

**Advisory Committee Fall 2021 Agenda  
Computer and Information Sciences**

4:30 pm – November 18, 2021 – Skills Training Center – Room 400

**Members present:**

Deanna Scheffe – Cryovac/ Sealed Air  
Karen Fite – Workforce Solutions North  
Texas, via TEAMS  
Matthew Prescott – DATROO  
Technologies, via TEAMS  
Christopher Wilton – North Centrals  
Community Healthcare Center  
Zac Scheffe – Comcell  
John McKee – RunBiz Solutions, via  
TEAMS  
Robin Amos – Burkburnett ISD  
Shayla Diaz – North Texas State Hospital  
Franklin Lunsford – MMC Global  
Technology  
Riggs Consuelo – Wichita County I.T  
Department

**Members not present:**

Scott Essary

Troy McKenzie

Lanny Evans

Lee Robertson

**Guests:**

Brian Flores

Reece York

**Vernon College faculty/staff:**

Sharon Wallace

Donna Turney

Jeff Griner

Dr. Mark Holcomb

Debbie Richard

Tracy Catlin

Colleen Moore

Dr. Lisa Crandall

Shana Drury

Harli Adams

*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: Chris Wilton  
Vice-chair: Deanna Scheffe  
Recorder: Zac Scheffe

Old Business/Continuing Business .....Chris Wilton

None

New Business .....Chris Wilton

❖ **Review program outcomes, assessment methods/results, and workplace competency**

*Chris Wilton began the meeting with new business. Chris 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 (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 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**

*Chris Wilton asked if Sharon Wallace would look into server blades.*

*Sharon stated she will look this up to see if it fits in the Computer and Information program outcomes, or if she can intergrade it into a class.*

*Chris Wilton asked the committee for a motion to approve the program outcomes as presented.*

*Deanna Scheffe made a motion to approve the program outcomes*

*Zac Scheffe seconded the motion.*

*The motion passed and the committee approved the program outcomes as presented.*

❖ **Approve assessment methods and results**

*Chris Wilton 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.*

Instructor inserts assessment methods and results from 20-21

Students' assessment will demonstrate through proficiency in the objectives listed in the program outcomes for each course, through participation in-class activities/projects/hand-on assignments, and their performance on quizzes 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, this course will outline their progress on projects and goals and will be reviewed by both the Instructor and student upon completion of all assigned projects to access their outcome. Their grade will be based upon how well they **accomplish the special projects, written questions, lab simulations**, which tests, and the evaluation process to accomplish what is needed with the workforce. (Grading Rubrics attached for review)

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

*Chris Wilton asked the committee for a motion to approve the assessment methods as presented.  
Zac Scheffe made a motion to approve the assessment methods as presented.  
Deanna Scheffe seconded the motion.*

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

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

*Chris Wilton 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:**

Level 1 Certificate: Capstone Experience – **ITNW 1458 Network + (A+)**  
A.A.S.: Capstone Experience –ITSC 2335 Application Problem Solving  
**CPMT 2350 Certification Preparation**

**Workplace competency:**

**ITSC 2335 Application Problem Solving**

***Program Outcome:***

The program learning outcomes for Computer and Information Science have been changed to reflect more student-centered education instead of the prior outcomes which focused on program goals and initiatives. These outcomes describe 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 basis 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 applications 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 set up, maintain, and troubleshoot high-end networking devices as well as operate the ISO software needed to maintain a LAN/WAN network.
- 5) After graduation, the 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.

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 quizzes and/or examinations. (See course outline for time schedules of examination and grading computations.

Students will be required to complete all Project labs about 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 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.

***Use of Results:***

***There are (8) Skills-based grading Rubrics Outcomes I want to achieve: 1. Hardware 2. Software 3. System Configurations 4. Network 5. Troubleshooting 6. Security 7. Systems Monitoring 8.Customer Relations***

The results from the Workforce Competencies indicated the abilities of the students to perform the various duties/skills needed to succeed in the IT field. All results of the (8) outcomes were analyzed for areas of improvement in the classrooms a/or workplace.

