## General Program Information

## Mission and Purpose

The mission of the East Central College CIS program is to provide a broad-based foundation in the fundamentals of Computer Information Systems with a concentration on computer network systems and infrastructure. Our primary focus is career and technical education in preparation for real-world career paths. Students will further develop their critical thinking skills in order to hone their ability to work with abstract concepts and perform technical analysis while maintaining strong interpersonal and communication skills with end-users and clients. In terms of general education, CIS provides technical instruction in areas of computer software applications and information management. The program also offers Special Interest and Community courses for work and job improvement in computer hardware, software, programming, and computer networks. Upon completion of the program, students will possess the skills needed for a plethora of career choices such as:

* Help Desk Analyst
* Computer Support Specialist
* Computer Technician
* Technical Support Specialist
* Network Support Specialist
* Network Technician

## Organization and Structure

The CIS department is now a part of the BEST Division (Business, Education, Social Science, Techn

ology). The division has regularly scheduled meetings throughout the semester. In addition to meeting with the entire division, CIS meets regularly with faculty in the Business Technology department. Department meetings are also held on an as needed basis.

## Staffing and Credentials: Personnel, Facilities and Equipment

The CIS department has two full-time instructors, one part time instructor and four adjunct instructors. Three of our adjuncts are currently working in the field. We feel this is very valuable for our students to get this real world perspective. One of our adjuncts is a former full-time instructor in this department who is retired but continues to teach some of our evening courses.

The department has three computer labs: CC127, CC134 and CC226. These labs are equipped with computer systems that are no more than three years old. Each lab has a capacity of 20 students. We use the current Microsoft operating system, Windows 7, and use the current Microsoft Office Suite, 2010. CC226 is the lab that is used for the Cisco networking classes (Network 1, Network 2, Network 3 and Network 4). This lab is equipped with the Cisco router and switch pods that students use to complete hands-on skill exercises in lab. Lab makes up almost 50% of the course requirements for Network 2, Network 3, and Network 4. These computer labs support many other programs on campus as well.

We are an official Cisco Networking Academy and teach the Cisco CCNA (Cisco Certified Network Associate) curriculum in the four Network classes. The Cisco hardware (routers and switches) that is used is current and up to date. We maintain a maintenance agreement with Cisco which allows us overnight service if any of our equipment fails.

We have two VMware servers and two data storage units that provide the virtual environment for our Network Server 1 and 2 classes, Microcomputer Operations class, and the Operating Systems class. This virtual environment allows each student to create their own machine configuration to learn and explore the scope and concepts in each class.

## External Accreditation

There is no external accreditation.

1. **Learning Outcomes**
2. **Program Goals**

The program goals are to provide quality, current instruction in Computer Information Systems for the students.

After completion of an Associate’s Degree in Computer Information Systems, graduates will be able to:

1. Perform tasks associated with installing, upgrading and maintaining computer network systems
2. Troubleshoot and repair computer hardware and software issues
3. Create computer programs and web pages
4. Customize and manage Windows operating systems
5. Develop and maintain database management systems
6. Cultivate the skills to spearhead projects from theory to application
7. **Course/Curriculum Info**

