

Advisory Committee Fall 2015 Annual Meeting Minutes
 Computer & Information Sciences, Room 209
 Vernon College- Skills Training Center

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| CHAIRPERSON: Stephen Caldwell | | |
| MEETING DATE: November 19, 2015 | MEETING TIME: 4:30pm | MEETING PLACE: STC Room 209 |
| RECORDER: Matthew Prescott | | PREVIOUS MEETING: November 13, 2014 |

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

| Name, Title, Company | Name, Title, Company | Name, Title, Company |
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| Stephen Caldwell, CISCO Academy Instructor for Vernon ISD | Tracy Chaddock, IT Specialist for Santa Rosa Coop | Dr. Gary Don Harkey, Dean of Instructional Services, Vernon College |
| Kevin Wherry, IT Technician for K & J Laptech Services | Drew Terrell, IT Specialist for RunBiz Solutions | Mark Holcomb, Industrial Automation Systems Instructor & Division Chair |
| Deanna Bynum, Systems Analyst for Cryovac Division of Sealed Air Corp. | Anthony Kirby, IT Specialist for Best Buy | Sharon Wallace, Computer & Information Technology /Cisco Networking Academy Instructor |
| John Ranson, IT Manager for Workforce Solutions of North Texas | Tino Quintanillo, WOMS Manager for SAFB | Donna Egoavil, Instruction Services Administrative Assistant, Vernon College |
| Karen Fite, IT Support/Helpdesk for Workforce Solutions of North Texas | | LeAnn Scharbrough, Advancement Specialist-Recruiting, Vernon College |
| Donna Moore, IT Support/Helpdesk for Santa Rosa Telephone | | Debbie Richard, Adjunct Instructor, Vernon College |
| Matthew Prescott, Network Tech for UTS | | |
| Paul Gallagher, Computer & Information Sciences Student | | |

AGENDA

| Agenda Item | Action, Discussion, or Information | Responsibility |
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| Welcome & Introductions | Information | Sharon Wallace |
| Purpose of Advisory Committee | Information | Dr. Gary Don Harkey |
| Election of Chair and Recorder | Action | Sharon Wallace |
| Approval of Minutes from the Last Meeting | Action | Stephen Caldwell |
| Old Business: (if any, otherwise type None) | Old Business or None | Stephen Caldwell |
| Continuing Business: (List if any, otherwise type None) | Continuing Business or None | Stephen Caldwell |
| New Business: | | Stephen Caldwell |
| Review program outcomes, assessment methods, and results | Information | Stephen Caldwell |


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| Approve program outcomes and assessment methods | Action | Stephen Caldwell /Members Present |
| Review program curriculum/courses/degree pans | Information/Discussion | Stephen Caldwell |
| Approve program revisions (if applicable) | Action | Members present |
| Review SCANS and Gen Ed outcomes matrices | Information/Discussion | Stephen Caldwell |
| Approve SCANS and Gen Ed outcomes matrices | Action | Members Present |
| Review verification course/exam of workplace competencies | Information/Discussion | Stephen Caldwell |
| Approval of course/exam of workplace competencies | Action | Members Present |
| Review student handbook | Information/Discussion | Stephen Caldwell |
| Approve changes (if applicable) | Action | Members Present |
| Program statistics: Graduates, majors, enrollment | Information/Discussion | Stephen Caldwell |
| Evaluation of facilities, equipment, and technology | Action | Members Present |
| Recommendations of selection and acquisition of new equipment and technology | Information/Discussion/Action | Members Present |
| External Learning experiences, employment and placement opportunities | Information | Stephen Caldwell |
| Professional development of faculty and recommendations (if applicable) | Information/Discussion/Action (if applicable) | Stephen Caldwell Members Present |
| Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity) | Discussion/ Information | Stephen Caldwell |
| Serving students from special needs | Information | Stephen Caldwell |
| Adjourn | Action | Stephen Caldwell /Members Present |

MINUTES

| Key Discussion Points | Action, Discussion, or Information |
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| Welcome & Introductions | Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise. |
| Purpose of Advisory Committee | Dr. Gary Don Harkey thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs. |
| Election of Chair and Recorder | Stephen Caldwell was elected chairperson. Matthew Prescott was elected recorder. |
| Approval of Minutes from the Last Meeting | Minutes from last meeting were approved as presented. |
| Old Business: (if any, otherwise type None) | None |
| Continuing Business: (List if any, otherwise type None) | Sharon continues to review new technology that can be implemented into existing curriculum or by creating new courses. This is to insure Vernon College offers the best possible skill-sets for the student's success and employment. |
| New Business: | |
| Review program outcomes, assessment methods, and results | The members were given a handout of the program's goals & outcomes. Members read over them and felt that they were relevant and necessary for today's workforce. Members approved them as presented. |

