Advisory Committee Fall 2016 Annual Meeting Minutes
Computer Information Sciences
Golden Corral Restaurant

CHAIRPERSON: Deanna Bynum		
MEETING DATE: November 17, 2016	MEETING TIME: 4:30 PM	MEETING PLACE: Golden Corral Restaurant
RECORDER: Karen Fite	VICE CHAIRPERSON: Darla Silva	PREVIOUS MEETING: November 19, 2015

MEMBERS PRESENT: MEMBER'S ABSENT: OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Deanna Bynum, IT, Cryovac	Byron Barrett, PC Technician, United Regional	Sharon Wallace, Computer & Information Technology /Cisco Networking Academy Instructor, Vernon College
Stephen Caldwell, Math Instructor/Cisco Local Academy, Vernon High School	Ellen Dingus, Counselor, Workforce Solutions- Texas	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair, Vernon College
Darla Silva, WIA Case Manager, Workforce Solutions- North Texas	Nadia Hill, PC Technician, United Regional	Debbie Richard, Adjunct Instructor, Administrative Assistant Skills Training Center, Vernon College
Karen Fite, IT Specialist, Workforce Solutions- North Texas	Kevin Wherry, Owner, K & J Laptech	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Paul Gallagher, CIS Student, Vernon College		
Aaron Goodwin, Chief Information Officer, Community Health Center of Wichita Falls		
Anthony Kirby, IT Specialist, Best Buy		
Matthew Prescott, IT Specialist, Best Buy		
Tino Quintanilla, WOMS Manager, SAFB		
Christopher Wilton, Information Tech, Community Healthcare Center of Wichita Falls		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Sharon Wallace
Purpose of Advisory Committee	Information	Mark Holcomb
Election of Chair, Vice Chair and	Action	Sharon Wallace

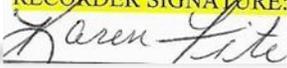| Recorder		
Approval of Minutes from the Last Meeting	Action	Deanna Bynum
Old Business: (if any, otherwise type None)	Old Business or None	Deanna Bynum
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Deanna Bynum
New Business:		Deanna Bynum
Review program outcomes, assessment methods, and results	Information	Deanna Bynum
Approve program outcomes and assessment methods	Action	Deanna Bynum /Members Present
Review program curriculum/courses/degree pans	Information/Discussion	Deanna Bynum
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Deanna Bynum
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Deanna Bynum
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Deanna Bynum
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Deanna Bynum
Evaluation of facilities, equipment, and technology	Action	Deanna Bynum /Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Deanna Bynum/Members Present
External Learning experiences, employment and placement opportunities	Information	Deanna Bynum
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Deanna Bynum/ Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Deanna Bynum
Serving students from special needs	Information	Deanna Bynum
Adjourn	Action	Deanna Bynum/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Sharon Wallace welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be

	reviewed and discussed.
Purpose of Advisory Committee	Mark Holcomb explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Computer Information Sciences field.
Election of Chair, Vice Chair and Recorder	Stephen Caldwell asked for a nomination for Chair. Deanna Bynum volunteered for Chair. Darla Silva volunteered for Vice Chair, and Karen Fite volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Deanna Bynum asked the committee to review the previous minutes and they did. The chair asked for a motion to accept the minutes from the last meeting. Stephen Caldwell made a motion and Matthew Prescott seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Deanna Bynum informed the committee that there was no old business.
Continuing Business: (List if any, otherwise type None)	The Chair asked Sharon Wallace to give an update on the Continuing Business. Sharon stated that on the recommendation of the members at the last meeting, she assessed the possibility of adding various mobile devices available for use and repair, but she noted that the limited space and lack of funding to purchase the devices make it difficult to implement. The committee had a discussion.
New Business:	
Review program outcomes, assessment methods, and results	Deanna Bynum asked Sharon Wallace to expound on the program outcomes, assessment methods, and results and she did. Results: Fall 2015: - A-66 - B-21 - C-6 - D-1 - Non Passing/WF-3 Spring 2016 - A-59 - B-22 - C-7 - D-3 - Non Passing/WF-4 Summer 2016: - A-11 - B-4 - C-4 - D-0 - Non Passing/WF-3 The committee members reviewed and discussed them. No recommendations were made at this time.
Approve program outcomes and assessment methods	The Chair asked members to approve program outcomes and assessment methods as is. Stephen Caldwell made a motion to approve the outcomes and assessment methods as is. Christopher Wilton seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Deanna Bynum asked the committee to review the program curriculum, courses, and degree plans and they did. Sharon Wallace informed the committee of the minor changes from WECM in ITCC 2443 and CPMT 1451 and added that it did not change any course outcomes. Sharon then

