Advisory Committee Meeting Minutes
Computer & Information Sciences

CHAIRPERSON: Manuel Lopez		
MEETING DATE: November 14, 2013	MEETING TIME: 12:00 pm	MEETING PLACE: Skills Training Center
RECORDER: John Ranson		PREVIOUS MEETING: November 15, 2012

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	Joe R. Coffer-1st Choice Personnel	Vernon College: Shana Munson, Associate Dean, Career & Technical Education
Mary Prater Smith, C.E.C. Workforce Case Manager- Workforce Solutions-North Texas (Bowie Office	Alan Casey Barnes – IT Specialist for Workforce Solutions North Texas	Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
John Ranson-IT Specialist for Workforce Solutions-North Texas	Kim Bowman-Munday ISD	Sharon Wallace -Computer Information Technology Cisco Networking Academy Instructor
Manuel Lopez-Network & Customer care for Meta System Technologies	Mike Campbell- ID specialist for Region 9	LeAnn Jordan Scharbrough Advancement Services Specialist
Javentino Quintanilla- WOMS Manager, SAFB	Miles Henderson-Geek Squad Technician-Best Buy	Jessica Sutherland-Early College Start Coordinator
Karen Hicks Fite-Office assistant for Evans Enterprises		

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	Manuel Lopez (Chairperson)
Old Business:	Information	Manuel Lopez
Continuing Business:	Information	Manuel Lopez & Sharon Wallace
New Business:		
Program statistics: Graduates, majors, enrollment	Information	Manuel Lopez & Sharon Wallace
Review goals and objectives	Information/Discussion	Manuel Lopez
Workplace competencies	Discussion	Manuel Lopez & Sharon Wallace
Program revisions, curriculum/course review	Information/Discussion	Manuel Lopez & Sharon Wallace

Evaluation of facilities, equipment, and technology	Discussion	Manuel Lopez & Sharon Wallace
Advice on selection and acquisition of new equipment and technology	Discussion	Manuel Lopez & Sharon Wallace
External learning experiences, employment, and placement opportunities	Discussion	Manuel Lopez & Sharon Wallace
Professional development of faculty	Information/Discussion	Manuel Lopez & Sharon Wallace
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Manuel Lopez & Sharon Wallace
Needs of students from special populations	Information/Discussion	Manuel Lopez & Sharon Wallace
Curriculum Decisions:		Manuel Lopez & Sharon Wallace
Other:		Manuel Lopez & Sharon Wallace
Adjourn	Action (Motion by Stephen Caldwell, seconded by John Ranson)	Manuel Lopez (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. Sharon asked for introductions from all attending.
Election of Officers	Manuel Lopez was elected chairperson, and John Ranson was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Continuing Business:	
New Business:	
Program statistics: Graduates, majors, enrolment	Members received handouts with the student enrollment numbers for the CIS program. Currently 50 listed as Computer & Information Sciences students for Fall 2013 and 33 Computer Sciences 2012/2013 96 percent course completer rate (we do not count W, WF) 2012/2013 graduates 13 Follow-up Success rate if students still attending college, employed, self-employed, or military 100% (based on 13 graduates)
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	Members agreed that the workplace competencies are current and no changes were needed.
Program revisions, curriculum/course review	Members discussed a reduction in hours from 63 to 60 for the Associate degree for the program. Members voted unanimously to move COSC 1301 Introduction to Computing from required to elective status. Members discussed and voted unanimously to remove ITSE 1450 System Analysis and Design and replace it with ITSC 1415 Project Management Software. Members discussed and voted

	unanimously to move ITNW 2435 Network Troubleshooting and Support from approved elective status to major requirement.
Evaluation of facilities, equipment, and technology	Sharon reported that the facilities are in great shape. New equipment purchased this year with the Perkin's grant was 6 new 2900 series routers to accommodate the new CISCO curriculum.
Advice on selection and acquisition of new equipment and technology	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.
External learning experiences, employment, and placement opportunities	Placed 2 students with the United Hospital for External Learning.
Professional development of faculty	Sharon attended an IT convention in Nevada 2013. Sharon continues to attend various training on new curriculum for implementation into the CIS degree plan. Sharon still participates in WebEx online training with the Cisco to keep current for the required Academy guidelines. She also attended a 1 day required Cisco Academy instructor seminar in Fort Worth. Participates in numerous Comp TIA web seminars.
Promotion and publicity about the program to the community and to business and industry	Since the Tech Prep program was closed, recruiting efforts have been conducted by the instructors, Jessica Sutherland, and Sharon Winn. Sophomore Roundup was November 1st where 106 high school sophomores came and toured the Skills Training Center and all the programs. Sharon also visits area high schools. There are several commercials about the various programs offered at Vernon College. Tours are scheduled at the Skills Training Center throughout the year.
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. Currently there two deaf students in the program. 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. As suggested in the last meeting, we are always reviewing the needs of Veterans, and handicapped persons and working with Workforce to encourage enrollment with Vernon College by the special needs individuals. The past semester has seen increased enrollment of returning veterans in various areas of training. Sharon was informed by several veterans that they will promote Vernon College because they feel they received the assistance needed and we are compassionate to all their needs.
Curriculum Decisions:	
Other:	
Adjourn	Action, Motion to adjourn the meeting, seconded and agreed to.

RECORDER SIGNATURE:	DATE: 11 - 22 - 13	NEXT MEETING: