Advisory Committee Fall 2020 Agenda
Computer and Information Sciences
4:00pm – November 12, 2020 – Virtual via Microsoft Teams

Members present:
Karen Fite, Workforce Solutions
Matthew Prescott, DATROO Technologies
John McKee, RunBusiness Solutions
Deanna Scheffe, Sealed Air
Zac Scheffe, ComCell
Scott Essary, Workforce Solutions

Members not present:
Robin Amos
Anthony Kirby
Troy Mckenzie
Jeffery Petterson
Christopher Wilton

Guests:
Brandie Carlson
Danae Torres

Vernon College faculty/staff:
Elizabeth Crandall
Michelle Downes
Shana Drury
Jeff Griner
Mark Holcomb
Amanda Jasso
Debbie Richard
Donna Turney

Sharon Wallace began the meeting by welcoming the committee and starting the introductions.

Shana Drury reviewed the purpose of the committee and began the elections for chair, vice-chair, and recorder.

Chair: Karen Fite
Vice-chair: Scott Essary
Recorder: Deanna Scheffe

There was not a quorum so the committee agreed to make motions and seconds and vote electronically.

Old Business/Continuing Business .....Karen Fite

None – No Old to discuss.

New Business .....Karen Fite

- **<u>Review program outcomes, assessment methods/results, and workplace competency</u>**

Karen Fite began the meeting with new business. Karen asked if the faculty member, Sharon Wallace, would briefly review the program outcomes with the committee.

Program outcomes

1. Identify all internal/external hardware components of computer systems (PC's, 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 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 which 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.

❖ **Approve program outcomes**

Karen Fite asked the committee for a motion to approve the program outcomes as presented.
Deanna Scheffe made a motion to approve the program outcomes
Scott Essary seconded the motion.

❖ **Approve assessment methods and results**

Karen Fite asked if the faculty member, Sharon Wallace, would like to explain in more detail the assessment methods and results.

Sharon Wallace reviewed the following information with the committee.

Students will demonstrate proficiency in the objective listed in the program outcomes, through participation in class activities/projects/hand-on assignments and their performance on quizzed and/or examinations.

Students will be required to complete all Project labs that pertain to the goals of this course. Throughout this course, review of follow-up reports, during this course will outline their progress on projects and goals and will be reviewed by both the Instructor and student upon completion of all assigns projects to access their outcome. Their grade will be based upon how well they accomplish the special projects, written questions, tests and the evaluation process to accomplish what is needed with the workforce. (Grading Rubrics attached for review).

Karen Fite asked the committee for a motion to approve the assessment methods as presented.
Deanna Scheffe made a motion to approve the assessment methods as presented.
Scott Essary seconded the motion.

❖ **Approval of workplace competency (course or exam)**

Karen Fite asked the faculty member, Sharon Wallace, to please tell the committee about the competency and how the students have performed on the competency.

Sharon Wallace reviewed the information in the table below.
Workplace competency:

ITSC 2335 Application Problem Solving

Program Outcome:

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 are able to significant 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. They are as followed:
1) After graduation, 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) After graduation, students will be able to assemble, install and maintain various computer systems that are used in a variety of application today.
3) After graduation, students will be able to understand various internal operating systems used in computer systems as well as maintain and troubleshoot errors.
4) After graduation, students will be able to setup, maintain, and troubleshoot high-end networking devices as well as operate the ISO software needed to maintain a LAN/WAN network.
5) After graduation, student will be able to troubleshoot and solve problems which impact the level of quality of networking of all levels and present solutions to improve network connectivity.
6) During course work, students will development personal attributes, soft-skills desired by today's employers to be successful as leaders, team members, and followers in a diverse labor force population.

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

General Course Assessments:

The student will demonstrate proficiency in the objectives listed above through participation in class activities/projects and performance on quizzed and/or examinations. (See course outline for time schedules of examination and grading computations.

Students will be required to complete all Project labs pertaining to the goals of this course. Throughout this course, any Review Questions and Exams will be graded and given back 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 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.

***Number of Students who took course*:**
(Fall 2019)

8	3 students 90-100%
	3 students 80-89%
	1 student 70-79%
	1 student Incomplete

(Spring 2020) *Covid-19 Lockdown	
13	6 students 90-100% 5 students 80-89% 1 student 70-79% 1 student 60-69%
Use of Results:	
The results from the Workforce Competencies indicated the abilities of the students to perform the various duties/ skills needed to succeed n the IT field. All results of the (8) outcomes were analyzed for areas of improvement in the classrooms and/or workplace.	

