marilyn Harvey

The Logistics program is under curriculum development and will return to the Business, Technology and Entrepreneurship pathway once completed.

Horticulture program is undergoing a soft deactivation. All courses will be deactivated until the program is rebuilt. The curriculum of Enology and Viticulture must be completed to bring back Horticulture as a revitalized and grander program. Anticipating 2 years until completion and offering.

The Committee requests someone from College Council to join the next advisory meeting and explain the shift and changes.

3. Action Items

4. Adjournment

4.01 Meeting Adjournment

The next meeting will be on May 13, 2025.

Motion to adjourn.

m/sc. (Sharon Mungo / Tracy Francis)

Meeting adjourned at 1:29 PM.