|  |
| --- |
| Course Catalog: Computer Information Systems |
| * CS 0011
 | 1.0  |
| Basic Computer Skills  |
| A course designed to introduce the basic computer skills to the beginning student. File management, word processing, and online course management will be emphasized. All coursework will be completed using the computer and appropriate software. Prerequisite: None  |
|  |  |
| * CS 1003
 | 3.0  |
| Microcomputer Applications  |
| A course designed to develop skills to use microcomputers to manage information. The student will complete in depth hands-on assignments using application software in spreadsheets, database management, word processing, presentations, and the operating system. These assignments will develop students' ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Keyboarding skills are recommended. MAI, HOT  |
|  |  |
| * CS 1012
 | 2.0  |
| Intro Comp for Culinary Arts  |
| This course is an introduction to the tools for managing information. These tools are used to develop students' ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information in preparation for solving problems and making informed decisions as it relates to the Culinary Arts. The students will complete hands-on introductions to managing information using application software for word processing, presentations, and spreadsheets. Keyboarding skills are recommended.  |
|  |  |
| * CS 1013
 | 3.0  |
| Survey of Computers & Information Systems  |
| This course is an introduction to the tools for managing information. In this course students will build their knowledge of key technology concepts, including the functions of the Internet and Web, computer systems and applications, and the range of ethical issues that continue to emerge in our global, technology-driven society. An information system includes people, procedures, hardware, software, and data. These components are used to develop students' ability to locate, organize, store, retrieve, evaluate, synthesize and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. The students will complete hands-on introduction to managing information using applications software for word processing, presentations, spreadsheets, and database management. Keyboarding skills are recommended. MAI, HOT, MTH  |
|  |  |
| * CS 1063
 | 3.0  |
| Microcomputer Operations  |
| A course designed to familiarize students with the microcomputer hardware and operating system software. Topics include the PC microprocessor and support chips, ROM software, ROM BIOS, Utility software and diagnostics, Operating System and its functions, networking environment, and peripheral coordination.  |
|  |  |
| * CS 1073
 | 3.0  |
| Internet Programming  |
| A course designed for programming Internet applications. The student will learn to design and implement programs that can be accessed from web browsers. It will include planning, creating, testing, improving and publishing web-based applications. Keyboarding skills are recommended. Prerequisite: None  |
|  |  |
| * CS 1093
 | 3.0  |
| C# Programming  |
| The course will use C# to explain programming concepts including object-oriented programming (classes, methods, objects, etc.), how to use variables, data types (arrays, strings, numbers, lists, queues, stacks, etc), control structures (conditionals, looping, recursion, etc.) basic algorithms (sorting, searching, etc.), and some advanced ideas (exception handling, threads, input/output streams, etc.).  |
|  |  |
| * CS 1133
 | 3.0  |
| Found of Management Information Systems  |
| Students will learn the impact and role of Management Information Systems (MIS) within the organization and understand the importance and impact of ethical topics as they apply to Information systems. Topics covered include: Decision Support Systems, Database structure, enterprise applications, e-commerce, social and ethical issues related to information technology, information technology and how it impacts the strategic development of the organization. In addition, students will understand MIS and the strategic role it plays in management of the organization and learn to identify important business processes and align technology tools that support chosen business strategies. The course will help students understand the role of Information Technology as a critical element of today's business environment and meet employers' expectations that college graduates have an understanding of concepts and terms within management information systems.  |
|  |  |
| * CS 1143
 | 3.0  |
| Implementing Info Sys-User Perspective  |
| Introduction to object-oriented program language in the context of developing and implementing various components of a Management Information System with particular attention given to producing standard Windows and Web user interface forms. Topics are presented in a sequence that allows the student to learn how to deal with a visual interface while acquiring important programming skills such as creating projects with objects, decisions, loops, lists, and arrays. Students are presented with interface design guidelines throughout the course. Class will include numerous projects covering foundational programming. Prerequisite: CS 1133  |
|  |  |
| * CS 1153
 | 3.0  |
| Network I (Cisco)  |
| The Network I course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer networking field. Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local area networks (LANs), Open System Interconnection (OSI) model, cabling, cabling tools, routers, network devices, Ethernet, and Internet Protocol (IP) addressing. Prerequisite: None  |
|  |  |
| * CS 1163
 | 3.0  |
| Network 2 (Cisco)  |
| The Network 2 course provides students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, wide area networks (WANs), transmission control protocol/ internet protocol (TCP/IP), IP addressing, routers, router configuration, routing protocols, and access control lists (ACLs). Particular emphasis is given to understanding the nature of and components of networks that make up LANs and WANs. Co/Prerequisite: CS 1153  |
|  |  |
| * CS 1173
 | 3.0  |
| Implement Info Sys-Data Perspective  |
| Continuation to object-oriented programming in the context of developing and implementing various components of a Management Information System with particular attention given to database incorporation. Students learn to bind data tables to a data grid and bind individual data fields to controls such as labels and text books in user interfaces. Students learn to query arrays, lists, and databases. Class will include numerous projects covering intermediate programming. Prerequisite: CS 1143  |
|  |  |
| * CS 1233
 | 3.0  |
| Operating Systems (Microsoft)  |
| A course designed to familiarize students with the workstation operating system software. Topics include the commands and procedures to interact and control your workstation's operating system environment and peripheral coordination. Students will gain the knowledge and skills needed to install, configure, customize, optimized, maintain, and troubleshoot the workstation operating system. Prerequisite: None  |
|  |  |
| * CS 1243 \*Renumbered to 2143 & Prerequisite of Operating Systems added
 | 3.0  |
| Network Server 1 (Windows 2003)  |
| A course to familiarize the student with the skills needed to manage a network using Microsoft Server Operating System. This course will provide the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Microsoft Server Operating System and the Active Directory environment. Prerequisite: [CS 1063](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1063), [CS 1153](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1153), [CS 1163](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1163), CS 1233 or consent of instructor.  |
|  |  |
| * CS 1253 \*Renumbered to CS2193
 | 3.0  |
| Network 3 (Cisco)  |
| The Network 3 course provides students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, a review of Open System Interconnection (OSI) and Reference Model and OSI layer functions. Variable-length subnet masking (VLSM), local area network (LAN), switching, virtual LANs (VLANs), LAN design, interior gateway routing protocol (IGRP), and network management. Particular emphasis is given to students being able to demonstrate the ability to apply material from previous semesters to a network and be able to demonstrate the ability to apply material from previous semesters to a network and be able to explain how and why a particular strategy is employed. Prerequisites: [CS 1153](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1153), [CS 1163](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1163)  |
|  |  |
| * CS 1263 \*Renumbered to CS2203
 | 3.0  |
| Network 4 (Cisco)  |
| The Network 4 course provides students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to point to point protocols (PPPs), network address translation (NAT), integrated services digital network (ISDN), dial-on-demand routing (DDR), frame relays and network management. The student will prepare for the CCNA exam and have the option to prepare for the Network+ Certification Exam. Studies from previous semesters (Network 1, 2, and 3) will be incorporated into a practical final exam. Prerequisites: [CS 1153](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1153), [CS 1163](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1163), and [CS 1253](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1253)  |
|  |  |
| * CS 2003
 | 3.0  |
| Database Structure  |
| This course covers how to plan, create, and maintain relational databases. The course includes creating databases, tables, and indexes while working with information, such as, inserting, deleting, and updating data with queries and built-in functions. Advanced tasks include exploring table types, transactions, and administering the database. Keyboarding skills are recommended.  |
|  |  |
| * CS 2033 \*Renumbered to CS1183
 | 3.0  |
| Project Management  |
| A course designed to study the basic steps and techniques used in the analysis, design, and development of projects. The student will learn to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic and other sources needed to solve the problems and make informed decisions for the completion of a successful project. The course will also cover the use of a project management tool to control the project. Prerequisite: None.  |
|  |  |
| * CS 2073
 | 3.0  |
| CIS Internship  |
| This course is a supervised work experience in an information technology environment using the skills and related knowledge learned in previous courses. The instructor will do coordination of work experience to classroom learning. Time will be arranged to discuss this experience. This course should be taken in the last semester of the student's degree/certificate completion. Prerequisite: Enrollment in the Computer Information Systems Program and consent of the instructor.  |
|  |  |
| * CS 2163
 | 3.0  |
| Network Server 2 (Security)  |
| A course to familiarize the student with the skills needed to manage a secure Microsoft Windows Server Operating System. Topics include: Securing servers based on function, designing a secure infrastructure, and security policies, procedures, group policy objects, and management. Prerequisite: [CS 1243](http://www.eastcentral.edu/usr/local/www2/programs/catalog/CS.inc#CS1243) or consent of instructor.  |
|  |  |
| * CS 2701-2705
 | 1.0-5.0  |
| I.S.-Computer Info Sys  |
| A specialized program of study directly related to the department's area of expertise. The course is arranged between a faculty member and student and takes into consideration the needs, interests and background of the student. Prerequisite: Consent of instructor  |
|  |  |
| * CS 2711-2715
 | 1.0-5.0  |
| Special Topics-CIS  |
| Courses are offered to accommodate special interests of students and/or faculty. Typically, the course will cover new material not currently contained in the curriculum at ECC. Prerequisite: None  |
|  |  |
| * CS 2881
 | 1.0  |
| Program Capstone-CIS  |
| This course is designed to provide students with the skills for seeking employment and to manage their careers effectively. Topics covered include conduction a job search, interviewing techniques, employment correspondence, acquiring web-based skills, and resume and portfolio development for job search and/or career advancement. Student will also demonstrate technology and academic proficiencies (complete Work Keys assessment). This course should be taken the last or next to last semester prior to graduation.  |

**Careers/Transfer Info**

CIS AA (Applied Associate -- transfer to 4-yr baccalaureate program) 64-hour Degree Plan

CIS AAS (Applied Associate of Science -- join workforce after completing degree) 66-hour Degree Plan

CIS-General Certificate of Achievement 34-hour Certificate Plan

CIS-Network Technician Certificate of Achievement 34-hour Certificate Plan

Career choices for students graduating with an AAS degree include:

* Help Desk Analyst
* Computer Support Specialist
* Computer Technician
* Technical Support Specialist
* Network Support Specialist
* Network Technician

The CIS AA degree was reworked in spring of 2011 to help students in their choice of classwork that would be transferrable to 4-year institutions.