Verification of workplace competencies:
Level 1 Certificate: Capstone Experience – ITNW 1458 Network + (A)
A.A.S.: Capstone Experience – ITSC 2335 Application Software Problem Solving

Karen Fite asked the committee for a motion to approve the workplace competency as presented.
Deanna Scheffe made a motion to approve the workplace competency as presented.
John McKee seconded the motion.

- **Program Specific Accreditation Information and Requirements (if applicable)**

  Not Applicable

- **Review program curriculum/courses/degree plans**

Karen Fite asked the faculty member, Sharon Wallace, to please discuss with the committee the program's curriculum and degree plans for 2021-2022.

Sharon Wallace reviewed the following information with the committee. Sharon shared the addition of the LEAD 1100 Workforce Development with Critical Thinking.

Shana Drury reviewed the addition of the LEAD 1100 course stating that after a comprehensive local needs assessment in which employers (100%) and faculty stated that this course would be beneficial for students and the community. Once a student has taken the course, they are able to test for certification in work ethics from the Center for Work Ethics. This course will be added to the fall semester.

Computer and Information Sciences, Level 1 Certificate

CIP 11.0901

Instructional Location - Skills Training Center
CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (34 SH)

CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1316	Network Administration	3
ITNW 1325	Fundamentals of Networking Technologies (A)	3
ITNW 1458	Network + (A)	4
ITNW 2312	Routers	3
ITSE 1306	PHP Programming	3
ITNW 2454	Internet/Intranet Server	4
ITSE 1301	Web Design Tools	3
ITSE 1407	Introduction to C++ Programming	4
ITSE 1402	Computer Programming (A)	4
LEAD 1100	Workforce Development with Critical Thinking	1
	Total Credit Hours:	**35**

(A) *Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)*

Computer and Information Sciences, A.A.S.

CIP 11.0901

Instructional Location - Skills Training Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Major Requirements (45 SH)

LEAD 1100	Workplace Development with Critical Thinking	1
CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1316	Network Administration	3
ITNW 1325	Fundamentals of Networking Technologies (A)	3
ITNW 2312	Routers	3
ITSE 1306	PHP Programming	3
ITNW 2454	Internet/Intranet Server	4
ITSE 1407	Introduction to C++ Programming	4
ITNW 1458	Network + (A)	4
ITSE 2459	Advanced Computer Programming	4
ITSC 2335	Application Software Problem Solving	3
ITSC 2339	Personal Computer Help Desk Support	3
ITSE 1301	Web Design Tools	3
ITSE 1402	Computer Programming (A)	4
	Total Credit Hours:	**60**

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM, 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306
***(A)** Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)*

Course descriptions and learning outcomes provided as a separate document.

- **Approve program revisions (if applicable)**

Karen Fite asked the committee for a motion to approve the program revisions as presented.
Deanna Scheffe made a motion to approve the program revisions as presented.
Scott Essary seconded the motion.

- **Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Karen Fite asked the faculty member to discuss the matrices with the committee.

Sharon Wallace reviewed the matrices listed below.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Computer and Information Sciences									**Credential: Associate in Applied Science (AAS) Degree**
Award: Computer and Information Sciences Associate in Applied Science Degree									
Cip: 11.0101									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**		
x	x	x	x	x	x	x	x	CPMT 1451	IT Essentials: PC Hardware and Software
x			x	x		x	x	ITCC 2443	Network Security
x		x	x	x			x	ITNW 1325 or	Fundamentals of Networking Technologies
x		x	x	x		x	x	ITNW 1354	Implementing and Supporting Servers
x		x	x	x		x	x	ITNW 2312	Routers
x	x	x	x	x	x	x	x	ITNW 2335	Network Troubleshooting and Support
x		x	x	x		x	x	ITNW 2312	Networking with TCP/IP
x	x	x		x			x	ITSE1407	Introduction to C++ Programing
x	x	x	x	x	x	x	x	ITNW 2305	Network Administration
x		x	x	x		x	x	ITNW 2453	Advanced Routing and Switching
x	x	x		x			x	ITSE 2459	Advanced Computer Programming
x	x	x	x	x	x	x	x	Either ITSC 2335 or	Application Software Problem Solving
x	x	x	x	x	x	x	x	ITSC 2364	Practicum (or Field Experience)-Computer and Information Sciences, General
x		x	x	x	x	x	x	ITSC 2339 or	Personal Computer Help Desk Support
x	x	x	x	x		x	x	ITSE 1401	Web Design Tools
x	x	x	x	x			x	ITSE 1402	Computer Programming
							8. BASIC USE OF COMPUTERS		
						7. WORKPLACE COMPETENCIES			
					6. PERSONAL QUALITIES				
				5. THINKING SKILLS					
			4. SPEAKING AND LISTENING						
		3. ARITHMETIC OR MATHEMATICS							
	2. WRITING								
1. READING									

