

Imperial Valley Regional Occupation Program (IVROP)  
**Business/Office Courses Employer Advisory Board**  
Minutes of November 18, 2013

**Introduction of members & guests:** Mr. Phil Villamor called the meeting to order at 12:00 p.m. Self-introductions were made, and the following members were present:

<b>Voting Members:</b>	Vivian Zepeda	Supervisor, Hart Insurance
	Andrea Roark	Executive Director, Imperial Valley Housing Authority
<b>Non-voting Members:</b>	Anita Jones	Instructor, Brawley Union High School
	Lisa Natwick	Instructor, Holtville High School
	Don Jeffers	Instructor, Southwest High School
	Emilio Davila	Instructor, Central Union High School
	Phil Villamor	Program Coordinator, IVROP
	Marcela Morlett	Guidance Technician, IVROP

**Purpose of meeting:** Mr. Villamor explained the purpose of the meeting was to have employers review the curriculum and provide input to make changes as needed.

**Review and approval of minutes:** Ms. Zepeda made a motion to approve the minutes of the meeting. There were no other voting members present to carry the motion.

**Industry update:** There were no new reports. Ms. Zepeda stated that they use the basic office software like Outlook Express, Microsoft Word, Excel, and QuickBooks. For finance transactions, their software is industry specific since they use their website. Ms. Zepeda also mentioned that there were general clerical filing positions that would open at Hart Insurance.

**Course analysis:**

a) The course outline was presented by Mr. Villamor and reviewed by the board members. Mr. Villamor explained that Ms. Jones course outline includes more hours because she has a three-hour class, and she places her students in businesses. Mr. Davila suggested that both courses should have the same title. He stated that course objectives would demonstrate the difference in the courses.

b) The course sequence and programs of study were presented by Mr. Villamor and were reviewed by the board members. Mr. Villamor explained how they were going to modify the high school graduation requirements section and tailor it to each individual school with its graduation requirements.

c) Ms. Natwick uses a free sample book with her students, which she makes copies of. She is looking to upgrade to Office 2013. Mr. Jeffers uses a Paradigm Publishing online textbook, which is always up to date. He stated it contains activities with real world based scenarios in six different industries. Ms. Jones uses Filing Quicktronic, which she has been using for several years. She also uses Microsoft Sweep. Mr. Davila also uses Microsoft Sweep as well as Sam through Cengage.

**Review of relevant course data:**

a) Current enrollment: The instructors did not report their current enrollment.

b) Certificates awarded 2012-2013: The attachment providing the data of certificates awarded during the 2012-2013 school year was presented by Mr. Villamor and reviewed by the board members. There was some uncertainty about which class/course data pertains to which school site. The instructors reported an inconsistency with the classes, as they would like for the data to be broken down by school sites.

c) Student Evaluation of the Program 2012-2013: The overall results of the 2012-2013 Student Evaluation of the Program were presented by Mr. Villamor and reviewed by the board members. Mr. Villamor explained how the data helps IVROP know what issues need to be addressed. Ms. Natwick mentioned how implementing rubrics for resumes and job applications really made a difference in the data because students are more likely to remember the assignments now that they are scored for them.

d) Common Assessments: Mr. Villamor explained that they have implemented an oral presentation rubric this year. He stated that the instructors get to decide what the students present and how, all while using the same grading rubric.

e) Articulation Results: The Credit by Exam Results for 2013 were presented by Mr. Villamor and reviewed by the board members. Mr. Villamor explained that only seniors are allowed to take the exam. He stated that Kristen Gomez, CTE Counselor at Imperial Valley College, would make arrangements to discuss the articulation agreements. Ms. Natwick informed Ms. Jones that seniors who took her course the previous year, who have still retained their skills, can still take the exam even if they are not currently enrolled in the course.

**Motion to approve the course information:** There was not a quorum to make a motion.

**CAROCP Business Membership:** Mr. Villamor explained the purpose of the California Association of Regional Centers and Programs and encouraged them to join.

**Save the dates:**

a) Mr. Villamor informed the members of the Jr. High Middle School Career Day scheduled to be on 1/16/2014. He invited the members to give presentations for the event. Ms. Natwick suggested that inviting the IVC Business Club students, as well as the Agriculture Club students, to speak to the 8<sup>th</sup> graders would be a good idea.

b) Mr. Villamor invited the members to the IVROP Showcase and Recognition Ceremony, scheduled to be on 3/27/2014.

c) Mr. Villamor also encouraged advisors to attend the IVROP Community Foundation Dancing with the Stars Gala, for which the date is to be announced.

d) Mr. Jeffers announced that they would be hosting their first annual competition in the second week of February from 3:30-5:30 p.m. at Southwest High School. He stated that there be two computer labs used for hands-on testing, as well as a Computer Repair class competition. Mr. Jeffers mentioned that they would be looking for businesses to judge as well as advertise during the event.

**Review and date of next meeting:** No specific date was available for the spring meeting. Ms. Jones stated she would bring the supervisors from her placement sites to the next meeting.

**Adjournment:** Mr. Villamor adjourned the meeting at 12:50 p.m.