1. **Recent Changes/Updates**

There have been several changes to the Computer Information Systems program over the past several years. Following is the list of changes that have been through Academic Council:

* Spring 2009 the Council approved the change in the degree plan from Financial Accounting II to Financial Accounting I
* Summer 2009 the course description for Basic Computer Skills was changed to better reflect the purpose of the class.
* Summer 2009 the pre-requisite for CS 1073 Internet Programming was changed to allow for a summer session.
* Fall 2009 the Career Management class was replaced by the CIS Capstone class.
* Spring 2011 CS1153 Network 1 was added as a co-requisite to CS1163 Network 2. This allowed us to offer Network 1 as an 8-week section and Network 2 as an 8-week section so that both courses could be completed during one 16-week spring semester. This change was in response to the returning adult learners seeking new careers. The retraining had to be completed in two years. Previous to this change Network 1 was offered only in the fall semester, followed by Network 2 in the spring semester. This change allowed students starting in the spring semester to complete both Network 1 & 2 in one semester, so that they would be in the correct sequence for Network 3 the following fall semester.
1. **Students**

The following table summarizes the 180 day report that is sent out by Career Services. Data for 2010/2011, where there was a significant increase in graduates is not available at this time.

|  |
| --- |
| East Central College Employment Survey |
| Year | TotalGrads | EmployedRelated | EmployedNot Related | Cont.Ed | Cont. Ed Not Related | Not Employed | Not Available | Status Unknown |
| 06/07 | 2 | 2 |  |  |  |  |  |  |
| 07/08 | 1 | 1 |  |  |  |  |  |  |
| 08/09 | 2 | 1 |  | 1 |  |  |  |  |
| 09/10 | 2 | 1 |  | 1 |  |  |  |  |
| 10/11 | N/A |  |  |  |  |  |  |  |

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The following data is from the Office of Institutional Research, Assessment & Planning.

Five Year Program Review: Computer Information Systems

No dual credit or articulated data are used in this study

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1. **Advisory Committee Info**
2. **Minutes/Meetings**

The CIS advisory board meets twice a year, once in the fall semester and once in the spring semester. All meetings start with review of previous meeting, new business, capital equipment needs list and review of the current curriculum. The minutes are attached to this document.

1. **Agendas**

Agenda

CIS Advisory Committee

Wednesday, September 26, 2007

1. Welcome & Introductions
2. CIS Assessment Plan
3. CIS 3-Year Goals
4. Professional Development Opportunities –
	1. Course Technology Conference March 12-14, 2008, in Nashville, TN
5. Program Course Review:
	1. Review current Course Descriptions
	2. What’s coming?
	3. Microcomputer Applications – Office 2007
	4. Microcomputer Operations – Hardware issues?
	5. Project Management – Design logic & Planning software
	6. CISCO Academy-Network 1-2-3-4 topics: Wireless? VOIP?
	7. Currently C# -- Other Programming Languages?
	8. Operating Systems -- Vista? Unix-Linux?
	9. Vista Server? Network Server I & II topics?
	10. Internet Programming – XHTML & XML emphasis. Other areas needed?
	11. Database Structures – Access emphasis with SQL statements explored
	12. Internship – Includes CIS Portfolio. Any ideas-- placements? Portfolio content? Work Keys inclusion & Career Readiness Certificates
	13. Career Management—interview & job hunting techniques. Other ideas?
	14. Other Courses needed?
6. Enhancement Grant
7. Open Comments

Agenda

CIS Advisory Committee

Monday, February 18, 2008

1. Welcome & Introductions
2. Minutes from Fall CIS Advisory Meeting (September 26, 2007)
3. 2008 Grant Proposal
4. Rick Matthiesen, Adult Vocational Recruiter
5. Professional Development Opportunities –
	1. Course Technology Conference March 12-14, 2008, in Nashville, TN
6. Program Course Review:
	1. Review current Course Descriptions
	2. What’s coming?
	3. Microcomputer Applications – Office 2007
	4. Microcomputer Operations – Hardware issues?
	5. Project Management – Design logic & Planning software
	6. CISCO Academy-Network 1-2-3-4 topics: Wireless? VOIP?
	7. Currently C# -- Other Programming Languages?
	8. Operating Systems -- Vista? Unix-Linux?
	9. Vista Server? Network Server I & II topics?
	10. Internet Programming – XHTML & XML emphasis. Other areas needed?
	11. Database Structures – Access emphasis with SQL statements explored
	12. Internship – Includes CIS Portfolio. Any ideas-- placements? Portfolio content? Work Keys inclusion & Career Readiness Certificates
	13. Career Management—interview & job hunting techniques. Other ideas?
	14. Other Courses needed?
7. Open Comments

Agenda

CIS Advisory Committee

Monday, November 10, 2008

1. Dinner meeting at RTC with other Advisory Groups
2. Welcome & Introductions
3. Enhancement Grant
4. 34% cut for last year’s request – items purchased:
	* 2 Virtual Servers with Software
	* CCNA Discover & Exploration 1-4 Standard Equipment Bundle with 3 year SMARTNET
		+ Router, WAN interface card & cables, 24-port switch
		+ Wireless PCI adapter, card bus adapter, broadband router, & rack
	* CCNA 3.X Std. 1841 Bundle with 3 Year SMARTNET
		+ 1841 Router, WAN interface card, cables, 24-port switch, & rack
5. Wish list
6. Information to share:
	1. New location 2009; move CC226 to first floor with new equipment & furniture
	2. Vista for Fall 2009 in computer labs
	3. Capstone class:
		1. Interview & job hunting techniques;
		2. Need volunteers to interview students;
		3. CIS portfolio;
		4. Personal & professional ethics statement;
		5. Work Keys (exit exam) & Career Readiness Certificates
		6. Other ideas
	4. Internship – 150 hours of supervised work experience in an information technology environment using the skills and related knowledge learned in previous courses
7. Open Comments

Agenda

CIS Advisory Committee

Wednesday, April 22, 2009

CC231

1. Welcome & Introductions
2. Enhancement Grant
	1. Equipment:
	* 25 computers for CC226
	* 1 printer for CC226
	* 3 CISCO router/switch bundles
	* 2 Data Storage units for the VM environment
	1. Furniture (CC127 reconfigured with Lecture area and computers around perimeter, similar to CC134 & CC226):
	* 8 tables
	* 19 computer station tables
	* 1 ADA workstation
	* 1 instructor station
	* 1 printer stand with storage below
	* 42 chairs
3. Review Computer specs for CC226
	1. Server 2008 requires 64-bit
	2. Is it possible to use VM environment for Server 2008 if the Enhancement Grant does not go through?
4. Review the VM environment (Marty Glaese, Larry Poertner, Dan Stewart)
5. Employers’ short-term training/certification needs (Stimulus monies available) (Brenda Bouse)
6. Information to share:
	1. New location 2009; move CC226 to first floor with new equipment & furniture
	2. Vista for Fall 2009 in computer labs
	3. Basic Computer Skills courses for Returning Adult Learners or anyone who wants to learn introductory level computer skills. This is a developmental course and not part of any degree or certificate programs.
7. Open Comments

Agenda

CIS Advisory Committee

Wednesday, October 21, 2009

CC104 6:30 p.m.

