

**Advisory Committee Fall 2025 Minutes  
Computer and Information Sciences  
Vernon College Skills Training Center  
Multipurpose Room 400  
November 6, 2025 - 4:00PM**

**Members Present**

Deanna Bynum  
Charles Loveland  
John McKee (TEAMS)  
Brice Jans-Stutz  
Franklin Lunsford (TEAMS)  
Matthew Prescott (TEAMS)  
Zac Scheffe

**Vernon College Faculty/Staff**

Bettye Hutchins  
Sharon “Mac” Wallace  
Donna Turney  
Jeff Griner (TEAMS)  
Melissa Moore-Rodriguez

**Members Not Present**

Karen Fite  
Shayla Diaz  
Riggs Consuelo  
Thomas Pennartz

Welcome and Introductions .....Sharon “Mac” Wallace  
*Sharon Wallace welcomed committee members and invited all to introduce themselves.*

Purpose of Advisory Committee .....Bettye Hutchins  
*Bettye Hutchins reviewed the purpose and importance of advisory committees and the role they play at Vernon College.*

Election of Chair, Vice-Chair, and Recorder .....Bettye Hutchins  
*Bettye Hutchins explained the roles of vice chair and recorder and invited the committee to volunteer or nominate others for these roles.*

*Chair – ~~Christopher Wilton~~ (Not present – Meeting chaired by Bettye Hutchins)*

*Volunteer for Vice Chair – Deanna Bynum*

*Volunteer for Recorder – Zac Scheffe*

Old Business/Continuing Business .....Bettye Hutchins  
*With no old business to review, Bettye moved on to discuss new business.*

New Business .....Bettye Hutchins

**A. Review program outcomes**

*Bettye Hutchins asked Sharon Wallace to review the program outcomes listed below. Additional outcomes have been added to account for new cybersecurity offerings.*

**Program outcomes**

1. Identify (all/parts of) 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/parts of) 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.
8. The College-level cybersecurity programs aim to equip students with technical, analytical, and ethical skills to protect digital systems and data needed for the the Cisco Certified Support Technician Cybersecurity (100-160) exam.
9. Recognize common threats and use tools and techniques to detect suspicious activity and reduce vulnerabilities.
10. Configure firewalls, antivirus software and detection systems. Apply protocols safeguards.
11. Develop incident responses, restore data breaches and disruptions. Communicate effectively during incidents.

*Program outcomes mapped to 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>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
							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 1358	Network +
	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		ITNW 2312	Routers
				X			ITSE 1306	PHP Programming
				X			ITSE 1407	Introduction to C++ Programming
X	X	X	X	X	X	X	ITNW 1316	Network Administration
		X	X	X	X	X	ITSC 2339	Personal Computer Help Desk Support
				X			ITSE 1402	Computer Programming (A)
	X	X		X	X	X	ITSY 1442	Information Technology Security
	X	X		X	X	X	ITSY 2400	Operating System Security

	X	X	X	X	X	X	SLPS 2330	Security of Computers and Data
			X	X	X	X	ITNW 1309	Fundamentals of Cloud Computing
				X	X		ITSY 2342	Incident response & Handline
			X	X	X		ITSY 2301	Firewalls and Network Design
			X	X	X		ITSY 2345	Network Defense and Countermeasures
X	X			X	X		CPMT 2350	Industry Certification Preparation
							7. <b>Customer Relations:</b> Provide customer support and maintain a professional working relationship with customers and co-workers.	
							6. <b>Security:</b> 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. <b>Troubleshooting:</b> Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.	
							4. <b>Network:</b> Install and maintain (all/parts of) networking connectivity devices typically found within the normal operations of the home or business.	
							3. <b>Software Configuration:</b> Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).	
							2. <b>Software:</b> Assess the operating system efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.	
							1. <b>Hardware:</b> Identify (all/parts of) internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.	

**1. Approve program outcomes**

*Bettye asked if there were any questions or comments. With no additional discussion, she asked for a motion to approve the program outcomes with proposed changes.*

*Deanna Bynum made a motion to approve.*

*Zac Scheffe seconded the motion.*

*The motion passed and the committee approved the program outcomes with proposed changes.*

*Bettye then moved on to assessment methods.*

**B. Assessment methods and results**

*Bettye Hutchins asked Sharon Wallace to review the assessment methods.*

Students who take and complete the 2-year Associate or Certificate Degree plans are assessed according to the courses taken. Assessment will demonstrate 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 quizzed and/or examinations. All students will be required to complete all **assignments** that pertain to the goals of those courses, as the final assessment to measure the proficiency of what each student has learned based on the degree taken.

