
Friday April 9th, 2021 at 11:00am | Meeting called to order by Chase Budziak

In Attendance

Members Present:

Brenda Butz – Chief Operating Officer, Braden Counseling Center

Michelle Brening- City of DeKalb, Human Resources

Tiffany Kousoulas – Employee Benefit Specialist, Crum-Halsted Insurance Agency

KC Members Present:

Joanne Kantner – Vice President of Instruction

Chase Budziak – Dean of Instruction

Joanne Kantner – Vice President of Instruction

Pamela Pascolini – Instructor, Office Systems

Patti Wragg – Instructor, Adult Education

Katie Macias – Administrative Assistant, Minute Taker

Update of Last Advisory Meeting Minutes and Opening Remarks

- Previous meeting minutes deemed accurate by committee members.

Spring 2021 Enrollment & Financial Information

- College enrollment for spring 2021 semester is down -14.4% over spring 2020 semester.
- College Online/Hybrid credits up 212.7% over spring semester.
- Office Systems department program credits down 75 credits (20.2%), from spring 2020 to spring 2021.

Department Update

A. Fall 2021 Course Schedule

- Majority of students stated they prefer face-to-face classes, and may not want online classes
- Fall 2021 classes are being set up as hybrid to bring students back slowly and provide hands-on training
- Offering more labs in the evening in the new office systems area in A1410. Class sizes will be smaller also have to adhere to the COVID guidelines and restrictions

B. Equipment Discussion

- Four computers in lab areas, also can ask Internal Help Desk for extra laptops, and our programs have to be on these laptops
- Handicap accessibilities are available now in the new Office Systems suite area

C. Curriculum Updates

- Exploring new curriculum for QuickBooks
- Implementing current version of Microsoft Office into curriculum

- Discussion regarding soft skills including the top 10 office skills needed in 2015 and in 2020 by The World Economic Forum. In response, content is being added to each course that will aim to reinforce and improve soft skills of graduates
- Microsoft Teams will be incorporated into curriculum, as virtual and online collaboration is now the future of work
- Butz: Business Communications is difficult to teach online, asks the committee for any real-world scenarios that may be brought into the classroom

D. Medical Billing and Coding

- Medical Assistant program has an increased need in medical terminology and other health related careers
- Moved medical billing and coding certificate from the office systems umbrella to its own department called Health Information Technology (HIT)
- Advisory committee in development for Health Information Technology and looking for committee members for FA21
- College is exploring a one-semester Medical Scribe program that would fall under the HIT prefix alongside medical billing and coding certificate
 - o Butz: In the counseling profession, they need a medical assistant that can scribe notes

Work-Based Learning

A. *Does the Kishwaukee College program provide the level of training that you require of new employees?*

- Brening: There are a lot of transferable skills that come from the office systems program that can be used in many professions for the City of DeKalb
- Transferability of those skills in other occupations is an advantage to the students and employers
- Kousoulas: Program builds soft-skills needed in their insurance field for how to speak and communicate in the industry
- Please send ideas on how to develop these soft-skills to ppascolini@kish.edu

B. *What credentials are needed to get hired in the industry?*

- Kousoulas: A degree not required, however Microsoft skills, paired with soft-skills and organizational skills in the certificate is a requirement
- Brening: Entry level technical skills are needed
- Butz: Currently job shadow at the counseling center to review applicants and offers opportunities for KC students

Adjournment

- Meeting Adjourned

Next Meeting

October Fall 2021