**CPMT 2350 Certification Preparation** tracks towards the Computer Installation and Repair Technology/Technician

All students taking the 2- Associate degree are required to take the ITSC 2335 Application Problem Solving, and I will be adding a new course that will also test students' ability to perform in the workplace. CPMT 2350 Industry Certification Prep

***Number of Students who took the course: (ITSC 2335)***

***(Fall 2020)***

4                      2 students 90-100%  
                            1 student 80-89%  
                            1 student Incomplete

***(Spring 2021)***

13                     6 students 90-100%  
                            5 students 80-89%  
                            1 student 70-79%  
                            1 student 60-69%

***Student Course Completers:***

***(Fall 2020)***      1 AAS

***(Spring 2021)*** 3 AAS/3COC

***(Summer 2021)*** 1 AAS

*Chris Wilton asked if there was any discussion.*



*Chris also asked if there was any virtualization in the program, like pm wear. He was asking this question because he believes this is where the program is heading in all essentials of work. Sharon Wallace replied that the program has virtual machines, and pm wear is embedded in the IT essentials, IT Fundamentals of Networking, and in the virtual machines as well.*

*Riggs Consuelo asked what is the target for the server class.*

*Sharon stated this class will cover the newest software server. The students will learn how to select the proper machine, install the software, activate the software. Then the students will learn how to install the various components throughout DNS, clients, software, connectivity, remote, and maintenance.*

*After hearing this Riggs stated he would like Sharon to focus on Active Directory. This was the biggest demand when he was applying for jobs and it was the biggest downfall as well. Of all the 600 or more employees with the City of Wichita Falls, they all know or have an active directory. Deanna Scheffe stated active directory is a major component and Chris Wilton agreed as well.*

*Members on TEAMS stated that group policy and mobile device management are some things to look into.*

*Sharon stated that the book in use now only hits on these subjects slightly, maybe a chapter's worth. However, she can work these subjects deeper into the program.*

*Chris Wilton asked the committee for a motion to approve the workplace competency with updates as discussed.*

*Riggs Consuelo made a motion to approve the workplace competency with updates as discussed. Deanna Scheffe seconded the motion.*

*The motion passed and the committee approved the workplace competency with updates as discussed.*

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

Not Applicable

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

*Chris Wilton asked the faculty member, Sharon Wallace, to please discuss with the committee the program's curriculum and degree plans for 2022-2023.*

# 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 (30 SH)**

CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1358	Network +	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITNW 1354	Implementing and Supporting Servers	3
CPMT 2302	Home Technology Integration	3
ITSY 1342	Information Technology Security	3
ITSY 2401	Firewalls and Network Security	4
ITSE 1302	Computer Programming (A)	3
ITSE 2459	Advanced Computer Programming	4
LEAD 1100	Workforce Development with Critical Thinking	1
<b>Total Credit Hours:</b>		<b>30</b>

**(A)** Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)  
Work Place competency ITNW 1358

# Cybersecurity, Level 1 Certificate

**CIP 11.0901**

Instructional Location - Skills Training Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 9 months or 32 weeks)

**Major Requirements (35 SH)**

CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1358	Network +	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITNW 1354	Implementing and Supporting Servers	3
CPMT 2302	Home Technology Integration	3
ITSY 2343	Computer System Forensics	3
ITSY 1342	Information Technology Security	3
ITSY 2401	Firewalls and Network Security	4
ITSE 1302	Computer Programming (A)	3
ITSY 2300	Operating System Security	3
LEAD 1100	Workforce Development with Critical Thinking	1
SLPS 2330	Security of Computers and Data	3
	<b>Total Credit Hours:</b>	<b>35</b>

Work Place competency ITNW 1358

# 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 or	College Algebra	3
MATH 1332	Contemporary Mathematics	
SPCH 1315	Public Speaking	3

Humanities	Language, Philosophy, and Culture or Creative Arts Elective	3
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### Major Requirements (45 SH)