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

Completers: Fall/Spring (2024-2025) 10 (Certificates/Associates)

*\*\*Because data was not provided in a timely manner all results are from my program documentation. - Mac*

**1. Approve assessment methods and results**

*After review, Bettye asked if there were any questions or comments. With no additional discussion, she asked for a motion to approve the assessment methods as presented.*

*Deanna Scheffe made a motion to approve.*

*Brice Jans-Stutz seconded the motion.*

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

*Bettye then moved on to workplace competency.*

**C. Workplace competency (course or exam)**

*Bettye Hutchins asked Sharon Wallace to review the following workplace competency information.*

Verification of workplace competencies:

Level 1 Certificate: Capstone Experience – ITNW 1358 Network + (A)

A.A.S.: Capstone Experience – ITNW 1358 Network + (A)

Will **Sharon Wallace** please tell us about the competency and how the students have performed on the competency?

**Workplace competency:**

**ITNW 1358 Network +**

***Program Outcomes:***

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.

**General Course Assessments:**

- 1) 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) Students will be able to assemble, install and maintain various computer systems that are used in a variety of applications today.
- 3) Students will be able to understand various internal operating systems used in computer systems as well as maintain and troubleshoot errors.

- 4) 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) 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.
- 7) Implement security measures within all aspects of computer systems (end-users, high-end systems).

**Here's what you will get:**

The **CompTIA Network+ N10-008** exam verifies that a candidate can assess an enterprise's network posture, and recommend and implement an appropriate network infrastructure for troubleshooting, configuring, and managing networks.

Students will be required to complete all Topic materials listed above, project labs, simulations and hands on pertaining to the goals of this course. Throughout this course, any Labs, Quizzes and Exams will be graded with immediate feedback 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.

**Workplace competency:**

***Program Outcomes:***

**General Course Assessments:**

***Program Outcomes:***

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.

**General Course Assessments:**

- 1) 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) Students will be able to assemble, install and maintain various computer systems that are used in a variety of applications today.
- 3) Students communicate effectively, communicate technical information, risks, and strategies to both technical and non-technical audiences in a variety of professional contexts.
- 4) Students will be able to understand Networking and Infrastructures: Understand, configure, and troubleshoot network topologies, protocols, and security mechanisms like firewalls and intrusion detection systems (IDS/IPS).
- 5) 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 understand Risk Management: Create solutions to manage organizational cyber risk, including developing and implementing security policies and disaster recovery plans.

7) Understand Problem Solving: Analyze complex problems, gather information, generate solutions, and evaluate results using critical thinking skills.

8.) Student will be able to function effectively as a team member or leader of a team engaged in cybersecurity activities.

**Here's what you will get:**

After completing the Junior Cybersecurity Analyst Career Path, you are ready to earn your entry-level cybersecurity certification. The Cisco Certified Support Technician Cybersecurity (100-160) exam validates a candidate's skills and knowledge of entry-level cybersecurity concepts and topics, including security principles, network security and endpoint security concepts, vulnerability assessment and risk management and incident handling.

**1. Approval of workplace competency**

*After review, Bettye asked if there were any questions or comments. With no additional discussion, she asked for a motion to approve the workplace competency as presented.*

*Deanna Bynum made a motion to approve.*

*Zac Scheffe seconded the motion.*

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

*With no applicable program specific accreditation, Bettye moved on to review program curriculum/courses/degree plans.*

**D. Program Specific Accreditation Information and Requirements (if applicable)**

N/A

**E. Review program curriculum/courses/degree plans**

*Bettye Hutchins asked Sharon Wallace to review proposed changes to curriculum, courses, and degree plans for the '26-'27 term.*

*Sharon reviewed the restructuring of the program to offer multiple exit points and stackable credentials existing of an Occupational Skills Award (OSA), Level I Certificate, Level II Certificate, and Associate of Applied Science Degree. This allows students who cannot complete the full degree in one attempt to still earn useful credentials even if they can only attend one semester or one year. Each credential's course requirements feed into the next. There is also a proposed addition of two certificates in cybersecurity.*

Students can complete a level 1 certificate in one semester then take the courses for an additional level 2 advanced certificate. All courses in the level 1 & 2 certs lead into the AAS. Student can get more than 1 level certificate now, THECB.

