

## Office Systems Advisory Committee Meeting

*Date | time 11/8/2018 at 12:06pm | Meeting called to order by Pam Pascolini*

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### Welcome and Introductions

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#### Advisory Committee Members Present:

Nancy Bingham—Human Resource Coordinator, City of Rochelle

Brenda Butz—Chief Operating Officer, Braden Counseling Center

Rosa Esquivel-- Sonoco Alloyd

Tiffany Kousoulas—Crum Halsted Insurance

#### Student Representatives:

Jessica Krise

Patty Reed

#### KC Presence:

LaCretia Konan—Director of Business and Training Partnerships

Pamela Pascolini—Office Systems Faculty

Jaime Schrader—Director of Adult Education and Perkins Support

Billi Teirney—Coordinator of Job Seeker Services, Workforce and Community Education Division

Kyra Rider—Associate Dean of Math, Science, & Business

Patti Wragg—Curriculum and Training Specialist, Adult Education

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### SP18 Minutes Review and Updates

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Committee members reviewed and accepted minutes from the spring 2018 meeting.

Pam explained the need of local business support to make Office Systems program work well.

Pam reviews the changes put into effect as per spring Advisory Committee meeting.

Administrative Professional title change should take affect at end of fiscal year. Catalog updated with changes to course order to fit student learning needs and schedules.

Committee stated that the catalog and course planners should state if a course is only offered at specific time (i.e. Spring only).

Jessica stated there was no way to know when classes were offered until the schedule is posted.

Pam explained that this has set some students back, forcing some to return a semester or two later in order to complete the program. GMetrix has been added back into the MOS classes starting this semester. Both students commented on how it has already been an aide within their classes.

Patti said, "It helped a lot. If I had it for my other classes, I could have passed those tests."

Pam thanked the committee for allowing us implement GMetrix into the courses.

Need to amend the course list to say COM 100 OR COM 108 and ENG 109 OR ENG 103. Members stated COM 108 would be a big help in the work place. Pam stated that ENG 103 may be a better fit for ESL students.



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## Curriculum and Textbook Review

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Pam explained that Advanced Word Curriculum doesn't seem successful in student retention. The book is good, but students need to be allowed to slow down and practice the material more. Suggests using the same book for Word and Advanced Word, but breaking it into the two levels (fiscally responsible). Course work would not be diminished, but would make it more focused and applicable. Currently the pace is too much too fast and there is not enough time for comprehension.

Program has many non-traditional students with weaker technology skills. Concern brought up for students in the program who have no computer skills.

Jaime suggested steering students into Adult Education classes designed for that.

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## Discuss Election of Committee Co-chair

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Pam stated what was expected of a Co-chair: establish meeting dates, plan meetings, plan committee activities, maintain contact information, and preside over the meeting so Pam can take in the information.

Disclaimer- Pam would still help with the agenda. Pam asked if anyone was interested.

Brenda Butz said she would step up to the challenge.

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## Role of Advisory Committee

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Pam stated that community members are vital to the program and that we need to avoid outdated programs. She is available for suggestions all year long, not just during the advisory meeting. She encouraged members to put forward anyone from local businesses who may be a strong addition to the committee.

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## Open Discussion

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Nancy— area needs more students with knowledge of logistics. She suggested reaching out to the Rotary, banks, hospitals, water and electric companies to find specific needs.

LeCretia— said the City of Sycamore is going to be offering trainings in order to promote from within.

Rosa— Sonoco has a lot of manual process. Financial and accounting is done overseas, but there is a need for some Excel and leadership. Pam did a few Excel classes at company through Business and Development which increased moral.

Tiffany— Word, Outlook and Excel skills are critical.

Billi— Number One concern is soft skills: problem solving, critical thinking and thinking outside of the box.

Pam said they are trying to include these in classes but with so many classes being offered as hybrid or online it is becoming more difficult.

Also brought up: Contextualized leaning programs for companies. Time management skills, 8-week courses to meet industry need. How do these fit into OS?

Meeting adjourned: 1:06 pm.

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## Next Meeting

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Thursday, April 11, 2019 at 12 pm