Office Systems

Meeting Date: April 19, 2023 – 9:00am

External Participants: 2
Michelle Brening – Human Resources Generalist – City of DeKalb
Tiffany Kousoulas – Employee Benefits Specialist – Crum-Halsted Insurance Agency

Internal Participants: 4
Chase Budziak – Dean of Instruction
Dr. Terry Lynn Funston – Director of Curriculum & Program Development
Pamela Pascolini – Faculty, Office Systems
Katie Macias – Minutes

I.   **College/Program Updates**
  a. Enrollment

     College and Department enrollment has increased

  b. Curriculum changes

     OS program redesign planned for SP23/FA24 to reduce time to completion and add new technologies such as Canva (web-based publishing/marketing software), Microsoft Teams, Zoom, Slack.
     Aligning Office Systems more closely with Computer Information Systems and Marketing/Management pathways. Considering department name of Computer Office Systems (COS).
     Introducing alignment with Bookkeeping and the development of a micro-certificate to be completed in a semester.

II. **Industry & Workforce Update – *Advisory Members***

     Many employers will require ongoing certifications or industry related training, so focus on flexibility and life-long learning is essential.
     Advisory members discussed how the program addresses soft skills appropriately, which gives AAS graduates an edge as job applicants.

III. **Employment Need**
  a. Emerging Trends and Technologies – *Advisory Members*

     Canva is a cloud-based graphic design tool used to create on-brand marketing content, sales presentations, training videos and more by companies of all sizes. Pascolini indicated those will be addressed in other courses in the new COS 101 Media Course will include Canva.