

**ADVISORY COMMITTEE INTERVIEW WITH CTECC  
BUSINESS ADVISORY COMMITTEE  
January 19, 2011**

The CTECC welcomed Division Dean, Larry Scott; Lane Advisory Committee Coordinator and Faculty, Sharon Kimble; Advisory Committee Member and CTECC Member, Jeff Cook, CLM with Hershner Hunter; and Community Advisory Committee Chair, Lori Kievith with City of Eugene.

**1) Committee Accomplishments: Excellent**

The Business Advisory Committee is made up of a diverse membership, and changing every year. There are currently 8 active members. They are made up of members from such areas as government, legal, business, plus 3 high school teachers, and are now looking for student members. They meet 4 times a year formally, and 2 times informally. This engages all members and offers an opportunity to get better acquainted with strengths to contribute. They have also now formed sub-committees. The members meet at the businesses of their members.

Accomplishments include being instrumental in curriculum development, promoting cutting edge technology and the paper-less office. They developed data analysis for student success and retention data, aligning goals with Lane's Strategic Directions. The tutoring sub-committee is working on assisting with recruitment for volunteer tutors for the business center. These are part of the 6 goals developed this year. Also included in their goals is the Quality Matters Rubrics developed for improving on-line courses for students, as they want to make a positive influence for the program and students, as well as build community. They share cutting edge business practices with students. Other technology developed was a Wiki for the committee for document management. They plan on using Base Camp for a communication tool. Laser fiche is now used for archived and paperless documents.

The committee worked well around the change in deans the last 3 years, creating the stability in committee and keeping members engaged.

**2) Committee Involvement in Planning and Design: Excellent**

The committee reviews the curriculum development for the program and offer input and advice for the Administrative Professional Program. They encourage using social media for their job search. This helps to prepare students to use a variety of web applications with a new course. They also offer input for staff development and offer help to meet future needs. They have also helped develop many on-line courses, and collaborate with Umpqua Community College for other on-line courses.

Jamie Kelsch, Co-op Ed Coordinator, often uses the committee to place student interns with members.

**3) Gender, Disability Adaptation, and Diversity: Meets Expectations**

The program has 55% female and 44% males, plus 1% unknown. They plan future discusses on how to address diversity. The committee feels they have a good gender balance and meets an acceptable diversity balance. The committee has not yet addressed special needs disability adaptation, but will add be adding these two areas to their goals.

The Business Resource Center assists student with all their business program needs.

**4) Program Demand / Enrollment: Excellent**

The committee works to influence the school to have more quality full-time staffing to accommodate all the student's needs and maintain a strong leadership.

5) Placement / Employment: **Meets Expectations**

The Business Program makes good use of IRAP for follow-up data. The Co-op Ed evaluations are also used to assess the quality of the program. Diversity of employers in the industry makes it more of a challenge to track follow-up data with graduate students regarding their employment. They recognize how important a learning community of cohorts and teams benefits the student's outcome with synergistic coordination and alumni ties.

6) Secondary / Postsecondary Connections: **Excellent**

The have 3 high school teachers on their committee and the program has a high level of engagement with workshops.

7) Questions for the CTECC Interview Committee:

What is the best way to influence up the chain to the college to obtain and keep quality full-time faculty, courses, and resources?

CTECC Comments:

Craig suggested contacting Ben Hill in Math regarding the development of on-line courses to offer more flexibility.

Across the campus in every program there is more tuition support than state support at this time, so most full-time faculty are being replaced with part-time faculty to avoid cutting programs.

The CTECC is impressed and appreciates the level of commitment and feed-back by this committee. Even when committees member aren't able to make meetings, they still do the work.

NOTE: Please refer to the separate committee self-evaluation for further information.