CPMT 1351	IT Essentials: PC Hardware and Software	3
ITNW 1358	Network +	3
ITNW 1325	Fundamentals of Networking Technologies (A)	3
ITNW 1354	Implementing and Supporting servers	3
SLPS 2330	Security of Computers and Data	3
ITSY 1342	Information Technology Security	3
ITSY 2401	Firewalls and Network Security	4
ITSE 1302	Computer Programming (A)	3
ITSE 2459	Advanced Computer Programming	4
CPMT 2350	Industry Certification Preparation	3
LEAD 1100	Workplace Development with Critical Thinking	1
ITSC 2335	Application Software Problem Solving	3
CPMT 2302	Home Technology Integration	3
ITSY 2343	Computer System Forensics	3
ITSY 2300	Operating System Security	3
<b>Total Credit Hours:</b>		<b>60</b>

> 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.)  
Workplace Competency  
ITSC 2335 & CPMT 2350

Course descriptions and learning outcomes are provided as a separate document.

#### ❖ Approve program revisions (if applicable)

*Chris Wilton 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.*

*Riggs Consuelo seconded the motion.*

*The motion passed and the committee approved the program revisions as presented.*

❖ **Approve 2021-2022 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

*Chris Wilton 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: 11.0901										
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	
x	x		x	x	x	x		LEAD 1100	Workforce Development with Critical Thinking	
							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.

<b>Program: Computer and Information Sciences</b>							<b>Credential: Associate in Applied Science (AAS) Degree</b>	
Award: Computer and Information Sciences Associate in Applied Science Degree								
CIP: 11.0901								
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>								
<b>GENERAL EDUCATION CORE OBJECTIVES</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>			
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	
x	x		x	x	x	LEAD 1100	Workforce Development with Critical Thinking	
						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: 11.0901								
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	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
						x	LEAD 1100	Workforce Development with Critical Thinking
						7. Customer Relations: <i>Provide customer support and maintain a professional working relationship with customers and co-workers.</i>		
						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 (PCs, 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.

<b>Program: Computer and Information Sciences</b>							<b>Credential: Associate in Applied Science (AAS) Degree</b>
Award: Computer and Information Sciences Associate in Applied Science Degree							
CIP: 11.0901							
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>							
<b>OUTCOMES</b>							<b>General Education Core Objectives</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
x	x	x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	x	x	2. Communication Skills
X	X	X	X	X	X	X	3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity)
X	X	X	X	X	X	X	4. Teamwork
X	X	X	X	X	X	X	5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)
X	X	X	X	X	X	X	6. Personal Responsibility
							7. Customer Relations: <i>Provide customer support and maintain a professional working relationship with customers and co-workers.</i>
							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 (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.							

*Chris Wilton opened the floor for discussion and recommendations. Hearing none, Chris asked the committee for a motion to approve the matrices as presented.*

*Deanna Scheffe made a motion to approve the matrices as presented.*

*Riggs Consuelo seconded the motion.*

*The motion passed and the committee approved the matrices as presented.*

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

*Chris Wilton asked the faculty member to please discuss the following information.  
Sharon Wallace reviewed the following information with the committee.*

- Program Statistics:
  - Graduates 2020-2021: **8 Grads**
  - Enrollment Summer 2021: **13 unduplicated**
  - Majors Fall 2021-2022: **51 total**
  - Enrollment Fall 2021: **32/12** (AAS/Cert)

❖ **Local Demand**

*Chris Wilton with North Centrals Community Healthcare Center has not hired anyone. They do have 5 IT positions available.*

*Shayla Diaz works at North Texas State Hospital and there is one opening in the IT department. There have not been any hires in this department within the last year.*

*Riggs Consuelo said there have been 3 hires in Wichita County with one position open currently.*

*Deanna Scheffe with Sealed Air stated there have not been any IT hires this year but 3-4 positions are coming available.*

*Zac Scheffe with Comcell said there has been 1 hired this year, with one opening currently.*

*John McKee said RunBiz has hired two and there is currently a Network Engineer position available.*

*Frank Lansford stated MMC Global Technology has hired around 40 nationally this year and three hires in Texas. No current openings.*

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

*Chris Wilton asked if the committee had the time to see the labs if not please take the time after the meeting. Chris also asked the committee for any recommendations for new equipment.*

*Sharon Wallace presented a virtual walkthrough of the facility.*

The current year 2020-21 received Glow Forge printer, Dell Laptops.