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Computer and Information Sciences							**Credential: Associate in Applied Science (AAS) Degree**
Award: Computer and Information Sciences Associate in Applied Science Degree							
CIP: 11.0101							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**		
x	x	x	x		x	CPMT 1451	IT Essentials: PC Hardware and Software
x	x	x	x	x	x	ITCC 2443	Network Security
x		x	x			ITNW 1325	Fundamentals of Networking Technologies
x	x	x	x			ITNW 1454	Implementing and Supporting Servers
x	x	x	x	x		ITNW 2312	Routers
x	x	x	x	x	x	ITNW 2335	Network Troubleshooting and Support
x	x	x	x	x	x	ITNW 2321	Networking with TCP/IP
x	x	x	x		x	ITSE1407	Introduction to C++ Programing
x	x	x	x	x	x	ITNW 2305	Network Administration
x	x	x	x	x	x	ITNW 2353	Advanced Routing and Switching
x	x	x	x		x	ITSE 2459	Advanced Computer Programming
x	x	x	x	x	x	ITSC 2335 or	Application Software Problem Solving
x	x	x	x	x	x	ITSC 2364	Practicum (or Field Experience)-Computer and Information Sciences, General
x	x			x	x	ITSC 2339 or	Personal Computer Help Desk Support
x	x	x	x			ITSE 1401	Web Design Tools
x		x	x		x	ITSE 1402	Computer Programming
					6. Personal Responsibility		
				5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)			
			4. Teamwork				
		3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity)					
	2. Communication Skills						
1. Critical Thinking Skills							

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Computer and Information Sciences								**Credential: Associate in Applied Science (AAS) Degree**
Award: Computer and Information Sciences Associate in Applied Science Degree								
CIP: 11.0101								
LIST OF ALL COURSES REQUIRED AND OUTCOMES								
OUTCOMES							**Course Number**	**Course Title**
1	**2**	**3**	**4**	**5**	**6**	**7**		
x	x	x	x	x	x	x	CPMT 1451	IT Essentials: PC Hardware and Software
x		x	x	x	x	x	ITCC 2443	Network Security
	x			x		x	ITNW 1325	Fundamentals of Networking Technologies
x	x	x	x	x	x	x	ITNW 1454	Implementing and Supporting Servers
	x	x	x	x	x		ITNW 2312	Routers
x	x	x	x	x	x	x	ITNW 2335	Network Troubleshooting and Support
		x	x	x	x	x	ITNW 2312	Networking with TCP/IP
		x	x	x	x		ITSE1407	Introduction to C++ Programing
x	x	x	x	x	x	x	ITNW 2305	Network Administration
	x	x	x	x	x		ITNW 2453	Advanced Routing and Switching
		x	x	x	x		ITSE 2459	Advanced Computer Programming
x	x	x	x	x	x	x	ITSC 2335 or	Application Software Problem Solving
x	x	x	x	x	x	x	ITSC 2364	Practicum (or Field Experience)-Computer and Information Sciences, General
				x		x	ITSC 2339	Personal Computer Help Desk Support
		x		x		x	ITSE 1401	Web Design Tools
		x		x			ITSE 1402	Computer Programming
						7. Customer Relations: *Provide customer support and maintain a professional working* relationship with customers and co-workers.		
					6. Security: 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. Troubleshooting: Identify common problems affecting computer systems; troubleshoot and present solutions which improve daily operations and the quality of networking connectivity.				
			4. Network: Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.					
		3. Software Configuration: Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).						
	2. Software: Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.							
1. Hardware: Identify all internal/external hardware components of computer systems (PC's, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.								

