

**SAN DIEGO MESA, CITY, and MIRAMAR COLLEGES
SCHOOL OF HEALTH SCIENCES AND PUBLIC SERVICE
COMPUTER BUSINESS TECHNOLOGY PROGRAM
ADVISORY COMMITTEE MEETING
FRIDAY, DECEMBER 9, 2011, 11:00AM, LRC-208**

AGENDA

- 1. CALL TO ORDER:**
- 2. WELCOME/INTRODUCTIONS:**
- 3. APPROVAL OF MINUTES:** N/A since this will be your first meeting.
- 4. NEW BUSINESS:**
 - A. Programs Needing Input:
 1. Virtual Assistant- Proposed new program at City College
 2. Digital Publishing- Certificate being revised at Mesa College
 3. Project Management- New certificate being explored at Mesa College
 - B. Trends:
 1. Hiring
 2. Hardware, software, new technologies
 3. Use of social media in business
 - C. Skills gaps in business:
 1. Areas that need to have trained workers
 2. Worker skills that need updating or addressing
 - D. Update from the colleges
 - E. Update on current budget cuts to our college
- 5. NEXT MEETING: **SPRING 2012**
 FALL 2012**
- 6. ADJOURNMENT:**