For 2022-23 I would like to request the following:

**Microsoft Surface Studio 2** (This device will be used to enhance the graphics capabilities within my programming classes and Web Page Development, allowing the students to incorporate pictures and various images, enhancing them to produce a professional-looking Web



Page/Programming Compiling. This device can be shared with another Surface device in an environment that has limited space, and provide mobility.

This Surface Studio will also allow the students to remote/migrate images to the 3D graphic printer software for designing and printing.

**Surface Book 3 Business** (This Surface like the Surface Studio will allow the student mobility to design and incorporate various graphics, pictures, and images into the Web Pages, and programming files. With limited space, these devices will be able to be placed in various rooms and used in a team environment. This Surface has the graphics abilities that will sync with my current devices (3D printers, other Surfaces) and let students remote their files to the devices. Since these Surface come with the graphics software and capabilities needed, there is no need to purchase extra software or attempt to enhance the current computers in the CIS department.)

#### ❖ 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](mailto: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](mailto:jditmore@vernoncollege.edu).”

Placement Rate of Program Completers by Reporting Year [1]												
	2016-2017			2017-2018			2018-2019			3-Year Average		
Program	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
11010000-Computer and Information Sciences General	16	16	100%	15	15	100%						100%

*Chris Wilton asked the committee if there was any further discussion. Hearing none, Chris moved forward to professional development.*

#### ❖ Professional development of faculty and recommendations

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

As a required part of retaining the Cisco Academy, Sharon Wallace and Jeff Griner continue to attend various re-training sessions offered by cisco to keep up with changing technologies and methods of teaching. In-person activities are still limited however the age of virtual learning provides the necessary learning.

I attend also attend webinar workshops on various technologies such as cloud, cybersecurity, etc.

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

*Chris Wilton asked the committee if there was any discussion or recommendations for professional development for the staff. Hearing none, Chris moved on to promotion and publicity.*

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

*Chris Wilton 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 are 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
- CTE Navigator
- Archer City Career Fair
- Abilene WOW Youth Expo

*Chris Wilton asked the committee if there was any further discussion or recommendations. Hearing none, Chris moved forward to serving students from special populations.*

❖ **Serving students from special populations:**

*Chris Wilton asked the committee to please note the federal definition of special populations listed below.*

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.

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; (Currently, 11 females, 40 males Fall 2021) *\*Increase slightly from Fall 2020 6 females, 38 males)*
- 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).



❖ Comprehensive Local Needs Assessment (Discussion led by Shana Drury):

-Labor Market Outlook

Occupation	TWC Target Occupation	Share of local jobs (%)	Quality Index (-5 to 5)	Demand Index (-5 to 5)	Quality and demand quadrant	National Median Wage (\$)	Local Median Wage (\$)	Projected national growth 2019-2029 (%)	Projected state-level growth 2018-2028 (%)
Computer Systems Analyst	Yes	0.686589427	0.729586646	2.383091724	High quality - High demand	37.28707374	28.85571429	10.26570733	7.224334601
IT Managers	Yes	0.084269961	4.634514404	-0.106648647	High quality - Low demand	60.31333333	68.95	11.35831382	7.843137255
Network Systems Analyst	Yes	0.268671365	1.676458206	0.237592204	High quality - High demand	40.65687188	40.65687188	5.793674254	0.909090909

-Living Wage


Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
15-1211	Computer Systems Analysts	\$ 24.27	\$ 5 0,486.00
15-1244	Network & Computer Systems Admins (formerly 15-1142)	\$ 27.41	\$ 5 7,005.00
15-1232	Computer User Support Specialists (formerly 15-1151)	\$ 17.49	\$ 3 6,381.00

*Shana Drury went through a list of questions regarding the CLNA and access to Vernon College for all participants, not just Computer and Information Sciences. Discussion ensued about access, marketing, and new occupations/training needs.*

*Chris Wilton asked the committee if there was any further discussion.*

*Shana Drury thanked the committee for their service today.*

*Chris Wilton adjourned the meeting at 6:22 pm.*

Recorder Signature – 	Date 6-28-22	Next Meeting: Fall 2022
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