

**Advisory Committee Fall 2022 Agenda**

**Computer and Information Sciences**

4:00 pm – November 9, 2022 – Skills Training Center – Room 308

**Members present**

Deanna Scheffe – Cryovac/ Sealed Air  
Karen Fite – Workforce Solutions North Texas,  
Matthew Prescott – DATROO Technologies, via TEAMS  
Riggs Consuelo – Wichita County I.T Department  
Zac Scheffe – Comcell  
John McKee – RunBiz Solutions, via TEAMS  
Robin Amos – Burkburnett ISD  
Shayla Diaz – North Texas State Hospital  
Franklin Lunsford – MMC Global Technology via TEAMS  
Paige Bailey Workforce Solutions North Texas

**Members not present:**

Christopher Wilton  
Brian Flores

**Vernon College faculty/staff**

Sharon Wallace  
Dr. Mark Holcomb  
Bettye Hutchins  
Jeff Griner  
Donna Turney  
Kelly Miller  
Melissa Williams  
Mark Cisneros  
Debbie Richard

**Guests:**

Ashley Miller-Express Employment

*Sharon Wallace began the meeting by welcoming the committee and starting the introductions  
Bettye Hutchins reviewed the purpose of the committee and began the selections for chair, vice-  
chair, and recorder.*

Chair: Deanna Scheffe  
Vice-chair: Karen Fite  
Recorder: Zac Scheffe

Chair..... Deanna Scheffe

Old Business/Continuing Business.....Deanna Scheffe

*Dr: Mark Holcomb informed members that in reference to the recommendation of adding a  
Level 1 Cybersecurity degree to the program from our last meeting it will not happen until  
there is a second full time instructor. Due to the resources needed for a second instructor  
that will not happen at this point in time.*

New Business .....Deanna Scheffe

❖ **Review program outcomes, assessment methods/results, and workplace competency**

*Deanna Scheffe asked if the faculty member, Sharon Wallace, would briefly review the program  
outcomes with the committee.*

**Program outcomes**

1. Identify all internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.
2. Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.

3. Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).
4. Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.
5. Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.
6. Develop and implement security protocols (policies and procedures) at all levels of computer use and networking to ensure daily business operations will not be compromised.
7. Provide customer support and maintain a professional working relationship with customers and co-workers.

❖ **Approve program outcomes**

*Dr. Mark Holcomb asked Sharon Wallace would consider increasing the hours on the IT Essentials Course. She agreed to look into what it would take and if it would be feasible. Deanna Scheffe asked the committee for a motion to approve the program outcomes as presented.*

*Karen Fite made a motion to approve the program outcomes  
Consuelo Riggs seconded the motion.*

*The motion passed and the committee approved the program outcomes as presented*

❖ **Approve assessment methods and results**

*Deanna Scheffe asked if the faculty member, Sharon Wallace, would like to explain in more detail the assessment methods and results.*

*Sharon Wallace reviewed the following information with the committee*

Students who take the 2-year Associate or Level-1 Certificate degree are assessed according to the courses taken. Assessments are demonstrated through proficiency in the objectives listed in the program outcomes for each course. They will be graded through participation in class activities/projects/hand-on assignments and their performance on quizzes and/or examinations. All students will be required to complete all **assignments** that pertain to the goals of those courses.

Because several of the CIS courses require a lot of hands-on projects, observation grading by the Instructor may be used.

Results from the student's assessments are shown by completing all course outcomes and a passing course grade.

Completers:	Fall 2021	1 AAS
	Spring 2022	6 AAS/2 COC
	Summer 2022	1 AAS

*Deanna Scheffe asked the committee for a motion to approve the assessment methods as presented.*

*Zac Scheffe made a motion to approve the assessment methods as presented.*

*Karen Fite seconded the motion.*

*The motion passed and the committee approved the assessment methods as presented*

❖ **Approval of workplace competency (course or exam)**

*Deanna Scheffe asked the faculty member, Sharon Wallace, to discuss the competency and how the students have performed on the competency.*

*Sharon Wallace reviewed the following information:*

Within the 2-year Degree there is one class ITSC 2335 Application Problem Solving which is taken the last semester of the student degree plan. This course is design to test the student's ability to demonstrate what they have learned throughout the 2-year degree.

