

**Regional Business Advisory Council
Advisory Council Meeting
Minutes—April 12, 2016
8:30-3:30
KCC Linn County Regional Center**

8:30 am

The following is a list of Advisory Council members and schools that were in attendance:

X	Alburnett
Lisa McQuillen	Anamosa
X	Belle Plaine
X	Benton Community
Carrie Wilkinson	Center Point Urbana
Neil Matthias	Central City
X	Clear Creek Amana
X	College Community
X	English Valleys
Karen Hoenig	Highland
Gary McIntire	Iowa City High
X	Iowa City West
X	Iowa Valley
X	Linn Mar
X	Lisbon
Russ Forbes	Lone Tree
X	Marion
X	Mid-Prairie
Phil Larabee	Monticello
X	Mt. Vernon
Terry LeDoux	North Cedar
X	North Linn
X	Solon
X	Tipton
Kurt Karr	Vinton-Shellsburg
X	Washington
X	West Branch
X	Williamsburg
Mindy Thorton	KCC Linn County Regional

Approve the updated Critical Competencies for Personal Finance

It was requested from the council last April that we include the "Credit Component".

It was voted and approved for the Standard 7: Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit be included.

Input about importance of including database (Access) in TSA and course work.

Discussion was given to how important data is in today's competitive businesses. It is pretty important on what areas of business you are going into to be able to understand how a data base system works, how to create, extract, and analyze data.

Some schools are using for free Google Apps. which doesn't have a database system. Schools are wondering how critical is it to teach the basics of a database.

*It is more important for students to have the basic concepts understood to be able to switch from various software platforms. So if our school is not able to purchase the software and we are able to teach database understanding, we would be okay. So on the CBA assessment we will take out those components.

Do we require Office to meet this or is Google appropriate?

*See previous answer.

Approve TSAs for Intro to Business, Computer Business Applications, and Personal Finance.

Intro to Business:

Computer Business Applications:

Discussion was given to the difference between the 4.0 and 3.0 proficiency levels with both at 75% accuracy. Suggestion for earning a 4.0 proficiency should be 90%. Businesses are struggling with employees not double checking their work. Employees think that is okay to be close which damages their reputation in the career. It sounds like we need to have a proofreading component in place of the current 4.0 component to demonstrate employable skills.

Change 4.0 becomes 90%, 3.0 becomes 85%, 2.0 becomes 80% and 1.0 becomes 75% for proficiency percentages.

Change 4.0 Directions: Provide the list of products and have them identify which program they would use. Then justify why you would use that particular program.

It was voted and approved to make the above changes.

Personal Finance:

Credit Assessment:

Teachers are asked to make sure kids under that the free credit report doesn't give students their credit score. They have to pay for it.

Medical bills will show up on their credit report.

They will move into a house with friends and the utilities are in their name. If it doesn't get paid, it will show up on their report.

Suggested change under Student Assessment 2.0. "Pay your bills on time, including final bills in the case of utilities, etc." Then it was discussed to possibly add a standard to make sure students understand the difference between purchasing something on credit or waiting, saving for an item.

So under Standard 7: Analyze factors that affect the choice of credit, the cost of credit, and legal aspects of using credit. Change the Critical Competency to: Analyze various sources and types of credit (e.g., short- and long-term) and related costs.

The above was voted and approved to make the above changes. We will rewrite that assessment for that Critical Competency this summer and have it approved in the fall.

It was voted and approved for the rest of the components in the credit assessment.

Spending:

Noted that it was good.

The assessment was voted and approved.

Intro to Business

Typically this course would be taken their freshmen year and it would lead to other business courses.

Change on Question 3: Responsibilities to Decision Making Responsibilities

It was voted and approved for the above change to be made and the rest of the assessment to be used as is.

Questions/concerns/updates:

Phone skills & phone communication skills

Appropriateness of cell phone usage

Phone etiquette

Communication skills

Possibly switch our Business Council meetings to earlier in the day next year so that we can work on our TSAs in the afternoon to fix the suggested changes. As long as there's a good lead notification time of the meeting (3 months), that shouldn't be a problem.

Input as to when TSA should be given. End of term or end of unit?

Administer standard assessment at end of unit taught in all courses except Accounting

Accounting standards will be assessed after 2 complete accounting cycles. Split standards assessment as follows in separate class periods:

- 4.A.L3-4.1 and 4
- 5.L3.4.2 and 5.L3-4.6
- 5.L3 - 4.10 in one block period or two regular periods