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

<table>
<tr><td colspan="7">Program: Computer and Information Sciences</td><td rowspan="3">Credential: Associate in Applied Science (AAS) Degree</td></tr>
<tr><td colspan="7">Award: Computer and Information Sciences
Associate in Applied Science Degree</td></tr>
<tr><td colspan="7">CIP: 11.0101</td></tr>
<tr><td colspan="8">LIST OF ALL COURSES REQUIRED AND OUTCOMES</td></tr>
<tr><td colspan="7">OUTCOMES</td><td rowspan="2">General Education Core Objectives</td></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>1. Critical Thinking Skills</td></tr>
<tr><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>2. Communication Skills</td></tr>
<tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity)</td></tr>
<tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>4. Teamwork</td></tr>
<tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)</td></tr>
<tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>6. Personal Responsibility</td></tr>
<tr><td rowspan="7"></td><td rowspan="6"></td><td rowspan="5"></td><td rowspan="4"></td><td rowspan="3"></td><td></td><td>7. Customer Relations: Provide customer support and maintain a professional working relationship with customers and co-workers.</td></tr>
<tr><td colspan="2">6. Security: 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.</td></tr>
<tr><td colspan="3">5. Troubleshooting: Identify common problems affecting computer systems; troubleshoot and present solutions which improve daily operations and the quality of networking connectivity.</td></tr>
<tr><td colspan="4">4. Network: Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.</td></tr>
<tr><td colspan="5">3. Software Configuration: Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).</td></tr>
<tr><td colspan="6">2. Software: Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.</td></tr>
<tr><td colspan="8">1. Hardware: Identify all internal/external hardware components of computer systems (PC’s, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.</td></tr>
</table>

Karen Fite opened the floor for discussion and recommendations, hearing none Karen asked the committee for a motion to approve the matrices as presented.
Deanna Scheffe made a motion to approve the matrices as presented.
John McKee seconded the motion.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Karen Fite asked the faculty member to please discuss the following information.

Sharon Wallace reviewed the following information with the committee.

- Program Statistics:
  - Graduates 2019-2020: **Certificate Level: 14/AAS Level: 25**
  - Enrollment Summer 2020: **25**
  - Majors Fall 2020-2021: **32/12** ***(AAS/Cert)***
  - Enrollment Fall 2020: **110** ***(Indicates all classes with duplicated enrollments) 8 classes, 44 unduplicated***

❖ **Local Demand**

Shana Drury stated that all the job titles are on the Workforce Target Occupations list for the counties that they serve.
John McKee stated network engineers was a growing demand. Start in IT and help desk and move up to a network engineer.
Deanna Scheffe stated that help desk and entry level IT positions are being posted regularly.
Scott Essary stated the skills in general would be needed in the future.
Deanna Scheffe stated that IT providers have began hiring technicians due to all the remote working due to COVID.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for acquisition of new equipment and technology**.

Karen Fite asked the committee for any recommendations for new equipment.
Sharon Wallace reviewed the addition of a 3-D printer, enhanced desktops, and remote setup in different rooms.

*Due to the COVID-19 circumstance, review of lab facilities will be done at a later date.

❖ **External learning experiences, employment, and placement opportunities**

"Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Judy Ditmore, jditmore@vernoncollege.edu."

Placement Rate of Program Completers by Reporting Year [1]												
	2015-2016			2016-2017			2017-2018			3-Year Average		
Program	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
11010000-Computer and Information Sciences General	16	16	100%	16	16	100%	15	15	100%	47	47	100%

Karen Fite asked the committee if there was any further discussion, hearing none Karen moved forward to professional development.

- **Professional development of faculty and recommendations**

Karen Fite asked the committee to please take this time to review the professional development opportunities the faculty member has attended or will attend.

As a require part of retaining the Cisco Academy, Sharon Wallace and Jeff Griner attend various re-training sessions offered by cisco to keep up with changing technologies and methods of teaching. With the COVID-19, opportunities to attend (in-person) activities is non-existing however the age of virtual learning provides the necessary learning.

I have currently put on hold any travel and instead rely on self or online training.

Karen Fite asked the committee if there was any discussion or recommendations for professional for development for the staff, hearing none Karen moved on to promotion and publicity.

- **Promotion and publicity (recruiting) about the program to the community and to business and industry**

Karen Fite asked the committee to please take this time to review the promotion and publicity opportunities for the program.

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

Karen Fite asked the committee if there was any further discussion or recommendations, hearing none Karen moved forward to serving students from special populations.

- **Serving students from special populations:**

Karen Fite asked the committee to please note the federal definition of special populations listed below.

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 non-traditional fields; (Currently, 6 females, 38 males Fall 2020)
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).

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, 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.

Karen Fite asked the committee if there was any further discussion.
Shana Drury thanked the committee for their service today.
Karen Fite adjourned the meeting at 4:54pm.

Recorder Signature – Deanna Scheffe	Date	Next Meeting: Fall 2021