

**Meeting Agenda**

Friday, October 31, 2025

**CHAIRPERSON:** Patricia Beach**ATTENDEES:** Patricia Beach, Jeff Montgomery, Craig Walker, Janet Knauff

TOPIC	DISCUSSION	ACTION
<b>1. Call to Order</b>	The meeting was called to order by Trish Beach at 9:30 am	
<b>2. Introductions</b>	Attendees: Jeff Montgomery, Patricia Beach, Craig Walker and Janet Knauff	Members updated the group on their current positions and responsibilities.
<b>3. Agenda</b>	The meeting format followed the agenda that was provided in the packet.	Discussion about each point in the agenda was held by group members.
<b>4. Minutes</b>	No Minutes were provided	N/A
<b>5. Reports from Committee Members</b>	Members discussed the current trend of shortages in the workforce within the human services field.	Suggestions were made to improve enrollment and student awareness of employment needs and opportunities.
<b>6. Review of the Program Curriculum</b>	A discussion was held concerning the need to integrate online and/or hybrid classes within the program as well as the benefits and limitations of doing so.	Planning which classes would be appropriate for online and which need to have a face-to-face component.

<b>7.</b> <b>Review Enrollment</b> <b>and Graduation</b> <b>Rates</b>	<p>Discussed the new requirements for graduation rates and the waiver to combine both programs with two pathways.</p>	
<b>8.</b> <b>Update of the</b> <b>Current/Future Industry</b> <b>Trends &amp; Employment</b> <b>Outlook</b>	<p>There are growing needs for workers in helping professions and not enough qualified workers.</p> <p>Discussed possible ways to boost enrollment.</p>	
<b>9.</b> <b>Employer</b> <b>Recommendations for</b> <b>Improvement</b> <i>(list at least 5 from</i> <i>employer's)</i>	<ol style="list-style-type: none"> <li>1. To increase membership of the advisory board.</li> <li>2. To invite potential members from agencies that could potentially be future practicum sites.</li> <li>3. To provide students with information that will give clear pathways and options for their program of interest.</li> </ol>	

	<ol style="list-style-type: none"> <li>4. To provide students with options beyond their current degree to what is next and how they can prepare for their next steps such as going from their 2 to a 4-year program and beyond.</li> <li>5. Participating in community events can increase awareness of what SSCC has to offer.</li> </ol>	
<p><b>10.</b>  <b>Plan of Action</b>  <i>(for those listed in #9)</i></p>	<ol style="list-style-type: none"> <li>1. The benefit of a handout given to students and high school counselors describing possible pathways, job opportunities and education requirements.</li> <li>2. Invite employers that were suggested in the meeting to join the advisory board.</li> <li>3. Create a handout that will explain available pathways, licensing opportunities, and job opportunities for advisors to use when helping students with enrollment.</li> <li>4. Create an additional information handout that will provide students with options beyond their current degree to what is next and how they can prepare for their next steps such as going from their 2 to a 4-year program and beyond.</li> <li>5. Explore potential job fairs and/or events to participate in to increase visibility and awareness of the HSSR program.</li> </ol>	
<p><b>11.</b>  <b>Adjourn</b></p>	The meeting was adjourned at <u>10:45</u> am	Motion by: Trish Beach

	<i>There being no further business to be discussed, the meeting was adjourned.</i>	2 <sup>nd</sup> : Janet Knauff Motion: carried
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