	asked if she should keep ITSC 1315 Project Management course or consider replacing it with something else. Tino Quintanilla asked if the course included software for time management. Sharon Wallace responded that she had been looking, but has not been able to find any. Members deliberated and recommended that Sharon keep the course, but change the content to more relevant topics and suggested. Tino Quintanilla offered t email Sharon some possible information related to the Project Management course that might help with its modification.
Approve program revisions (if applicable)	The Chair asked members for a motion to approve program revisions with modifications to the Project Management course by concentrating on topics related to the IT field keep the course and modify the contents. Stephen Caldwell made a motion to approve and Anthony Kirby seconded. The committee agreed universally.
Review SCANS and Gen Ed outcomes matrices	Deanna Bynum asked members to review and discuss each matrix and they did. Mark Holcomb explained the matrices and their purpose. Sharon Wallace explained the minor changes to the Program Outcomes matrix. Members had a discussion. No recommendations were made at this time.
Approve SCANS and Gen Ed outcomes matrices	The Chair asked members to approve the three matrices as is. Stephen Caldwell made a motion to approve the three matrices as presented. Darla Silva seconded. The committee agreed unanimously.
Review verification course/exam of workplace competencies	Deanna Bynum asked Sharon Wallace to update the committee on the verification course/exam of workplace competencies and she did. Sharon added that some students were invited by Christopher Wilton and Aaron Goodwin to have an onsite practicum at Community Healthcare Center. For all other students, she offers ITNW 2335 Application Problem Solving. Members had a discussion and had no recommendations at this time.
Approval of course/exam of workplace competencies	The Chair asked members to approve the course/exam of workplace competencies as is. Stephen Caldwell made a motion to approve course/exam workplace competencies as is. Anthony Kirby seconded. The committee agreed universally.
Review student handbook	Deanna Bynum noted that the program did not have a handbook
Approve changes (if applicable)	N/A
Program statistics: Graduates, majors, enrollment	Deanna Bynum updated the committee on the graduates, majors and enrollments. Graduates: • Spring 2015, 9 • Summer 2015, 0 • Fall 2016 4 Current Enrollment: • Computer and Information Science, 56 • Computer Science, 36 Matthew Prescott asked what the difference was in the two programs (CIS and CS). Sharon explained that CIS is a workforce program and CS is a transfer program. The committee had not further questions.
Evaluation of facilities, equipment, and technology	The Chair noted that every member was given a tour of the facility/lab and added that the condition of the lab/equipment/facility was good. Sharon Wallace did express that she had a need of more space to accommodate the courses taught. The committee had a discussion. Mark Holcomb stated that he would check into using the space next door to her present lab for that purpose. The committee deliberated and recommended that Sharon seek more space and incorporates a variety of mobile devices for use and repair.
Approve recommendations for increase space	Deanna Bynum asked for a motion to incorporate various devices and to expand the space. Stephen Caldwell made a motion and Paul Gallagher seconded. The committee agreed unanimously.
Recommendations of selection and	Deanna Bynum asked the committee for any recommendations

acquisition of new equipment and technology	lab/equipment/classroom/facility. Deanna suggested Google Suites. Anthony Kirby suggested Cloud based suites. The committee had a discussion and also recommend virtualization, VMWare, and Google Suites within the courses, no other recommendations at this time.
External Learning Experiences, employment and placement opportunities	The Chair asked Sharon Wallace to update the committee on External Learning Experiences, employment and placement opportunities. Sharon stated that the program has 3 students participating in practicums with Community Healthcare Center of Wichita Falls and Run Biz, and she hopes that the experience will allow for future placement of practicum students in the spring. Sharon Wallace added that in addition to local businesses calling inquiring about recent graduates to fulfill positions, Vernon College uses GradCast to help students find employment. She added that 6 of the recent graduates have Computer Technicians/Specialist jobs.
Professional development of faculty and recommendations (if applicable)	Deanna Bynum asked Sharon Wallace to inform the members of any professional development opportunities she has taken advantage of. Sharon explained that she maintains her own certifications and keeps aware of new technology through workshops, webinars, conventions, and on line research. The members had no recommendations at this time.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	The Chair asked Sharon Wallace to inform the committee on promotion and publicity of the program. Sharon provided members with an update of the program recruitment and advertisement. • TCEA Convention in Austin in February • School tours • Visit local high schools/junior high schools • Newspaper, TV, radio • Past students
Serving students from special needs	Deanna Bynum gave the committee an update on how Sharon Wallace assists the "special populations". Mark Holcomb added that through the PASS department at Vernon College, new/single parents can access the New Beginnings program that helps with numerous resources. Anthony Kirby asked it was a male dominated field. Sharon stated she presently she has a ratio of 60 men to 40 women. The definition of "special populations" as outlined by Perkins: • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency.
Adjourn	Deanna Bynum asked for a motion to adjourn. Stephen Caldwell made a motion to adjourn at 5:35 PM. Anthony Kirby seconded. The committee agreed unanimously.

RECORDER SIGNATURE: *Karen Fite*	DATE: 5-2-2017	NEXT MEETING: Fall 2017