



# Accounting Advisory Committee

Friday May 13, 2022, 9:30 – 10:30 a.m.

Meeting held via Zoom

## Meeting Minutes

**Chair Present:** Dan King

**Advisors Present:** Suzan Shayler, Kendyl Prosser, Isaiah Crowson, Lisa DeGoede

**Staff Present:** Lucas Rucks, Shanon Reedy, Lauren Hadley, Brad Fader, Lisa Smith

**Approved the February 25, 2022, Minutes**

**Articulation Agreements:** (Bellevue and North Seattle Colleges) Dan/Shanon

*See attachments.*

**Shanon developed at Bellevue and North Seattle, an applied/bachelor's degree in accounting**

- This makes it simpler for 2-year degree holders to move into the four-year program without having to repeat classes in their first 2 college years.
- In the State of WA, the Community Colleges are authorized to offer applied baccalaureate degrees built off a Professional Technical Associates Degree.
- Shanon Reedy working on Articulation for 2-year Pathway students to transfer into Bellevue's Applied Accounting Degree or North Seattle College's Bachelor and Applied Science in International Accounting.
- The Applied Baccalaureate Degrees in the state are excellent pathways for professional technical students. Many of the jobs in accounting and other programs require a bachelor's degree.
- Classes are on-line and structured for working adults, evening classes, etc.
- The main goal is to provide jobs for students, who otherwise might have not moved on to higher education (4-year degrees) toward their (designated) future job.
- Articulation Agreements are in place for Fall with Bellevue and North Colleges. Shanon is waiting for only one course to be reviewed.
- Working on creating more pathways for students - e.g., Accounting and Business into International Business degrees.

## Discussion - I-BEST Bridge Certificate ..... Lauren

### I-BEST = Integrated Basic Education Skills Training

#### Pathways for Pre-degrees that can meet the mark for what industry requires

- *Business Technology* was SCC's program prior to I-BEST but was not meeting the needs for what industry required for a true family wage job.
- An advisory committee when through a process of looking at outcomes and heightened up the degree, which turned into the *Business Intelligence & Data Analytics Degree*, awaiting approval at the State Board.
- The basic Excel class in that program is an advanced class. The connector was missing from taking students out of some lower-level classes to advanced courses required for I-BEST or the Accounting Degree.
- Currently there is a proposal into the State Board for community colleges to develop a one-year certificate to incorporate courses that can fill in the gap.

This would achieve 2 goals:

1. Would bridge Adult Basic Education to 2-year degree programs
2. Complete a one-year certificate, then ready for the workforce.

#### I-BEST Bridge Certificate Quarterly Structure

- **First Quarter:** Structured around Business Writing, Human Relationships, Human Relations, and Word (Courses require civic experts and I-Best Instructors)
- **Second Quarter:** Structured around Business Math, Excel (important skill for student success accounting student success), and Career Exploration.
- **Third Quarter:** Structured around Business 101, Intro to Programming, and a file management course, necessary basic skills that are helpful for success in the workplace.

#### Lauren asked the Advisors Present: *Does this made sense for a true, entry level workplace skillset?*

##### Discussion

- Lauren: If someone completed all 3 quarters, then decided to go to accounting, they would only need 4 more quarters to complete their accounting degree.
- Lauren: Six additional pathways have also been identified at the college across the divisions that students can choose to go into.
- Lauren: This is a grant proposed program that has not been funded yet, but it's a very strong proposal. Lauren met with the state board last week, they had some follow-up questions, but felt it was a very strong presentation.
- Suzan: Appreciates that Lauren is integrating course work into more education for more education and extended degrees. Suzan had a question about the programming class vs. a relationship management software class. Salesforce is used and many companies incorporating Salesforce.
- Lauren replied that SCC uses Salesforce here at the Campus.
- The question was asked (considering the 4 quarters added for the accounting degree) if certain classes might be offered in summer or other quarters taking into consideration that students may want to start working.
- Lauren and Lucas both agreed that students can start any quarter and progress. There may be limited in-person options in summer, but summer offers many of the courses needed.

- Dan King said that the accounting program can be started any quarter, and Lauren added that most of the professional technical programs can pick-up any quarter. The exceptions are the automotive degrees that typically start in fall.
- Lauren asked the committee members: Do you think if someone just completed the 1-year I-Best Certificate, that they could get an entry level position in your offices?
- Isaiah said the certificate would be a desirable skillset they look for in employees, provided they can demonstrate those skills in an interview.
- Dan asked if the Salesforce piece should be integrated into Business Communication course 215.
- Isaiah said that relationship management software integrated into an existing course gets the student in the mindset that developing relationships, continued contact and utilizing resources to build set relationships is a huge part of the financial industry and what they do. That is a highly desirable trait for a new hire.
- One of the members asked - "What does business communications teach?"
- Dan explained the class description (written communication skills, formal letters, professional emails, resumes, interview preparation, etc.), and agreed that software such as Salesforce should be integrated into the course, to keep up with the times.
- Kendall asked Lauren if other intro classes (besides Programming), also related to accounting or different industries may also be integrated with Sales Force or similar software, then explain the process with a flow chart.
- Lauren explained that such courses do not exist yet, but industry members present will add valuable feedback, guidance and suggestions. The question to members: what should we include with given courses and programs? In fall if the grant is funded, we will meet fall quarter and talk about what that would look like.
- Lauren: The benefit of developing a course from scratch, and informing students employers helped develop this degree, would encourage students to take classes with skills that employers are looking for.
- Lauren: The idea is for students to come in, get some skills, and go back out into the workforce. If they want to grow, they can return for the 2 - year bachelor's degree.
- Lisa: The certificate will help benefit the workplace. Hiring employees who have successfully completed the Certificate with basic skills, would alleviate otherwise past frustrations of those employees who were unable to perform basic skills at the administrative level.
- Good of the order – this input is excellent. Should the grant get funded, we will get back to you in Fall to see what that looks like, and then ask for your invaluable input and expertise.

**Next Meeting: October 7, 2022, 10-11:30 a.m.**

**10:27 a.m. Meeting Adjourned**

Proposed I-BEST Certificate/Pathway Program		
Classes	Credits	Goal
<b>First Quarter</b>		
BTWRT 215 (Business Communications)	5	Gen Ed Requirement for 6 pathways
Human Relations	2	Gen Ed Requirements for 3 pathways
BUSCT 128 Word	5	Preparation for 4 pathways Microsoft Certification
<b>Second Quarter</b>		
BUS 102 (Business Math)	5	Gen Ed Requirements for 4 pathways Eligible for next-level Math in 2 pathways
BUSCT 150 Excel	5	Preparation for 4 pathways Microsoft Certification
Career Exploration	2	Preparation for Employment
<b>Third Quarter</b>		
Bus 101	5	Gen Ed Requirement for 3 pathways
(NEW) Intro To Programming	5	Gen Ed Requirement for 2 pathways Preparation for Employment
BUSCT 105 Windows/File MGMT	2	Preparation for Employment

10:25 – 10:30 Schedule Fall Meeting All

10:30 Adjourn