The course is divided up into 3-parts that cover all the various course outcomes from simple to designing a computer system, OS, networking, security, and much more.

A review of follow-up reports, during this course outline their progress on projects and goals and are reviewed by both the Instructor and student upon completion of all assigns projects to assess their outcome. Their grade is based upon how well they **accomplish the special projects, written questions, lab simulations, presentations and overall completion**, which tests and the evaluation process to accomplish what is needed with the workforce. (Grading Rubrics attached for review)

New this year beginning in the Spring 2023 semester, an existing course ITNW 1458 Network+ has been revised to train the students towards the CompTIA Network+. The students will be trained using materials tailored towards certification and the cost for this will be included in the course fees. Upon completion of the Network+ course students will be prepared to take the test and walk out of Vernon College with a Level 1 Certificate or the 2-year Degree and Certifications.

**Workplace competency:**

**ITSC 2335 Application Problem Solving**

***Program Outcome:***

The program learning outcomes for Computer and Information Science have been changed to reflect more to student-centered education instead of the prior outcomes which focused on program goals and initiatives. These outcomes describe important and critical learning that program students accomplish during training and can significantly contribute to the workforce through their abilities (skills) and attitudes (values) after graduation. These outcomes are the bases for curriculum design, content delivery, and assessment on an exploration of the incorporated knowledge, skills, and values needed by both students and the workforce environment. They are as followed:

- 1) After graduation, students will be able to recognize key components, internal and external, and operate a variety of computer systems used in various environments used to produce efficient, accurate production of data.
- 2) After graduation, students will be able to assemble, install and maintain various computer systems that are used in a variety of applications today.

- 3) After graduation, students will be able to understand various internal operating systems used in computer systems as well as maintain and troubleshoot errors.
- 4) After graduation, students will be able to set up, maintain, and troubleshoot high-end networking devices as well as operate the ISO software needed to maintain a LAN/WAN network.
- 5) After graduation, students will be able to troubleshoot and solve problems that impact the level of quality of networking at all levels and present solutions to improve network connectivity.
- 6) During course work, students will develop personal attributes, soft-skills desired by today's employers to be successful as leaders, team members, and followers in a diverse labor force population.

Implement security measures within all aspects of computer systems (end-users, high-end systems).

**General Course Assessments:**

The student will demonstrate proficiency in the objectives listed above through participation in-class activities/projects and performance on quizzes and/or examinations. (See course outline for time schedules of examination and grading computations.

Students will be required to complete all Project labs about the goals of this course. Throughout this course, any Review Questions and Exams will be graded and given back to the students for evaluation. Review of written follow-up reports, during the course, will outline their progress on projects and goals and will be evaluated by both the student and instructor upon completion of the problem(s) and/or project(s). Their grade will be based upon how well they accomplished the special projects assigned and any written questions and tests the instructor deems appropriate for the materials covered.

***Number of Students who took course: (ITSC 2335)***

**(Fall 2021) 5 (B-3, C-1, F-1)**

**(Spring 2022) 4 (A-1, B-2, C-1)**

***Use of Results:***

The results from the Workforce Competencies indicated the abilities of the students to perform the various duties/skills needed to succeed in the IT field. All results of the (8) outcomes were analyzed for areas of improvement in the classrooms a/or workplace.

Verification of workplace competencies:

Level 1 Certificate: Capstone Experience – ITNW 1458 Network + (A) **Spring 2023**

A.A.S.: Capstone Experience – ITSC 2335 Application Software Problem Solving

*Deanna Scheffe asked if there was any discussion. Hearing none she asked the committee for a motion to approve the workplace competency as presented.*

*Zac Scheffe made a motion to approve the workplace competency as presented.*

*Riggs Consuelo seconded the motion.*

*The motion passed and the committee approved the workplace competency as presented.*

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

*Deanna Scheffe asked the faculty member, Sharon Wallace, to discuss the program Accreditation.*

*Sharon explained that in the Spring 2023 the ITNW 1458 Network+ course will be revised to train and test out students towards the CompTIA Network +, with Accreditation*