1. Welcome & Introductions
2. Enhancement Grant Approved July 1, 2009; everything approved and implemented
	1. Equipment:
	* 25 computers for CC226 & 1 printer for CC226
	* 3 CISCO router/switch bundles
	* 2 Data Storage units for the VM environment
	1. Furniture (CC127 reconfigured with Lecture area and computers around perimeter, similar to CC134 & CC226):
	* 8 tables, 19 computer station tables, 1 ADA workstation, 1 instructor station
	* 1 printer stand with storage below
	* 42 chairs
3. Curriculum
	1. Virtual Server Update – (Dan Stewart -- Server 1 is using it this Fall)
	2. Windows 7 for Operating System class
	3. CISCO VoIP, CCNA Security, & Wireless curriculum
	4. Industry Certification – A+, Network+, Cisco CCENT, & Cisco CCNA – Should we place more emphasis on this?
4. Enhancement Grant requests due December 1, 2009
	1. Review Computer Specs for CC127 & CC134
	2. VoIP equipment
	3. Other items
5. Internships (Judy Cook)
	1. AAS graduate numbers are up
	2. Marty Glaese, Larry Poertner, & Dan Stewart agreed to do videotaped segments of job interview suggestions for CIS Majors
	3. Potentially 5-6 students need internships in Spring 2010
6. Continuing Education – Short-term certificate/course work (Don Bertram)
7. Information to share:
	1. No news on relocating CC226 to first floor with new equipment & furniture
	2. Vista is in CC127, CC134, & CC226 – No problems using it this Fall
	3. Basic Computer Skills courses for Returning Adult Learners or anyone who wants to learn introductory level computer skills. This is a developmental course and not part of any degree or certificate programs. Going very well. Offer two sections during the semester break and two more sections early in the semester.
8. Open items for discussion

Agenda

CIS Advisory Committee

Wednesday, April 28, 2010

CC104 6:30 p.m.

1. Welcome & Introductions
2. Enhancement Grant waiting for approval by July 1, 2010
	1. Equipment:
	* 45 computers & 2 printers for CC127 & CC134
	* 5 Apple Macintosh laptops per recommendation of Advisory Committee (see Minutes 10/21/09) to be used in the Microcomputer Operations class, and the Networking class. The MAC Server software is being explored for the virtual server environments.
	1. Second submit on unspent money approved December, 2009:
	* 2 Instructor Tablet PCs
	* 5 Windows student laptops
	* Server Rack (second rack for router/switch bundles to distribute students into thirds, rather than one rack with all 20 students around it working on assignments)
	* Server Cabinet with glass door for CC226 classroom for the CISCO Network 1 Eagle server and 1/3 of the router/switch bundles
3. Curriculum
	1. Virtual Server Update – (Larry Poertner, Operating Systems & Dan Stewart, Server 2). Snapshot capability coming soon and Remote Access for Instructors is available now.
	2. Windows 7 for Operating Systems class
	3. Windows 7 will be installed in CC134 & CC226 for Summer semester with the rest of campus going to Windows 7 by Fall semester
	4. Apple Macintosh computers, operating system, networking. To broaden our students’ exposure to Macintosh computers, we would like the Microcomputer Operations class, the Operating Systems class, and the Networking class have hands-on time with these laptops. We are also exploring having the Mac Server operating system in VM for exposure purposes.
	5. Introduction to Computers class is making a publisher change; adopted Paradigm with “Our Digital World” book with Online Companion Site and SNAP Office 2007 online Training, Assessment, and Projects. Plan to use this summer.
4. ATMAE Certification
	1. The Association of Technology, Management, and Applied Engineering (atmae.org)
	2. CIS Program Review 2010-2011
5. New Degree Programs through Training for Tomorrow grant
	1. Business Management Technology (Rolla & Warrenton), David Ruggeri, Program Coordinator
	2. Health Information Technology, Jean Erwin, Program Coordinator
6. Information to share:
	1. Mock Interviews – 5 students and Advisory members participated in Mock Interviews for the Capstone class.
	2. Open Lab Monday through Thursday in CC226 from 1 p.m. thru 6 p.m. with our lab instructional assistant, Adam Lenau. This has been wonderful support for our Return Adult Learners.
	3. Four successful Internships completed Spring 2010 semester.
7. Open items for discussion

Agenda

CIS Advisory Committee

Friday, October 29 2010

HS100 11:30

1.       Enhancement funds:  computers for CC127 with printer; VMware updated to VCenter and VSphere.  Other suggestions?

2.       Will be using Windows 7 & Office 2010 in Intro CIS and Micro Applications classes in the Spring semester.

3.       Program Review for CIS developing now with finalization early next Fall.  SWOT analysis is needed.

4.       Diane is looking for Mock Interview volunteers.  A separate email will be coming your way.

5.       Internship position needed for Spring 2011.  Can you help or know of companies who might cooperate with an internship?

6.       Open comments or direction for CIS?  Curriculum issues?  Certifications?  New courses to offer?

Agenda

CIS Advisory Committee

Monday, March 14, 2011

CC104 5:00 p.m.

1. Welcome & Introductions
2. Enhancement Grant waiting for approval by July 1, 2011
	1. Equipment:
	* 23 computers & 1 printers for CC127
	* 3 router/switch combos from non CISCO vendor to offer Networking labs on non CISCO equipment
	* VM software upgrade to VSphere
3. Curriculum
	1. Review of current curriculum and course descriptions
	2. Virtual Environment Update – (Larry Poertner, Operating Systems and Server 1, Dan Stewart, Server 2, and Marty Glaese, Microcomputer Operations).
	3. McGraw-Hill Rep coming in Wednesday, March 16 to demonstrate SIMNet
	4. 10-Key is currently in Microcomputer Applications. Is this still recommended for our majors?
	5. Possible courses: Smartphone programming? SharePoint and InfoPath?
4. Program Review for CIS developing now with finalization early next Fall.  SWOT analysis is needed.
5. Business Symposium, Friday, April 29, 8 a.m. thru Noon at the Gala Event Center in Union. Table Moderators are needed. Is anyone available to assist with this event?
6. Diane is looking for Mock Interview volunteers.  A separate email will be coming your way.
7. Internship position needed for Summer and Fall 2011.  Can you help or know of companies who might cooperate with an internship?
8. Information to share:
	1. Open Lab Monday through Friday in CC226 from 2:30 p.m. thru 6:15 p.m. with our lab instructional assistant, Ray Dale. This has been wonderful support for our Return Adult Learners.
	2. Four successful Internships completed Spring 2010 semester.
	3. Four successful Internships completed Fall 2010 semester
	4. Ten current internships this Spring 2011 semester.
9. Open items for discussion

Agenda

CIS Advisory Committee

Thursday, October 20, 2011

Panel Discussion at John Anglin Theatre 4:00 p.m.

Dinner & Meeting at ECC Training Center 5:30 p.m.

