

Advisory Committee Meeting Minutes  
Computer & Information Sciences

CHAIRPERSON: Mike Campbell		
MEETING DATE: November 3, 2011	MEETING TIME: 12:00 pm	MEETING PLACE: Skills Training Center
RECORDER: Alan Casey Barnes		PREVIOUS MEETING: December 3, 2010

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Stephen Caldwell- Math Instructor/Cisco Local Academy- Vernon High School	Veronica Tabor-Computer Systems Administrator for TMA/ Multimedia	Vernon College: Dr. Gary Don Harkey- Dean of Instructional Services
Paul Shawn, Storm Computers & VC Student	Mark Schroeder – IT Administrator for Sheppard AFB	Shana Munson, Associate Dean, Care & Technical Education
Stephen Caldwell-Teacher Vernon ISD		Sharon Winn, Assistant to Dean of Instructional Services
Mary Prater- Workforce Case Managers- Workforce Solutions- North Texas		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Jeff Peterson,- Software Engineer Xtrem Technologies		Sharon Wallace -Computer Information Technology Cisco Networking Academy Instructor
Mike Campbell- ID specialist for Region 9		Jessica Sutherland- Early College Start Coordinator
Kim Bowman-Munday ISD		Richard Warren-CIS Instructor
Alan Casey Barnes – IT Specialist for Workforce Solutions North Texas		Steven Underhill- CIS Instructor
		Kris Appleton- CIS Adjunct Instructor

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Sharon Wallace
Members and their role	Information	Sharon Wallace
Election of officers	Action	Members Present
Approve minutes from last meeting	Action	Mike Campbell (Chairperson)
<b>Old Business:</b>	Information	Sharon Wallace
<b>Continuing Business:</b>	Information	Sharon Wallace
<b>New Business:</b>		
Program statistics: Graduates, majors, enrollment	Information	Sharon Wallace
Review goals and objectives	Information/Discussion	Sharon Wallace
Workplace competencies	Discussion	Sharon Wallace
Program revisions, curriculum/course review	Information/Discussion	Sharon Wallace
Evaluation of facilities, equipment, and	Discussion	Sharon Wallace

technology		
Advice on selection and acquisition of new equipment and technology	Discussion	Sharon Wallace
External learning experiences, employment, and placement opportunities	Discussion	Sharon Wallace
Professional development of faculty	Information/Discussion	Sharon Wallace
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Sharon Wallace
Needs of students from special populations	Information/Discussion	Sharon Wallace
Curriculum Decisions:		Sharon Wallace
Other:		
Adjourn	Action	Mike Campbell (Chairperson)

### MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Sharon Wallace thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs. Sharon asked for introductions from all attending.
Election of Officers	Mike Campbell was elected chairperson, and Alan Casey Barnes was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
<b>Continuing Business:</b>	Daily review of new technology (software/hardware) to insure Vernon College offers the best possible curriculum for the student's success..
<b>New Business:</b>	
Program statistics: Graduates, majors, enrolment	Members received handouts with the student enrollment numbers for the CIS program. The total number of students for 2010-2011 were 3277 unduplicated students college wide and 10,135 enrollments. 2010-2011 number of graduates are: Degrees: 17 Certificates 4 The estimated number of graduates are: Fall 2011- 7
Review goals and objectives	The members were given a handout of the programs goals and objectives. Members agreed that they meet the needs of the CIS program.
Workplace competencies	ITSC 2335 Application Software Problem Solving is the Capstone course for the program.
Program revisions, curriculum/course review	Discussed were course deletions/additions from the Certificate and Associate degrees. Members agreed to make the following catalog changes: Delete : CPMT 1405 IT Essentials I PC Hardware and Software- Archived in WECM CPMT 1405 IT Essentials II Network Operating Systems- Archived in WECM EECT 2402 Voice Over Internet Protocol (VOIP) Systems-content of these courses is covered sufficiently in other courses. IMED 1416 Web Design I- replace with ITSE 1401

