**Northland Pioneer College Department of Business**

**Minutes for the Advisory Board Meeting on**

**March 29, 2019**

**11:00a.m. to 2:45p.m.**

**White Mountain Campus, Aspen Center Rm. #110**

**Attending Advisory Board Members:** Royce Kincanon, Lori Moore, Rob Hephner, Israel Rothman, John McGaughey, Hilary Jones-Rojo, Cari Lindquist, Stephanie Ray, Rachel Arroyo-Townsend, Liz Flake, Lance Gillespie, Doug Umlah, Sue Campbell, Phyliss Clark, Pamela Dominguez, and Sariah Todechine

**Attending Business Faculty Members**: Jennifer Bishop, Department Chair

Kurry Klingel, Faculty

**Welcome: Jennifer welcomed everyone.**

**Business Department Updates:** Microsoft Learning Labs will be offered in Fall and Spring in a multicourse lab setting. The courses that will be offered are: BUS108, BUS128, BUS149, BUS151, BUS153, BUS155, BUS234, and BUS231. All business courses are offered on line.

**Curriculum Development Process:** Mid spring begins the process of curriculum changes. Some changes will need to be approved through IC. New curriculum will be offered in Fall 2020.

**Degree Review:** Learning Outcomes were reviewed for all AA degrees. Communication is lacking. Business Communication (BUS203) will be added to all CPs. Advisors will be asked to recommend Business Communication in student’s first block of classes.

ABus: Business Communication (BUS203) should be added to the degree and lower the electives to seven. Communication will be added to business courses by having each student present. Team projects added to courses was recommended. Open source software is covered in CIS105. Economic courses need to have more interaction, the language and graphs can be a struggle. ABus is the only direct transfer degree.

Accounting: Business communication (BUS203) should be added to this degree. This degree is for bookkeepers not CPAs. QuickBooks is the accounting software used for this degree.

Management & Leadership: Business communication (BUS203) should be added to this degree. We offer some 8-week courses, but advisors don’t remember to tell students they are enrolled in a short term class. Hybrid courses are both live and online, the department is looking at hybrid courses. Adding a personal finance learning objective was discussed. Human Resource Management (BUS225) adding a section covering 401k and health benefit selections was recommended. Expanding task management in the workplace.

Task: Jennifer to find Timeline Management in the workplace class to add to Success on Your Job (BUS103).

Retail Management Certificate: Management in Leadership-CP plus BUS215 you can receive two certificates. There are many scholarship opportunities in Retail Management. Employers will often pay for courses.

Entrepreneurship: Largest enrollment due to dual enrollment. Five percent of dual enrollment students come to NPC after high school. College bound scholarships are available for high school graduates to continue their education. Personal finance (BUS106) to be moved to CP, QuickBooks (BUS122) moved to CAS, Entrepreneurship (BUS240) moved to AAS as capstone, and Payroll Accounting (BUS125) added to AAS. Service marketing class to be added as an elective.

Medical Office Administration Specialization: This degree has low completions. It is a direct to work degree. Rachel, Liz, and Jennifer to get together to find alternative pathways.

Modern Office Technologies Specialization: If this degree is deleted Records Management (BUS182) would be the only course deleted. Degree is no longer relevant and will be deleted.

**Real Estate Program:** Program has not been approved yet. It might be available in June 2019. Royce handed out his department’s Corporate Training Guide.

**Junior Entrepreneurship Competition:** Navajo and Apache County high school business students will be invited to participate in a Junior Entrepreneurship Competition on October 17, 2019 at NPC-Silver Creek Campus. The competition will have no fee. The students competing will be given lunch, t-shirts, and resources. The winners will receive a 12-credit hour tuition waiver. If you would like to judge, please email Jennifer directly.

**Adjournment:** Jennifer thanked everyone for their input and attendance.