❖ **Review program curriculum/courses/degree plans**

*Deanne Scheffe asked the faculty member, Sharon Wallace, to please discuss with the committee the program's curriculum and degree plans for 2022-2023.*

## **Computer and Information Sciences, Level 1 Certificate**

### **CIP 11.0901**

Instructional Location - Skills Training Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 9 months or 32 weeks)

#### **Major Requirements (34 SH)**

CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1458	Network +	4
ITNW 1325	Fundamentals of Networking Technologies	3
ITNW 2454	Internet/Intranet Server	4
ITNW 2312	Routers	3
ITSE 1306	PHP Programming	3
ITNW 1316	Network Administration	3
ITSE 1301	Web Design Tools	3
ITSE 1407	Introduction to C++ Programming	4
ITSE 1402	Computer Programming (A)	4
LEAD 1100	Workforce Development with Critical Thinking	1
<b>Total Credit Hours:</b>		<b>35</b>

*(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)*  
Work Place competency ITNW 1458

## **Computer and Information Sciences, A.A.S.**

### **CIP 11.0901**

Instructional Location - Skills Training Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

#### **General Education Requirements (15 SH)**

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3

SPCH 1315	Public Speaking	3
Humanities	Language, Philosophy, and Culture or Creative Arts Elective	3

### Major Requirements (45 SH)

LEAD 1100	Workplace Development with Critical Thinking	1
CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1458	Network +	4
ITNW 1325	Fundamentals of Networking Technologies (A)	3
ITNW 2454	Internet/Intranet Server	4
ITNW 2312	Routers	3
ITSE 1306	PHP Programming	3
ITSE 1407	Intro to C++ Programming	4
ITNW 1316	Network Administration	3
ITSE 2459	Advanced Computer Programming	4
ITSC 2335	Application Software Problem Solving	3
ITSC 2339	Personal Computer Help Desk Support	3
ITSE 1301	Web Design Tools	3
ITSE 1402	Computer Programming (A)	4

**Total Credit Hours:** **60**

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM, 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306 (A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Workplace Competency

Adding Network + certification to ITNW 1458

Course descriptions and learning outcomes provided as a separate document (attached)

❖ **Approve program revisions (if applicable)**

*Deanna Scheffe asked if there was any discussion. Hearing none and having no curriculum changes she continued on.*

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

*Deanna Scheffe asked the faculty member to discuss the matrices with the committee. Sharon Wallace reviewed the matrices listed below.*

**SCANS Matrix:** The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

<b>Program: Computer and Information Sciences</b>									<b>Credential: Associate in Applied Science (AAS) Degree</b>	
Award: Computer and Information Sciences Associate in Applied Science Degree										
Cip: 11.0101										
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>										
<b>SCANS COMPETENCIES</b>								<b>Course Number</b>	<b>Course Title</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>			
X	X		X	X	X	X		LEAD 1100	Workforce Development with Critical Thinking	
X				X	X	X	X	CPMT 1351	IT Essentials: PC Hardware and Software	
X		X		X	X	X	X	ITNW 1458	Network +	
X		X		X	X	X	X	ITNW 1325	Fundamentals of Networking Technologies (A)	
X				X	X	X	X	ITNW 2454	Internet/Intranet Server	
X				X	X	X	X	ITNW 2312	Routers	
X	X	X		X	X	X	X	ITSE 1306	PHP Programming	
X	X	X		X	X	X	X	ITSE 1407	Intro to C++ Programming	
X	X		X	X	X	X	X	ITNW 1316	Network Administration	
X	X	X		X	X	X	X	ITSE 2459	Advanced Computer Programming	
X	X	X	X	X	X	X	X	ITSC 2335	Application Software Problem Solving	
X	X		X	X	X	X	X	ITSC 2339	Personal Computer Help Desk Support	
X	X		X	X	X	X	X	ITSE 1301	Web Design Tools	
X	X	X		X	X	X	X	ITSE 1402	Computer Programming (A)	
								8. BASIC USE OF COMPUTERS		
								7. WORKPLACE COMPETENCIES(effectiveness, required skills, behavior for specific job)		
								6. PERSONAL QUALITIES(trait, honesty, dependable)		
								5. THINKING SKILLS		
								4. SPEAKING AND LISTENING		
								3. ARITHMETIC OR MATHEMATICS		
								2. WRITING		
								1. READING		