# Changes to Certificates/Degree Plan

## OSA (Occupational Skills Award)

Course	Title
ITNW 1325	Fundamentals of Networking Technologies*
ITSY 1442	Information Technology Security*
CPMT 1351	IT Essentials: PC Hardware and Software*

**10 SCH**

## Level 1 Certificate

Course	Title
ITNW 1325	Fundamentals of Networking Technologies*
ITNW 2454	Internet/Intranet Server*
ITSC 2339	Personal Help Desk Support
ITSE 1407	Introduction to C++ Programming
ITSY 1442	Information Technology Security*
ITSE 1402	Computer Programming (A)+
CPMT 1351	IT Essentials: PC Hardware and Software*
LEAD 1100	Workforce Development w/Critical Thinking

**22 SCH**

**Verification of Workplace Competency:**  
**ITSY 1442 Information Technology Security**

## Level 2 Certificate

Course	Title
ITNW 1325	Fundamentals of Networking Technologies*
ITNW-2454	Internet/Intranet Server*
ITSC 2339	Personal Help Desk Support
ITSE 1407	Introduction to C++ Programming
ITSY 1442	Information Technology Security*
ITSE 1402	Computer Programming(A)*
CPMT 1351	IT Essentials: PC Hardware and Software*
ITNW 1358	Network +*
SLPS 2330	Security of Computers and Data
ITSE 1306	PHP Programming
ITNW 1316	Network Administration

**37 SCH**

**Verification of Workplace Competency:**  
**ITNW 1358 Network +**

## A.A.S. (Associate of Applied Science)

Course	Title
ENGL 1301	Comp I
GOVT 2305	Fed Govt
MATH 1314/1332/1324	College Alg/Cont Math/ Math for Business & Social Sciences
SPCH 1315	Public Spk
Humanities	
LEAD 1100	Workforce Development w/Critical Thinking
CPMT 1351	IT Essentials: PC Hardware and Software
ITNW-1358 <i>or</i> <i>CPMT 2350</i>	Network + <i>Industry Certification Prep</i>
ITNW 1325	Fundamentals of Networking Technologies(A)
ITNW 2454	Internet/Intranet Server
ITNW 2312 <i>or</i> <i>ITSY 2301</i>	Routers <i>Firewalls &amp; Network Security Design</i>
ITSE 1306 <i>or</i> <i>ITSY 2342</i>	PHP Programming <i>Incident Response &amp; Handling</i>
ITSE 1407	Introduction to C++ Programming
ITNW 1316 <i>or</i> <i>ITSY 2345</i>	Network Administration <i>Network Defense and Countermeasures</i>
ITSC 2339 <i>or</i> <i>ITNW 1309</i>	Personal Computer Help Desk Support <i>Fundamentals of Cloud Computing</i>
ITSE 1402	Computer Programming(A)
ITSY 1442	Information Technology Security
ITSY 2400	Operating System Security
SLPS 2330	Security of Computers and Data

**60 SCH**

**Verification of Workplace Competency: INTW  
1358 Network+ or CPMT 2350 Industry  
Certification Prep**

# Proposed Additional Certificates

This Junior Cybersecurity Analyst Career Path prepares you for the entry-level Cisco Certified Support Technician (CCST) Cybersecurity certification and entry-level cybersecurity positions such as Cybersecurity Technician, Junior Cybersecurity Analyst, or Tier 1 Help Desk Support roles. You will learn vital skills like threat intelligence, network security, and risk management to protect yourself and organizations from cyber-attacks. If you enjoy solving puzzles, are passionate about technology, and like working in teams, the field of cybersecurity may be a great fit for you!

## Level 1 Certificate: Cybersecurity Technician

### Fall (1<sup>st</sup> Semester)

Course	Title
ITNW 1325	Fundamentals of Networking Technologies(A)
ITSY 1442	Information Technology Security
CPMT 1351	IT Essentials
ITNW 1309	Fundamentals of Cloud Computing
SLPS 2330	Security of Computers and Data

**16 SCH**

**Workplace Competency: CPMT 1351**

## Level 2 Certificate: Junior Cyber Security Analyst

### Spring (2<sup>nd</sup> Semester)

Course	Title
ITSY 2301	Firewalls & Network Security Design
ITSY 2400	Operating System Security
ITSY 2342	Incident Response & Handling
ITSY 2345	Network Defense and Countermeasures
CPMT 2350	Industry Certification Prep
LEAD 1100	Workforce Dev w/Crit Thinking