1. Presentation of the State of the Workforce Summit, “Gaining Local Perspective” - Panel Discussion (4 p.m. in ECC John Anglin Theatre)
2. Dinner prepared by the ECC Culinary Program students at the ECC Training Center
3. Welcome by Dr. Edward Jackson, President, East Central College
4. CIS Program Review – Diane Pellin
5. Enhancement Grant F11 approved July 31, 2011
	1. Equipment:
	* 23 computers & 1 printer for CC127
	* 3 router/switch combos from non CISCO vendor to offer Networking labs on non CISCO equipment
	* VM software upgrade to VSphere & VCenter
6. Enhancement Grant suggestions for FY12
	1. 22 computers & 1 printer for CC226
	2. VM servers purchased in 2008. Upgrading or replacing?
	3. VM data storage units purchased in 2009. Upgrading or replacing?
	4. Other ideas?
7. Curriculum
	1. We renumbered 4 courses to correctly indicate Freshman or Sophomore level
	2. Network Server 1 has the prerequisite of Operating Systems
	3. Review of current curriculum and course descriptions (see attachments)
	4. Virtual Environment Update – (Larry Poertner, Operating Systems and Server 1, Dan Stewart, Server 2, and Marty Glaese, Microcomputer Operations).
	5. Is Financial Accounting I still an appropriate program requirement?
	6. Mobile Applications development – should this be added or included in existing courses such as C# programming?
	7. SharePoint – Continuing Education or other suggestions?
	8. Other ideas?
8. Information to share:
	1. Open Lab Monday through Friday in CC226 from 2:30 p.m. thru 6:15 p.m. with our lab instructional assistant, Ray Dale. This has been wonderful support for our Return Adult Learners.
9. Open items for discussion
10. **Recommendations**

The CIS advisory board makes recommendations for the yearly enhancement grant. The enhancement grant is a 75/25 funds match offered by the State of Missouri for updating equipment and furniture and a 50/50 match for software. The hardware in the computer labs are upgraded every three years to ensure students are using up to date equipment. The advisory board also recommended purchasing and using VMware in the labs to give students experience in the virtual world. We currently have two VM servers and two VM data storage units.

1. **Membership 2011/2012**
2. Kim Ashworth - Ashworth consulting
3. Marc Ashworth - Patients First Health Care
4. Curt Beers – Four Rivers Career Center
5. Leon Bradley – RR Donnelley
6. Sharon Brandhorst – Network Technician
7. Dan Burkett – East Central College
8. Kate Dean – AQM Computers
9. Evette Eickelmann – Wallis Oil
10. Marty Glaese – RR Donnelley
11. Tim Harman – Warren County School District
12. Debbie Jennings – Franklin County IT Department
13. Cindy Krausch – AT&T
14. Adam Lenau –Electro-Core
15. Chris Overhoff – East Central College
16. Larry Poertner – Washington University School of Medicine
17. Chris Rowe – Sullivan School District
18. Kathy Rust – Retired CIS Faculty
19. Paul Schierhoff - Net Engineers
20. Dan Stamer – Bank of Sullivan
21. Dan Stewart - PBWorld
22. **Assessment Plan and Data**
23. **Assessment Plan**

Revised August 2011; May 2011; Revised March 2009; Revised April 2007; November 2006

Curriculum/coursework

* Specific course descriptions
* Course syllabi with identified course competencies, objectives, and specific assignment rubrics
* General Education requirements included in CS1013 & CS1003
	+ Managing Information Skill Area: Discussion Board exercises, Software Applications exercises, and a cumulative Presentation Assignment or Final Project
	+ Higher Order Thinking Skill Area: Discussion Board exercises; Presentation Assignment or Final Project
* Detailed course calendars and syllabi with course expectations
* Must achieve a minimum of 70% (C grade) in all CS courses

Assessment of student achievement

* Formative and summative
	+ Quizzes & Exams over course work; Instructors review results of these measures to examine learning and the need to review or re-teach course material.
	+ Projects reflecting the cumulative learning of courses and/or program
	+ Portfolio development at Program Level in CIS Capstone course
* Internal and external
	+ Course quizzes and exams; Common test banks are used to measure learning on course objectives for all course sections.
	+ Skills Assessment Manager (SAM) pretest and posttest for computer software applications; Application projects assessed with SNAP tool.
	+ CISCO Academy CCNA exams for four courses
	+ Technical Skills Assessment (TSA) is the CISCO Academy exam for CS1263 Network 4
	+ Internship with supervised work experience
	+ Work Keys for Career Readiness certificates
	+ CAAP for Certificates, AAS degrees, and AA degrees

Assessment of course / curriculum / program achievement

* + - CIS department meetings, Business & Technology meetings, Division meetings
		- Advisory Board meetings and evaluations twice annually
		- Students evaluate each course and faculty member each semester
		- Faculty driven assessment; all CIS faculty are actively involved and participate

Review of Course/Program

* Annual modifications as needed – Revise syllabi/expectations/goals;
* Annual completion of Assessment Report for TSA and specific classes as needed
	+ FA09-SP10 Basic Computer Skills (exit skills results), CS1013 Intro to CIS (pre / posttest results), and TSA graduate results
	+ FA10-SP11 CS1163 Network 2 8-week classes and 16-week classes compared and TSA graduate results
	+ FA11-SP12 CS1003 Microcomputer Applications (pre / posttest on software applications) and TSA graduate results
	+ FA12-SP13 Look at several years of data when we offered two sections of the Network class 1 thru 4
* Systematic Program Review (every 5 years)

CIS Competencies:

1. Students will demonstrate the ability to locate, organize, store, retrieve, evaluate, and synthesize information from sources needed to make informed decisions for the completion of a successful project.
2. Students will demonstrate the ability to use applications software in spreadsheets, database management, word processing, presentation, and the operating system.
3. Students will be able to explain the PC microprocessor and support chips, ROM software, ROM BIOS, utility software and diagnostics, operating system and its functions, networking environment, and peripheral coordination.
4. Students will demonstrate the ability to plan, create, test, improve and publish web site files.
5. Students will be able to explain network terminology and protocols, network standards, local area networks (LANs), Open System Interconnection (OSI) model, cabling, cabling tools, routers, network devices, Ethernet, and Internet Protocol (IP) addressing.
6. Students will be able to explain wide area networks (WANs), transmission control protocol/internet protocol (TCP/IP), IP addressing, routers, router configuration, routing protocols, access control lists (ACLs), switches, and switch configurations,.
7. Student will demonstrate the knowledge and skills needed to install, configure, customize, optimize, maintain, and troubleshoot the workstation operating system.
8. Students will demonstrate the knowledge and skills needed to manage, install, configure, customize, optimize, network, integrate, and troubleshoot a network using Microsoft server operating system.
9. Students will demonstrate the knowledge and skills needed to add dedicated servers and security enhancements to networks using Microsoft server operating system.
10. Students will demonstrate their skills and knowledge in a supervised work experience in an information technology environment.