**General Education Matrix:** The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

<b>Program: Computer and Information Sciences</b>	<b>Credential: Associate in Applied Science (AAS) Degree</b>
Award: Computer and Information Sciences Associate in Applied Science Degree	
CIP: 11.0101	

**LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES**

<b>GENERAL EDUCATION CORE OBJECTIVES</b>						<b>Course Number</b>	<b>Course Title</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		
X	X	X	X	X	X	LEAD 1100	Workforce Development with Critical Thinking
X	X	X	X	X	X	CPMT 1351	IT Essentials: PC Hardware and Software
X	X	X	X	X	X	ITNW 1458	Network +
X	X	X	X	X	X	ITNW 1325	Fundamentals of Networking Technologies (A)
X	X	X	X	X	X	ITNW 2454	Internet/Intranet Server
X	X	X	X	X	X	ITNW 2312	Routers
X	X	X	X	X	X	ITSE 1306	PHP Programming
X	X	X	X	X	X	ITSE 1407	Intro to C++ Programming
X	X	X	X	X	X	ITNW 1316	Network Administration
X	X	X	X	X	X	ITSE 2459	Advanced Computer Programming
X	X	X	X	X	X	ITSC 2335	Application Software Problem Solving
X	X	X	X	X	X	ITSC 2339	Personal Computer Help Desk Support
X	X	X	X	X	X	ITSE 1301	Web Design Tools
X	X	X	X	X	X	ITSE 1402	Computer Programming (A)
						6. Personal Responsibility	
						5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)	
						4. Teamwork	
						3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity) problem conclusion, manipulate numbers, math, statistics	
						2. Communication Skills	
						1. Critical Thinking Skills	

**Program Outcomes Matrix:** The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

<b>Program: Computer and Information Sciences</b>							<b>Credential: Associate in Applied Science (AAS) Degree</b>	
<b>Award: Computer and Information Sciences Associate in Applied Science Degree</b>								
<b>CIP: 11.0101</b>								
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>								
<b>OUTCOMES</b>							<b>Course Number</b>	<b>Course Title</b>
1	2	3	4	5	6	7		
							LEAD 1100	Workforce Development with Critical Thinking
X	X	X		X	X		CPMT 1351	IT Essentials: PC Hardware and Software
X	X	X	X	X	X		ITNW 1458	Network +
	X		X	X	X		ITNW 1325	Fundamentals of Networking Technologies (A)
	X	X	X	X	X		ITNW 2454	Internet/Intranet Server
	X	X	X	X	X		ITNW 2312	Routers
	X	X		X	X		ITSE 1306	PHP Programming
	X	X		X	X		ITSE 1407	Intro to C++ Programming
X	X	X	X	X	X	X	ITNW 1316	Network Administration
					X		ITSE 2459	Advanced Computer Programming
X	X	X	X	X	X	X	ITSC 2335	Application Software Problem Solving
					X	X	ITSC 2339	Personal Computer Help Desk Support
	X	X			X		ITSE 1301	Web Design Tools
	X	X		X			ITSE 1402	Computer Programming (A)
							7. Customer Relations: <i>Provide customer support and maintain a professional working relationship with customers and co-workers.</i>	
							6. Security: Develop and implement security protocols (policies and procedures) at all levels of computer use and networking to ensure daily business operations will not be compromised.	
							5. Troubleshooting: Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.	
							4. Network: Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.	
							3. Software Configuration: Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).	
							2. Software: Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.	
							1. Hardware: Identify all internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.	