**33 SCH**

**Workplace Competency: CPMT 2350**

Students are eligible for Comp TIA A+, Comp TIA Security+, and/or Comp TIA Networking+ certifications and Junior Cyber Security Analyst

# Computer and Information Sciences: Course descriptions, Prerequisites, Contact Hours

(new courses highlighted in yellow)

## **CPMT 1351 IT Essentials: PC Hardware and Software**

An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts addressed by CISCO CCENT, CCNA, AND COMPTIA certifications. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior. Topics may adapt to changes in industry practices. Lab Fee: \$24.00; Program fee \$50.00

Lecture and Lab Hours 2/3

## **CPMT 2350 Industry Certification Preparation**

Overview of the objectives for industry specific certification exam(s). Lab Fee \$24.00; Program Fee \$40.00. Testing Fee \$150.00 (Pearson Vue Certification Exam Junior Cyber Security Analyst) (3/1)

**Prerequisite:** Completion of all courses within the Level 1 Certificate of Completion Junior Cyber Security Analyst

Lecture and Lab Hours: (3/1)

## **ITNW 1316 Introduction to Network Administration**

An introduction to the basic concepts of network administration. Lab Fee: \$24.00; Program Fee \$40.00

Lecture and Lab Hours (2/2)

## **ITNW 1325 Fundamentals of Networking Technologies (A)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours (2/2)

**ITNW 1358 Network +** Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Lab Fee \$24.00; Program Fee 40.00; Testing Fee: \$110.00

**Prerequisite:** Capstone Course, to be taken with the consent of the Instructor in the student last semester prior to graduation. Lecture and Lab Hours: (3/2)

**ITNW 2312 Routers** Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (2/2)

**Suggested Prerequisite:** ITNW 1325

**ITNW 2454 Internet/Intranet Server** Advanced concepts in the designing, installing, and administration of an Internet/Intranet server. Lab Fee: \$24.00; Program Fee 85.00 Lecture and Lab Hours: (3/2)

**ITNW 1309 Fundamentals of Cloud Computing**

Introduction to cloud computing from a business and technical perspective, including cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices. Lab Fee: \$24.00; Program Fee: \$40.00 Lecture and Lab Hours: (2/2)  
Prerequisite: None

**ITSC 2339 Personal Computer Help Desk Support** Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Lab Fee: \$24.00; Program Fee \$40.00.  
Lecture and Lab Hours: (2/2)

**ITSC 2364 – Practicum (or Field Experience) – Computer and Information Science, General (3)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experience may be paid or unpaid. Prerequisite: Capstone course, to be taken with the consent of instructor in the students last semester prior to graduation. Lecture and Lab Hours: (0-21)

**\*\* This course will be kept on a as needed basis, not part of the degree plans**

**ITSE 1306 PHP Programming** Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (2/2)

**ITSE 1407 Introduction to C++ Programming** Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.  
Lecture and Lab Hours: (2/3)

**ITSE 1402 Computer Programming (A)** Introduction to computer programming including design, development, testing, implementation, and documentation. Lab Fee: \$24.00; Program Fee \$40.00.  
Prerequisite: None. Lecture and Lab Hours: (3/2)

**ITSY 1442 Information Technology Security**

Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (3/2)

### **ITSY 2400 Operating System Security**

Safeguard operating systems by demonstrating support skill and designing and implementing security processes. Identify security threats and monitor security implementations. Use best practices to configure operating systems to industry security standards. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (3/2) **Prerequisite:** None

### **ITSY 2342 Incident Response & Handling**

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (2/2)

### **ITSY 2301 Firewalls and Network Security Design**

Identify elements of secure network design that may include segmentation, Firewall implementation or a combination thereof to mitigate various types of security threats and attacks. Use Best Practices to design, implement, monitor and manage a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (2/2)

### **ITSY 2345 Network Defense and Countermeasures**

This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack. Lab Fee: \$25.00; Program Fee \$40.00. Lecture and Lab Hours: (3-1)

### **SLPS 2330 Security of Computers and Data**

Cyber theft and computer fraud. Includes physical protection of computers and peripherals. Lab Fee: \$24.00; Program Fee \$40.00. Lecture and Lab Hours: (2/2)  
Prerequisite: None

#### **1. Approve program revisions (if applicable)**

*After review, Bettye asked if there were any questions or comments. The committee made its recommendations, then Bettye asked for a motion to approve the curriculum/courses/degree plans as presented.*