General Education – Skill Area (CS1013 & CS1003):

Higher Order Thinking:

To develop students’ ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

Competencies:

* analyze and synthesize information from a variety of sources and apply the results to resolving complex situations and problems
* defend conclusions using relevant evidence and reasoned argument
* reflect on and evaluate their critical-thinking processes
* recognize the problematic elements of presentations of information and argument and to formulate diagnostic questions for resolving issues and solving problems
* use linguistic, mathematical or other symbolic approaches to describe problems, identify alternative solutions and make reasoned choices among those solutions

Managing Information:

To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

Competencies:

* access and/or generate information from a variety of sources, including the most contemporary technological information services
* evaluate information for its currency, usefulness, truthfulness and accuracy
* organize, store and retrieve information efficiently
* present information clearly and concisely, using traditional and contemporary technologies
1. **Assessment Data**

Fall 2010 – Spring 2011 Assessment Report

Course: Spring 2011 CS1163 Network 2

Learning Activity/Experience:

* The Spring 2011 CS1163 Network 2 class was offered in two formats:
	+ A 16-week one night a week section
	+ An 8-week two times a week day section
* The 8-week section offered Network 1 in the first 8-weeks of the semester, followed by Network 2 in the second 8-weeks of the semester. This allowed students who enrolled in the Spring semester as a first-semester student to accomplish both Network 1 & Network 2 so that the following Fall semester they could enroll in the Network 3 class. Without the 8-week Network 1 & Network 2 option, students who are Spring semester first-time students would have to wait until the next Fall semester to begin their 4-course Network sequence.

 Actual Results: See next page.

Relative Information Learned:

* 67% of the students earned A, B, or C grades in both the 8-week and 16-week sections.
* 40% in the 8-week section earned an A, while 20% in the 16-week section earned an A
* The 16-week section had a distribution of Ds and Fs, while the 8-week section students chose to withdraw.

New Strategy:

* It appears that the pace of the 8-week section either appealed to the students as demonstrated by the 40% A grade or overwhelmed the students as indicted by the 33% withdrawals. However, there was a consistent success of 67% when combining the As, Bs, and Cs, of both sections. Question: Was the 40% A grades in the 8-week section based on the willingness of the student to step up and handle the faster pace of the class?
* Analysis of the CIS Network Computer Lab sign-in sheets also supports the higher grades of the 8-week section. These students spent time in the CIS Network lab using the resources with the support of the lab assistant.
* The instructor will implement the Packet Tracer tool which the students can use at home or in the computer lab. This tool simulates a computer network without the physical devices so provides flexibility and practice to the students to work through various lab scenarios.

TSA Network Courses CISCO Academy

|  |
| --- |
| Summer 2010, Fall 2010, and Spring 2011 |
| AAS Computer Information Systems | 10 pass |
| Certificate CIS Network Technician | 2 pass |

Cisco Networking Academy is a global education program that teaches students how to design, build, troubleshoot, and secure computer networks for increased access to career and economic opportunities in communities around the world. Networking Academy provides online courses, interactive tools, and hands-on learning activities to help individuals prepare for ICT and networking careers in virtually every type of industry. The Networking Academy delivers a comprehensive, 21st century learning experience to help students develop the foundational ICT skills needed to design, build, and manage networks, along with career skills such as problem solving, collaboration, and critical thinking. Students complete hands-on learning activities and network simulations to develop practical skills that will help them fill a growing need for networking professionals around the world.

Students in the Computer Information Systems program take 4 Network CCNA courses. During these four courses, they must successfully complete the final objective exam and hands-on skills test for each Network class before enrolling in the next Network course in the sequence. The curriculum is controlled by CISCO Network Academy. This exit exam is recognized as a program-level accomplishment for our graduating students.

**Fall 2009 - Spring 2010 Assessment Report**

**Course: CS0011 Basic Computer Skills**

**Course Objectives:**

Competency I: Introduced to basic computer skills.

Objective: Given computer systems and appropriate software, the students will demonstrate their proficiency in basic computer tasks.

Enabling Objectives:

1. Demonstrate the ability to use the online course management system, including logging on, reviewing course home page, using course tools, such as Forum Discussion Board, Quizzes, Feedback, Assignments, Grades, etc.

2. Demonstrate how to navigate the Internet, explore web pages and sites, use search engines, understand URLs or web addresses, use Favorites, and tabbed browsing.

3. Demonstrate the ability to save a file, open a file, create a file or folder, rename a file or folder, delete a file or folder, and move files between folders on the computer system and/or USB drive.

4. Demonstrate the ability to enter text, rearrange text, get a printout, and perform basic editing operations using a word processor.

**Fall 2009 Basic Computer Skills**

**Learning Activity/Experience:**

* Using the Questionnaire tool in the Moodle course management system, students indicated they were “very confident” by placing a checkmark in front of a specific skill as listed below.
* This Questionnaire was taken the beginning of the first class and as an exit survey at the end of the class.

**Actual Results:**

|  |
| --- |
| Fall 2009 Basic Computer Skills |
| 9 total responses |  |  |
| Self-Response to Specific Skills  | Beginning of class | End of class |
| Opening windows, such as My Computer or My Documents | 22% | 78% |
| Using Windows Quick sizing buttons -- Minimize, Maximize/Restore, Close | 44% | 78% |
| Resizing windows using top, side, or diagonal arrows | 44% | 78% |
| Using the scroll bars inside of windows | 56% | 56% |
| Positioning windows by dragging them using their Title Bars | 33% | 44% |
| Using the Mouse (pointing, clicking, double-clicking, right-clicking, dragging) | 78% | 89% |
| Using eCentral (logging in, using its links, & logging out) | 44% | 89% |
| Using Moodle Assignments File to Instructor link | 11% | 44% |
| Using Moodle Discussion Board Forum creating posts and replies | 11% | 33% |
| Using Moodle Quizzes -- taking and reviewing quizzes | 44% | 78% |
| Using Moodle Quickmail to send and attach files to email | 11% | 33% |
| Printing PowerPoint presentation as Handouts, 6 slides per page, in pure black and white to save printer paper and toner | 11% | 67% |
| Using FalconMail (student email) to compose, send, read, delete, and attach files to email | 0% | 67% |
| Using File Management skills to create folders, copy files/folders, rename files/folders, move files/folders, and delete files/folders | 11% | 11% |
| Using Microsoft Word to create, name, and save files | 11% | 44% |

**Relative Information Learned:**

* One skill, “Using the scroll bars inside of windows”, shows no change from the beginning of class to the end of class responses.
* Second skill, “File Management”, shows no change from the beginning of class to the end of class responses.

**New Strategy:**

* The instructor will emphasize using scroll bars in windows more in the next class to make sure that the students are confident with this skill.
* File Management skills will be included on each day’s instruction to provide more practice with this skill.

**Spring 2010 Basic Computer Skills**

**Learning Activity/Experience:**

* Using the Questionnaire tool in the Moodle course management system, students indicated they were “very confident” by placing a checkmark in front of a specific skill as listed below.
* This Questionnaire was taken the beginning of the first class and as an exit survey at the end of the class.