**Institutional Outcomes Matrix:** The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

<b>Program: Computer and Information Sciences</b>							<b>Credential: Associate in Applied Science (AAS) Degree</b>
Award: Computer and Information Sciences Associate in Applied Science Degree							
CIP: 11.0101							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
OUTCOMES							General Education Core Objectives
1	2	3	4	5	6	7	
x	x	x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	x	x	2. Communication Skills
X	X	X	X	X	X	X	3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity)
X	X	X	X	X	X	X	4. Teamwork
X	X	X	X	X	X	X	5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)
X	X	X	X	X	X	X	6. Personal Responsibility
							7. Customer Relations: <i>Provide customer support and maintain a professional working relationship with customers and co-workers.</i>
							6. Security: Develop and implement security protocols (policies and procedures) at all levels of computer use and networking to ensure daily business operations will not be compromised.
							5. Troubleshooting: Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.
							4. Network: Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.
							3. Software Configuration: Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).
							2. Software: Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.
							1. Hardware: Identify all internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.

*Deanna Scheffe opened the floor for discussion and recommendations. Several were made to add to the Program Outcomes Matrix in the Web Design Tools and Computer Programming, PHP Programming and the Intro to C++ Programming areas.*

*Deanna Scheffe asked the committee for a motion to approve the matrices with updates as discussed.*

*Zac Scheffe made a motion to approve the matrices with updates as discussed.*

*Robin Amos seconded the motion.*

*The motion passed and the committee approved the matrices with updates as discussed.*

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

*Deanna Scheffe asked the faculty member to discuss the following information.  
Sharon Wallace reviewed the following information with the committee.*

- Program Statistics: (Based on Student Success Engagement Data)
  - Graduates 2021-2022: 10
  - Enrollment Summer 2022: 10
  - Majors Fall 2022-2023: 37
  - Enrollment Fall 2022: 37

❖ **Local Demand**

*Matthew Prescott with ATU has not hired anyone recently. Last year they hired Emma and she has worked out like a Gem. She is a shining Star for Vernon College. He does not know of any openings right now.*

*Franklin Lunsford said that in the DFW area they have a few support analyst job openings. He believes that students coming out of the program would be a great fit.*

*John McKee with Runbiz said they do not have any openings right now but throughout the year they have openings for level one technicians and escalation engineers for the help desk.*

*Consuelo Riggs said that they currently have a job opening for a network administrator. which has been very hard to fill. They currently have two graduates from the VC program and they seemed well prepared.*

*Shayla Diaz with The State of Texas /DFPS said they have one opening for a regional technician but HSS has a couple. Students just need to go to the website and look for the job openings.*

*Ashley Miller with Express Employment told members about their mission to help students find employment locally. She explained the students are employees of Express for the first 540 hours and then companies can choose to hire them or not and they expense of training and medical and other expenses are all Express. This is a great way for employers to find out if the students are a great fit for them and visa versa. This is no cost to the students. They also have a program that helps students to do a resume, how to dress, how to sell yourself, and what should not be on social media. How to make a good first impression.*

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

*Deanna Scheffe asked if the committee had seen the labs if not please take the time after the meeting. She then asked Sharon to tell the committee about the new equipment the program has received for this year.*

**Instructor:**

### **New Equipment Purchased 2021-2022 Year**

**Parallax - CIS-Parallax Cyber Bot** 12 pk. (These bots will allow students to program using C++ as well as implement security options.

**Microsoft Surface Studio 2** (This device is used to enhance the graphics capabilities within the programming classes and Web Page Development, allowing the students too incorporate pictures and various images, enhance them to produce a professional looking Web Page/Programming Compiling. This Surface Studio will also allow the students remote/migrate images to the 3D graphic printer software for designing and printing.

**Surface Book 3 Business** (This Surface like the Surface Studio will allow the student mobility to design and incorporate various graphics, pictures, and images into the Web Pages, and programming files. With limited space these devices will be able to be placed in various rooms and used in a team environment. This Surface has the graphics abilities that will sync with my current devices (3D printers, other Surfaces) and let students remote their files to the devices. Since these Surface come with the graphics software and capabilities needed, there is no need to purchase extra software, or attempt to enhance the current computers in the CIS department.)

