

Advisory Committee Meeting Minutes
Computer & Information Sciences

CHAIRPERSON: Stephen Caldwell		
MEETING DATE: November 13, 2014	MEETING TIME: 12:00 pm	MEETING PLACE: Skills Training Center
RECORDER: Kevin Wherry		PREVIOUS MEETING: November 14, 2013

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	Mary Prater-Workforce Case Manager- Workforce Solutions-North Texas	Vernon College:
John Ranson-IT Manager for Workforce Solutions-North Texas	Mike Campbell-IT specialist for Region 9	Dr. Gary Don Harkey, Dean of Instructional Services
Javentino Quintanilla-WOMS Manager SAFB	Manuel Lopez-Network & Customer care for Meta System Technologies	Shana Munson, Associate Dean, Career & Technical Education
Karen Fite-Office assistant for Evans Enterprises	Drew Terrell-IT specialist for Run Biz	Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Matt Prescott-IT Support for 2 nd Baptist Church		Sharon Wallace-Computer Information Technology / Cisco Networking Academy Instructor
Jayson Weiss-Network Analyst for Union Square		Donna Egoavil-Instructional Services Administrative Assistant
Kevin Wherry-K & J Laptech		LeAnn Jordan Scharbrough Advancement Specialist-Recruiting
Paul Gallagher-CIS student		Melissa Moore-Early College Start Coordinator
Lonnie Crawford-CIS student		
Anthony Kirby-IT Specialist for Best Buy (Geeksquad)		

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Sharon Wallace
Members and their role	Information	Shana Munson
Election of officers	Action	Members Present
Approve minutes from last meeting	Action	Stephen Caldwell (Chairperson)
Old Business:	None	
Continuing Business:	Information	Stephen Caldwell & Sharon Wallace
New Business:		
Program statistics: Graduates, majors, enrollment	Information	Stephen Caldwell & Sharon Wallace
Review goals and objectives	Information/Discussion	Members Present
Workplace competencies	Discussion	Members Present
Program revisions, curriculum/course review	Information/Discussion	Members Present & Sharon Wallace

Evaluation of facilities, equipment, and technology	Discussion	Stephen Caldwell & Sharon Wallace
Advice on selection and acquisition of new equipment and technology	Discussion	Members Present
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:		Stephen Caldwell & Sharon Wallace
Other:		
Adjourn	Action (Motion by Stephen Caldwell, seconded by John Ranson)	Stephen Caldwell (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	Shana Munson thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Stephen Caldwell was elected chairperson and Kevin Wherry was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business:	There is an ongoing review of current and new technology (software/hardware) that could be implemented within the Computer and Information Science curriculum, to ensure Vernon College offers the best possible skill sets for the student's success.
New Business:	
Program statistics: Graduates, majors, enrolment	Members received handouts with the student enrollment numbers for the CIS program. <u>Graduates:</u> Fall 2013- 4 (3 Associates, 1 certificate) Spring 2014 8 (6 Associates, 2 certificate) Summer 2014 None <u>Computer Science Majors</u> Totals 31 Females 5 Males 26
Review goals and objectives	The members were given a handout of the program's goals & outcomes. Members read over them and felt that they are relevant and necessary for today's workforce. Members approved them as presented.
Workplace competencies	Members were given a handout of the workplace competencies and were asked to review them. Members agreed that the workplace competencies were current and felt that they are relevant and necessary for today's workforce. Members approved them as presented.
Program revisions, curriculum/course review	Sharon told members that she would like to drop out of the CISCO Academy but still teach CISCO as a generic course. This would give her the flexibility to choose the content of curriculum that best benefits the students. This would mean changing the

	name from CISCO Exploration 1: Networking to just Networking (with a WECM number) and CISCO Exploration 2: Routing Protocols and Concepts to just Routing (with a WECM number). Because of curriculum changes that have been taking place with CISCO, members agreed that dropping the academy, but continuing to teach similar curriculum would be a good idea. Sharon asked the members about teaching Cyber Security and changing the Network Security course; however, it was pointed out that this may cause problems with existing degree plans. It was suggested by the members to add the Cyber Security curriculum into the Network security class.
Evaluation of facilities, equipment, and technology	Sharon reported that the facilities are in great shape. Using Perkins funds, 6 new 2900 series routers were purchased to accommodate the new Networking curriculum along with 10 humanoid robots for use in the Programming course in the last year.
Advice on selection and acquisition of new equipment and technology	Members will keep an eye out for anything they feel Sharon needs to better improve or accommodate the Computer and Information Science Program.
External learning experiences, employment, and placement opportunities	Still looking for shadowing opportunities for the practicum course. Vernon College has teamed up with Grad Cast-National listing, a resume distribution site which pushes resumes out to a database of selected employers that participate in the program. Upon graduation students receive a gift from Vernon College of sending their resume to one hundred employers.
Professional development of faculty	Sharon continues to attend various training on new hardware/software for implementation into the CIS program. Sharon still participates in WebEx online training with Cisco to keep current for the required Academy guidelines. This year it was for CCNA, Security+, and IT Essentials. She also attended a 2 day required Cisco Academy instructor seminar in Fort Worth. Sharon attended a Cyber-Security Workshop, at the University in Lubbock, Texas. She really learned a lot and hopes to attend another one next year. Plans on attending the Comp TIA conference in 2015.
Promotion and publicity about the program to the community and to business and industry	Continues to give tours at Skills Training Center throughout the year. Mentioned the Sophomore Round Up scheduled for November 21 and GenTex scheduled in May. She visits area high schools. There are several commercials about the various programs offered at Vernon College.
Needs of students from special populations	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. Because it is a predominately male field, the college includes non-traditional employment in its promotional information and recruiting activities. It is Vernon College's goal to always provide an educational opportunity to the "Special Populations" to advance their goals of a higher education or employment. "Special Populations" include the following: <ol style="list-style-type: none"> 1. Individuals with disabilities 2. Individuals from economically disadvantaged families, including foster children 3. Individuals preparing for non-traditional fields 4. Single parents, including single pregnant women 5. Displaced workers 6. Individuals with limited English proficiency
Curriculum Decisions:	Covered in Program revisions, curriculum/course review.
Other:	
Adjourn	Action, Motion to adjourn the meeting, seconded and agreed to.

RECORDER SIGNATURE: <i>Wherry, Kevin</i>	DATE: 7 th Dec, 2014	NEXT MEETING:
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