**Actual Results:**

|  |
| --- |
| **Spring 2010 Basic Computer Skills** |
| **11 total responses** |  |  |
| **Self-Response to Specific Skills** | **Beginning of class** | **End of class** |
| Opening windows, such as My Computer or My Documents | 73% | 91% |
| Using Windows Quick sizing buttons -- Minimize, Maximize/Restore, Close | 55% | 91% |
| Resizing windows using top, side, or diagonal arrows | 45% | 100% |
| Using the scroll bars inside of windows | 82% | 91% |
| Positioning windows by dragging them using their Title Bars | 36% | 91% |
| Using the Mouse (pointing, clicking, double-clicking, right-clicking, dragging) | 73% | 100% |
| Using eCentral (logging in, using its links, & logging out) | 18% | 100% |
| Using Moodle Assignments File to Instructor link | 18% | 91% |
| Using Moodle Discussion Board Forum creating posts and replies | 9% | 82% |
| Using Moodle Quizzes -- taking and reviewing quizzes | 9% | 91% |
| Using Moodle Quickmail to send and attach files to email | 9% | 91% |
| Printing PowerPoint presentation as Handouts, 6 slides per page, in pure black and white to save printer paper and toner | 9% | 91% |
| Using FalconMail (student email) to compose, send, read, delete, and attach files to email | 27% | 91% |
| Using File Management skills to create folders, copy files/folders, rename files/folders, move files/folders, and delete files/folders | 9% | 82% |
| Using Microsoft Word to create, name, and save files | 18% | 82% |

**Relative Information Learned:**

* Each skill showed significant improvement from the beginning of class to the end of class responses.
* The three lowest areas of confidence were:
	+ Moodle Discussion Board Forum postings and replies
	+ File Management
	+ Microsoft Word

**New Strategy:**

* The instructor will increase the opportunities to use the three areas identified above in the next semester to increase the confidence level of the students.

**Course: CS1013 Introduction to Computer Information Systems**

**Course Objectives:**

Competency I: Describe the factual concepts of the computer systems.

Objective: Given objective assignments and tests, the students will describe the factual information surrounding computers.

Enabling Objectives:

1. Describe a computer and how it works.

2. Describe the Internet and the tools used on it.

3. Describe a variety of application software.

4. Define the components of the system unit.

5. Describe the various methods of input and output.

6. Describe various storage media and storage devices.

7. Describe operating systems.

8. Describe communication technology and their applications.

9. Describe the advantage of organizing data in databases.

10. Identify computer and Internet risks and a variety of ethical issues.

11. Identify the system development life cycle and the program development cycle.

12. Identify the special computing requirements used in an enterprise-sized organization.

.

**Fall 2009 Introduction to Computers Information Systems**

**Learning Activity/Experience:**

* Using Pre/Posttest Questionnaire tool in the Moodle course management system, students indicated the answer to specific questions covering the above objectives.
* This Pretest Questionnaire was taken the beginning of the first class and the Posttest was taken during the last week of classes.

**Actual Results:**

**Relative Information Learned:**

* 84% of the students earned A, B, or C grade in the Pretest.
* 96.2% of the students earned A, B, or C grade in the Posttest.
* 3.8 % of the students earned D or F grade in the Posttest.

**New Strategy:**

* Question: Why did 3.8% of the students not earn above a D or F grade on the Posttest?
* Analysis of the D and F student responses to the questions revealed that 3 questions were poorly worded. These questions will be reworded for the next semester.

**Spring 2010 CS1013 Introduction to Computer Information Systems**

**Learning Activity/Experience:**

* Using Pre/Posttest Questionnaire tool in the Moodle course management system, students indicated the answer to specific questions covering the above objectives.
* This Pretest Questionnaire was taken the beginning of the first class and the Posttest was taken during the last week of classes.

**Actual Results:**

**Relative Information Learned:**

* 84% of the students earned A, B, or C grade in the Pretest.
* 90% of the students earned A, B, or C grade in the Posttest.

**New Strategy:**

* It was disappointing that there was an increase in F grades in the Spring semester compared to the Fall semester information. (Fall .8% F grades; Spring 7% F grades)
* Currently the Posttest is external of the final exam. Instructors are discussing if embedding questions in the final exam might be a better strategy.
* Instructors will be asking students to seriously consider their responses to the Posttest. It was felt that students did not do their best to complete the Posttest since they earned extra credit points just for completing the Posttest.
* The Posttest points could be based on the score the student earned on the Posttest.

**TSA Network Courses CISCO Academy**

|  |
| --- |
| **Spring 2010 Graduates** |
| AAS Computer Information Systems | 2 Pass |
| Certificate CIS Network Technician | 1 Pass |

|  |
| --- |
| **Summer 2010 Graduates** |
| AAS Computer Information Systems | 1 Pass |

Cisco Networking Academy is a global education program that teaches students how to design, build, troubleshoot, and secure computer networks for increased access to career and economic opportunities in communities around the world. Networking Academy provides online courses, interactive tools, and hands-on learning activities to help individuals prepare for ICT and networking careers in virtually every type of industry. The Networking Academy delivers a comprehensive, 21st century learning experience to help students develop the foundational ICT skills needed to design, build, and manage networks, along with career skills such as problem solving, collaboration, and critical thinking. Students complete hands-on learning activities and network simulations to develop practical skills that will help them fill a growing need for networking professionals around the world.

Students in the Computer Information Systems program take 4 Network CCNA courses. During these four courses, they must successfully complete the final objective exam and hands-on skills test for each Network class before enrolling in the next Network course in the sequence. The curriculum is controlled by CISCO Network Academy. This exit exam is recognized as a program-level accomplishment for our graduating students.

1. **Quality Improvement Efforts**

 The CIS quality improvements are related to student learning, retention and returning adult learners in our program and courses. From 2008 through 2011 with the increased ECC student enrollment, CIS has offered two sections of our major CS courses each semester because of the number of students enrolled as the CIS major. Also, the Network 1 & 2 courses offered 8-week sections in the spring semester to assist new students enrolling in January to be in sequence for future classes. We also expanded our summer offerings to include more CS major courses so that students could remain full-time during the summer. Careful planning, responsible use of resources and effective enrollment management strategies allowed our CIS Program to grow in the last three years.

 The CIS department has a part-time lab assistant to ensure that students have access to the lab in CC226 during regularly scheduled times Monday through Friday. This allows students to have access to software, hardware, and tutoring.

1. **Summary**

The CIS Program at East Central College offers instruction in courses that are very current and up to date. Computers in the labs are upgraded every three years through the State of Missouri Enhancement Grant. This allows for a 75/25 match of funds. The computers that are being replaced are then used in other labs, on and off campus, when needed. Equipment (routers, switches, VM servers) used in the program is also current and obtained through the same enhancement grant funding. Software versions, both application and operating system, are also up to date.

East Central College

CIS Advisory Committee

Minutes

Wednesday, September 26, 2007

The CIS Advisory Committee meeting was held at Pizza, Pasta, & More at 5:30 p.m. in their meeting room. Those in attendance: Kim Ashworth, Marc Ashworth, Dan Burkett, Marty Glaese, Timothy Harman, Chris Overhoff, Larry Poertner, Chris Rowe, Doug Schmidt, Daniel Stewart, Roger Lawrence, Kathy Rust, Diane, Pellin, and Judy Cook. Leon Bradley shared suggestions by email, since he was unable to attend. After enjoying the buffet, the meeting was called to order at 6:10 p.m.

Introductions were made and the CIS Information Sheet of names and contact information was reviewed. The Minutes of the Spring CIS Advisory meeting were read and no corrections were made.

The group looked over the CIS Assessment Plan. A discussion ensued concerning the statement, “Must achieve a minimum of 70% (C grade) in all CS courses.” It was decided to maintain the standard as stated in the Assessment Plan.