*Sharon explained that the students really pushed her 3D printers to their full capacity and they could really use another one.*

### **Purchases planned for 2023-2024 Year**

#### **3D PolyPrinter 325DX Dual Extruder**

The Poly Printer will add to the existing 3D printers currently on hand and give the student additional skills on designing, building and printing various objects within the workforce. These printers are used to entice the students to developed projects merging the 3D printing with electronics and computerized devices and programming and solve any problem that might occur with the selected project. Much like what happens in the field of IT you are faced with a situation and how you solve it will enhance their troubleshooting skills. Currently, the number of 3D Printers (3) to Student ratio is low, which does not allow students the time needed to fully learn its capabilities.

*Deanna Scheffe asked the committee for any discussion recommendations for new equipment. Hearing no discussion, she continued on.*

#### **❖ External learning experiences, employment, and placement opportunities**

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, [chenry@vernoncollege.edu](mailto:chenry@vernoncollege.edu), to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are

available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Bettye Hutchins, bhutchins@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
11010000-Computer and Information Sciences General	16	16	100%	15	15	100%						100%

*\*No news statistics are available*

*Deanna Scheffe asked the committee if there was any further discussion. Hearing none, Deanna moved forward to professional development.*

❖ **Professional development of faculty and recommendations**

*Deanna Scheffe asked the committee to please take this time to review the professional development opportunities the faculty member has attended or will attend.*

As required, Sharon Wallace takes part in various Conferences retaining for the Cisco Academy, Sharon Wallace and Jeff Griner continue to attend remote/in-person workshop sessions offered by Cisco to keep up with changing technologies and methods of teaching. This training is required by Cisco in maintaining our accreditation with the Cisco Academy that we have had for the past 18 years.

Sharon Wallace also attends remote webinar workshops on various technologies such as cloud, cybersecurity, etc.

*Deanna Scheffe asked the committee if there was any discussion or recommendations for professional development for the staff. Hearing none, Deanna moved on to promotion and publicity.*

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

*Deanna Scheffe asked the committee to please review the promotion and publicity opportunities for the program.*

Promotion and publicity about the Computer and Information Science program is always ongoing with the business and industry (gender equality).

Some of the promotions and publicity we do:

- Posters throughout the campuses
- Online video presentations on the program
- Tours (when applicable)
- Past student’s promotion
- Recruiting Coordinators promoting programs
- Visitation of various business
- Radio and TV

*Deanna Scheffe asked the committee if there was any further discussion or recommendations. Hearing none, she moved forward.*

❖ **Serving students from special populations:**

*Deanna Scheffe asked the committee to please note the federal definition of special populations listed below.*

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations’ new definitions:
  - a. Individuals with disabilities;
  - b. Individuals from economically disadvantaged families, including low-income youth and adults;
  - c. Individuals preparing for nontraditional fields; male/female ratio (Enrollment Summer/Fall 2022 =47, 6 females, 41 males) \*Remained steady from Fall 2021 6 females, 38 males)
  - d. Single parents, including single pregnant women;
  - e. Out-of-workforce individuals;
  - f. English learners;
  - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - h. Youth who are in, or have aged out of, the foster care system; and
  - i. Youth with a parent who—
    - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
    - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

*Deanna Scheffe asked the committee if there was any further discussion. Hearing none, she moved to adjourned the meeting at 5:24pm.*

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Deanna Scheffe asked the committee if there was any further discussion or recommendations.  
Hearing none, she moved forward.

❖ Serving students from special populations:

Deanna Scheffe asked the committee to please note the federal definition of special populations listed below.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled "New Beginnings" for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations' new definitions:
  - a. Individuals with disabilities;
  - b. Individuals from economically disadvantaged families, including low-income youth and adults.
  - c. Individuals preparing for nontraditional fields, male/female ratio (Enrollment Summer/Fall 2022 =47, 6 females, 41 males) \*Remained steady from Fall 2021 6 females, 38 males)
  - d. Single parents, including single pregnant women;
  - e. Out-of-workforce individuals;
  - f. English learners;
  - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - h. Youth who are in, or have aged out of, the foster care system; and
  - i. Youth with a parent who—
    - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
    - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

Deanna Scheffe asked the committee if there was any further discussion.  
Hearing none, she moved to adjourn the meeting at 5:24pm.

Recorder Signature 	Date 2-20-23	Next Meeting: Fall 2023
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