	<p>IMED 2415 Web Design II- replace with ITSE 1401  ITNW2354 Internet/Intranet Servers –replace with ITNW 1454  ITSY 2301 Firewalls and Network Security-replace with ITCC 2443</p> <p>Add  CPMT 1451 IT Essentials: PC Hardware and Software-replaces CPMT 1405 &amp; 1409  ITSE 1401 Web Design Tools-replaces IMED 1416 &amp; 2415  ITCC2443 Network Security- replaces ITSY 2301  ITNW 1454 Implementing and Supporting Servers-replaces ITNW 2354  ITSE1450 System Analysis and Design</p> <p>Change total hours on the A.A.S. degree from 64-66 to 60-63 Certificate hours will change from 34-36 to 30-35.</p> <p>Revise ITSC 2339 Personal Computer Help Desk Support – change contact hours from 64 (2-2) to 48 (3-0); to be offered in 8-week term or summer semester.</p>
Evaluation of facilities, equipment, and technology	<p>With the ongoing technologies changes in computer related fields, the implementation of hardware and software is required to provide students with the necessary skills needed to excel in the IT field. Despite virtual labs, and simulation software, hands-on training is still a critical asset to learning the techniques needed in many of the IT professions.. For this reason the following upgrades have been done:</p> <ul style="list-style-type: none"> <li>• STC 209 used for lecture/lab</li> <li>• STC 305 used for Cisco labs</li> <li>• STC 211 used for A+ (Software/Hardware maintenance)</li> </ul>
Advice on selection and acquisition of new equipment and technology	<p>Members will keep an eye out for anything they feel Sharon needs. Very happy with the extra space and all upgrades that have been done.</p>
External learning experiences, employment, and placement opportunities	<p>Nothing has changed since the last meeting; the program is still having trouble placing students during their practicum course. Employers are very sympathetic but not willing to take the chance due to liabilities. Members were asked to check with their business and if it was possible to please let her know. Alan Barnes volunteered to talk with his supervisor to allow for Practicums within the CIS. Sharon informed the committee on two other prospects for outside practicums and will follow-up later with the committee with the results.</p>
Professional development of faculty	<p>Sharon continues to attend various training on new curriculum for implementation into the CIS degree plan.  Participated in two days required Cisco Academy instructor seminars in Ft. Worth.  Attended WebEx Training sessions (CCNA, Security+, IT Essentials.)  Engaging Students with Synchronous Methods February 26, 2010</p>
Promotion and publicity about the program to the community and to business and industry	<p>There have been a lot of television and radio advertisements promoting the workforce courses. Additionally, there are numerous high school tours that come through the STC throughout the year; and Sharon makes visits to area industries and area schools.</p> <p>Alan Barnes suggested bringing in employers within the field of IT to promote certifications and have Alan Barnes talk with students on his success as a VC graduate and motivator speaker.</p>
Needs of students from special populations	<p>Vernon College offers reasonable accommodations in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students should contact the Special Services Director Deana Lehman to arrange requested services and supplies. Currently there two deaf students in the program.</p> <p>This is also a predominantly male field; the college includes nontraditional employment in its promotional information and recruiting activities. This year has shown a significant growth of females in the program.</p> <p>Vernon College is going to host a “Girls Night Out” here at the STC sometime in the Spring semester were female High Schools students will come out and see the courses offered. STC will have females who are employed in these various fields here to help promote and answer questions. Our hope is to draw in some of these potential students.</p>

	Mike Campbell ask about the special needs for Veterans, Handicap and coordinating with Mary Prater of Workforce on perspective students and needs.
Curriculum Decisions:	Alan Barnes suggested that we offer Exchange Server within course offerings and Mike Campbell suggested teaching students about catastrophe measures (plan) as part of courses. Both suggestions were positive and agreed to as an important aspect of the IT field. Alan Barnes also, suggested that we teach Watch Guard or Sonic Wall which are two popular software programs that provide protection against intrusion.
Other:	Mary Prater offered a web site, <a href="http://www.workintexas.com">www.workintexas.com</a> , to provide information on possible employment.
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE 	DATE: 11-17-11	NEXT MEETING:
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