*Zac Scheffe made a motion to approve.*

*Deanna Bynum seconded the motion.*

*The motion passed and the committee approved the curriculum/courses/degree plans as presented.*

*Bettye then moved on to statistics.*

**F. Statistics:**

Betty Hutchins asked Sharon Wallace to review the following statistics:

Program Statistics:

- Enrollment 2024-2025 (Fall 24 (8)/Spring 25(6)/Sum25(3)  
84 63 16
- Graduates 2024-2025 10  
(Fall 24/Spring 25)

**G. Local Demand/ Labor Market Outlook:**

Betty Hutchins went on to review the following labor market outlook information and questions whether the data provided is accurate. Betty next asked questions from the Comprehensive Local Needs Survey, collecting information used in reporting to the state.

Occupation	National Median Wage	State Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Computer User Support Specialists	30.60/hr \$63,640/annual	29.59/hr \$61,550/annual	50,500 projected openings	-3.00% decline 2024 to 2034
Computer Systems Analysts	\$53.27/hr \$110,800/annual	\$51.31/hr \$98,51/annual	34,200 projected growth	9% growth faster than average
Information Security Analysts	\$60.05/hr \$124,910/annual	\$55.59/hr \$106,732/annual	16,000 projected openings	29% much faster than average
Computer Network Support Specialists	\$37.81/hr \$78,640/annual	\$34.39/hr \$71,530/annual	50,500 (state)	-3.00% decline
* US Bureau of Labor Statistics				

After review, Betty moved on to evaluation of facilities, equipment, and technology.

**H. Evaluation of facilities, equipment, and technology**

Betty Hutchins asked Sharon Wallace to review the following information regarding facilities, equipment, and technology.

The Carl D. Perkins Career and Technical Education Grant through the Office of Instructional Services has fully funded:

- 7 Creality Otter Lite Wireless 3D Scanner, Handheld High Precision 0.05mm 3D Scanner for 3D Printing, 30fps Real-Time Scanning, All-Size Compatibility (20mm<sup>3</sup> to 2000mm<sup>3</sup>), Wi-Fi & Mobile Control (5)

- 7 Creality 3D Scanner Turntable and Tripod Kits for CR-Scan Otter/Raptor 3D Scanner with 1/4 inch Standard Thread, 7.87 inches Diameter Turntable
- 40 Dell Precision 3680 Towers (*Compliments of VC IT*)

*After review, Bettye asked if there was any suggested equipment to look into for the program. The committee made its recommendations, then Bettye moved on to professional development.*

### **I. Professional development of faculty**

*Bettye Hutchins asked Sharon Wallace to review professional development.*

As requires I take 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 19 years. When available I attend Cybersecurity workshops at Texas Tech in Lubbock, TX which offer detailed information on Cybersecurity that is extremely beneficial to classroom learning.

I attend also attend remote webinar workshops on various technologies such as cloud, security, networking, and we also take advantage of any posting for upcoming conventions/workshops that cover the topic matter within our program.

*Bettye asked for any suggestions. The committee made its recommendations, then Bettye moved on to promotion and publicity.*

### **J. Promotion and publicity for the program**

*Bettye Hutchins asked Sharon Wallace to review promotional methods. Sharon Wallace reviewed promotion and publicity/recruiting practices. Bettye added information regarding marketing efforts funded by the Office of Instructional Services as well as the duties of the CTE Navigator in visiting area junior highs, high schools, and community events.*

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

*After review, Bettye asked if there were any comments or suggestions. With no further discussion, she then moved on to special populations.*

**K. Serving students from special populations:**

*Bettye Hutchins asked Sharon Wallace to review the definitions of special populations and the services available to those who apply. Bettye went on to expand on the services covered by the college and it's various departments, including emergency aid funding and a new food pantry located in each campus.*


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:  
(17 courses, Fall 2024 = 84, Spring 2025 = 63, and Summer 2025 = 16)  
Females made up 8% of total enrollment from Fall 24, Spring 25, Summer 25.
  - 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).

*\*The committee made multiple recommendations throughout the meeting regarding additional curriculum, equipment and software, and faculty development to be added to address cloud solutions, team productivity and communication, IP phone systems, remote troubleshooting and communicating in layman's terms, and a focus on providing relevant information to leadership. Bettye Hutchins asked if the committee had any further discussion or recommendations. With no further discussion to be had, Bettye adjourned the meeting at 5:22pm.*

Recorder Signature 	Date 5/4/26	Next Meeting: Fall 2026
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