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| Review program curriculum/courses/degree plans | <p>Members looked over the certificate and degree plan and agreed to make the following changes:</p> <p>Remove all references to articulations.</p> <p>Remove ITCC 2308 and ITCC 2310 as an elective from the certificate</p> <p>Add ITCC 2443, ITNW 2321, and ITNW 2353 as an elective to the certificate</p> <p>Add <u>ITSC 1301 Introduction to Computers</u> as an elective to both certificate and degree plan</p> <p>Add COSC 1301 as an elective to degree plan</p> | | | | | | |
| Review SCANS and Gen Ed outcomes matrices | Members were handed a printout of the Scans and General Education Outcomes Matrices. After review, one matrix was not completed so members agreed to table this issue and vote by email in early December. | | | | | | |
| Review verification course/exam of workplace competencies | Members discussed the capstone course ITNW 2335 Application Problem Solving and the rubric used to grade it. Members were in agreement that this course covered all the workplace competencies and the rubric used to grade it was sufficient. | | | | | | |
| Program statistics: Graduates, majors, enrollment | <table> <tr> <td>Graduates: Fall 2015</td> <td>8 (Associate Degree)</td> </tr> <tr> <td>Past Semesters combined</td> <td>10 (9 Associate 1 Certificate)</td> </tr> <tr> <td>Majors: 2015/2016</td> <td>31</td> </tr> </table> <p>Enrollment has remained steady with a slight decrease.</p> | Graduates: Fall 2015 | 8 (Associate Degree) | Past Semesters combined | 10 (9 Associate 1 Certificate) | Majors: 2015/2016 | 31 |
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| Evaluation of facilities, equipment, and technology | Sharon and students feel the current classroom and lab spaces are very accommodating for all training requirements; however, with the implementation of new equipment, space is becoming a factor. Yearly changes in software upgrades and simple hardware upgrades are ongoing as needed for courses. Upon touring the facility members agreed. | | | | | | |
| Recommendations of selection and acquisition of new equipment and technology | <p>While discussing new technology and equipment that should be covered in the CIS courses, several members suggested acquiring and implementing tablets. They noted that elementary, junior high and high schools were all using them in classrooms. It was suggested by members and Sharon to have other brands of computers that would benefit the learning capabilities within the CIS program.</p> <p>Members felt that Sharon should also have Mac computers and Apple iPads for learning and demonstration purposes. Having the ability to fix all types of computer systems is an added benefit for IT technicians.</p> <p>John Ranson mentioned a grant that Workforce Solutions of North Texas had available that could assist in the purchase of the lab equipment.</p> | | | | | | |
| External Learning experiences, employment and placement opportunities | <p>Sharon stated that she was always looking for employment and practicum (on-site learning) opportunities.</p> <p>She informed the members about Grad Cast- a National resume distribution site which pushed resumes from a data base to selected employers who participate in the program. She stated that Vernon College gave each graduate 100 free postings.</p> <p>She also commented on the small business growth in Wichita Falls and surroundings areas which has presented more employment opportunities.</p> | | | | | | |
| Professional development of faculty and recommendations (if applicable) | Sharon continues to maintain her certifications and keep aware of new technologies. She has attended several in house faculty development training sessions, as well as participating in online training and Webinars. | | | | | | |

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| <p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p> | <p>There continues to be media promotions for the workforce programs. A number of high schools have brought students for tours of the Skills Training Center this year. Sophomore Roundup is November 20th and GenTX (a 1-day statewide college application drive for the State of Texas) is scheduled for May.</p> |
| <p>Serving students from special needs</p> | <p>Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. This office coordinates special accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extended testing time and individual tutoring. Because the machining field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.</p> |
| <p>Other</p> | <p>During open discussion, Sharon approached members about expanding her curriculum on Programmable Robotics. Through research and following the trend of computer technology, she told members she would like to get more into the programming of movable robotics and possibly offer a Certification Degree in this area since it appears this is the direction technology is moving towards. Since many Colleges currently offer a program in this area, it would benefit Vernon College to get on board by implementing a program. Sharon Wallace also mentioned wanting to coordinate this project with the Industrial Robotics program and HVAC since much of the computer technology is within all programs. Her students are very engaged in the current Computer Programming course where they are working with the various mobile bots and are always asking if there are more courses they can take. Sharon asked the members to think about any prospects or ideas they might have regarding this project and committed to contact them with their thoughts on how to proceed with this plan. In the meantime, Sharon mentioned that she would further research other Colleges offering robotics and develop a Certificate that might be implemented in the 2017-18 Catalog.</p> |
| <p>Adjourn</p> | <p>Chair/Members Present agreed to adjourn.</p> |

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| <p>RECORDER SIGNATURE: </p> | <p>DATE: 12-7-15</p> | <p>NEXT MEETING:</p> |
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