

Advisory Committee Meeting Minutes  
Computer & Information Sciences

CHAIRPERSON: Kim Bowman 2012		
MEETING DATE: November 15, 2011	MEETING TIME: 12:00 pm	MEETING PLACE: Skills Training Center
RECORDER: Alan Casey Barnes		PREVIOUS MEETING: November 3, 2011

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	Richard Warren-CIS Instructor	Vernon College: Sharon Winn, Assistant to Dean of Instructional Services
Alan Casey Barnes – IT Specialist for Workforce Solutions North Texas		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Joe R. Coffey-1 <sup>st</sup> Choice Personnel		Sharon Wallace -Computer Information Technology Cisco Networking Academy Instructor
Kim Bowman-Munday ISD		Steven Underhill- CIS Instructor
Miles Henderson-Geek Squad Technician-Best Buy		Jackie Polk-Counselor
Manuel Lopez-Network & Customer care for Meta System Technologies		Jessica Sutherland- Early College Start Coordinator
Mark Schroeder – IT Administrator for Sheppard AFB		
Mike Campbell- ID specialist for Region 9		
Mary Prater Smith, C.E.C. Workforce Case Manager- Workforce Solutions- North Texas (Bowie Office		


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	Mike Campbell (Chairperson)
<b>Old Business:</b>	Information	Kim Bowman
<b>Continuing Business:</b>	Information	Kim Bowman
<b>New Business:</b>		
Program statistics: Graduates, majors, enrollment	Information	Sharon Wallace
Review goals and objectives	Information/Discussion	Sharon Wallace
Workplace competencies	Discussion	Sharon Wallace
Program revisions, curriculum/course	Information/Discussion	Sharon Wallace

review		
Evaluation of facilities, equipment, and technology	Discussion	Sharon Wallace
Advice on selection and acquisition of new equipment and technology	Discussion	Sharon Wallace
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:		Sharon Wallace
Other:		Kim Bowman
Adjourn	Action (Seconded by Mark Schroeder)	Kim Bowman (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	Sharon Wallace 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	Kim Bowman was elected chairperson, and Alan Casey Barnes was re-elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Continuing Business:	Daily review of new technology (software/hardware) to insure Vernon College offers the best possible curriculum for the student's success..
New Business:	
Program statistics: Graduates, majors, enrolment	Members received handouts with the student enrollment numbers for the CIS program. The total number of students for 2010-2011 were 3124 unduplicated students college wide. Fall 2011 -6 Graduates (5AAS, 1 Certificate) Spring 2012-2 Graduates (2AAS) Summer 2012-5 Graduates (5AAS) The estimated number of graduates are: Fall 2012- 5 Graduates with AAS degrees
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	ITSC 2335 Application Software Problem Solving is the Capstone course for the program.
Program revisions, curriculum/course review	Members were shown the new layout of the Certificate and AAS Degree plan that Sharon is now teaching. Members agreed that it was a good mix that allowed students to pursue a career in many different paths.

Evaluation of facilities, equipment, and technology	Sharon is very happy with the addition of her new space. Students love having the room to work in and having a lab dedicated to their specific needs.
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	Blue-Cross & BlueShield has allowed some students to participate in practicums within the company. Will be looking at other local businesses to provide training to students.
Professional development of faculty	Sharon continues to attend various training on new curriculum for implementation into the CIS degree plan. Will be attending an IT convention in Nevada 2013. Sharon still participates in WebEx online training with the Cisco to keep current for the required Academy guidelines.
Promotion and publicity about the program to the community and to business and industry	Since the federal budget cut out Tech Prep, more of the recruiting went to the instructors, Jessica Sutherland, and Sharon Winn. Two upcoming events that members were invited to participate in are "Girls Night Out" November 29 and Sophomore Roundup November 30. Mark Holcomb will request a taskforce be formed to investigate why high school graduates do not enroll in workforce programs in large numbers and to find more effective means for recruiting this age group. Sharon also visits area high schools. Gives several tours of 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 are 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	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 11-28-12	NEXT MEETING: 11-2013
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