The CIS Three-Year Goals were discussed. Chris Overhoff stated that we were meeting one goal by inviting him to participate in the Advisory Committee. This helps communication with the ECC IT Department and the CIS Program. The group discussed the future relocation of the CISCO Computer Lab CC226 to the first floor when the Allied Health programs are moved to the new building by the Spring of 2009. The Advisory Committee recommended attractive storage of our CISCO equipment as a possible recruitment tool to encourage future students to recognize the thorough preparation that our program offers in the Networking field. A Data Center appearance will enhance interest in the program.

Surveys were discussed. This topic was introduced in the Spring 2007 Minutes. Roger Lawrence shared some results of current surveys completed by Rick Matthiesen in the business community and Leslie Borgmeyer in the high school area. More dialogue is needed in this area. This will be an agenda item for the Spring 2008 meeting.

Several suggestions were made to encourage enthusiasm of the program:

* Saturday continuing education course work;
* Customized training opportunities to fulfill business needs in shorter time periods—this then identifies an audience for possible degree interest;
* Business tours to see infrastructures;
* Virtualization incorporated thoroughly into course work—currently in Microcomputer Operations, Network Server 1 and Network Server 2;
* Courses encourage concentration of materials at the beginning of course to show relativity to business and add the background information later in the course.

Enhancement Grant discussion included a motion by Marc Ashworth and second by Chris Overhoff to accept the following items for submission. The motion passed unanimously with full support of the Advisory Committee members.

* Equipment and software for a Virtual Server environment
* Equipment to support a VOIP lab
* Equipment to extend the CCNA labs
* Equipment for WAN emulation (this supports the CCNA labs and VOIP labs)

The next CIS Advisory Committee meeting will be in mid February of 2008. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Judy Cook

 **East Central College**

**CIS Advisory Committee**

**Minutes**

**February 18, 2008**

The CIS Advisory Committee meeting was held in CC231 at 6:00 p.m. Those present were: Dan Burkett, Marty Glaese, Leon Bradley, Marc Ashworth, Chris Overhoff, Rick Matthiesen, Diane Pellin, Kathy Rust and Judy Cook.

**Welcome & Introductions**

Judy thanked everyone for attending. She introduced Rick Matthiesen, our adult vocational recruiter and asked everyone to introduce themselves for Rick’s benefit.

**Minutes Approved**

Judy stated that she had emailed out the minutes from the last meeting to everyone and asked if there were any changes or corrections. There were none and the minutes were accepted as is.

**Announcement**

Judy made the announcement that Kathy is retiring at the end of June; however, she will still stay on the advisory committee!

**Enhancement Grant Wish list**

Judy stated that she had emailed the Enhancement Grant request that was submitted for this year to everyone. She let them know that we won’t find out the outcome until late May.

**Recruitment**

Judy again introduced Rick Matthiesen. He told the group that a study that he had done through a graduate class he was taking found that students desire more of the following:

 Child Care

 Night Classes

 Distance Learning

 Weekend Classes

 Scholarships

The advisory board indicated that continuing education is what their people need versus a degree.

Rick stated that our Customized Training area can accommodate this with “Ed-to-Go” and customized courses and seminars. Rick keeps in touch with the Missouri Career Center to learn when new businesses and expansion is happening in the area. Also, the Career Center may have funding for people if they qualify.

Rick invited everyone to a meeting of the Missouri Employer Committee (MEC) next Friday at 11:30 at the Ponderosa in Washington. This committee meets to gain info on how to serve the needs of area businesses.

Along the same lines as scholarships, Rick has checked into Employee Tuition Assistance programs. Unfortunately, this can be difficult because some companies hesitate to pay for education only to lose the employees.

Judy asked if there was a pattern to what people want? Two-three day seminars? Weekend seminars? Rick hadn’t seen a pattern specifically.

Mary Glaese mentioned that their company has used UMSL for their 1-3 day seminars which are a good start.

Rick is working on a website called ECC Adult Recruiting. Also, he has email distribution lists and can send information out that way.

Marty asked about personal visits to HR directors. Rick indicated that this is also very time consuming.

Dan Burkett mentioned that a very simple mailing like what the YMCA does would be helpful. It was discussed that we used to have the Skyline but that has been phased out.

There are 2 markets for this department – people changing degrees or careers – and those who just need to brush up.

When local companies close is a time when career changes can be made; however, the restrictions associated with some of the funding makes it difficult too. The key is getting the information out.

Kathy asked if the college has looked at what we offer to react to what the companies coming into the area need.

Mark Ashworth asked why can’t ECC react quicker to these various scenarios? Judy explained that part of it is the requirements from the State.

Kathy asked if the TRA funding allows for customized training programs. Rick didn’t believe so, he thought it needed to be a certified program.

Marc said that smaller, continuing education-type classes may encourage enrollment into the degree programs later.

Marty indicated that retraining companies in the new Microsoft products could be a profitable venture.

A big theme that was repeated was a need for marketing – but that it needed to be focus and optimize how we do this.

Diane mentioned that they were thinking of offering the Networking classes in a new manner. We are thinking of evening Fall Network 1 & 3 with Spring evening Network 2 & 4 with day 8-week sections of Network 1 & 2 for students starting in the Spring semester, instead of a Fall semester.

Marc indicated that offering the introductory classes each semester is important. Consensus was that 8-week, intense courses are preferred to the 16 week format.

Dan Burkett mentioned that we might also add some fun coursework like video games. Judy commented that the verdict is still out on the long term viability of this. Marty Glaese asked about retirees – are we offering the type of courses they could use? This is more Continuing Education, which is how it was offered (as dual listing) in the past.

Rick asked if the CIS department offers a competition like WYSE? They used to do the Computer Bowl but once programming was reduced in the curriculum, this was phased out.

The idea of putting a glass wall in the area to show off the equipment to potential students for marketing purposes was well received.

Kathy indicated that doing features on successful students is an idea that should be revisited.

Dan Burkett mentioned adding coupons to a publication – like the old Skyline.

Rick said that he would check with the Career Center to find out what skill set is required for incoming businesses. Also, he will get handouts to take to an upcoming health fair.

Chris Overhoff mentioned getting a liaison to work with incoming companies to ‘tweak’ our curriculum to meet their needs.

Judy asked if there was anything else – if anyone had comments on the handouts that they didn’t share tonight, they should email them.

Rick asked if there was any interest in an IT Roundtable group forming. Depending on how often it would meet, there was definite interest in this.

Judy thanked everyone for coming.

Afterwards, Marc Ashworth mentioned that he had done some interviewing recently and discussed the quality of applicants and the interview process a little bit. This prompted Judy to mention that there may be a trend to have the Career Management class added back into each department. Based on this, Judy asked if anyone had scenarios, questions or checklists that they could share from their own interviewing process. Several members indicated they did and would send them to her.

The meeting was adjourned.

Respectfully submitted by,

Kim Weber

East Central College

CIS Advisory Committee Minutes

Monday, November 10, 2008

The Joint Advisory Committee Meeting was held at the Regional Training Center at ECC at 6:00 p.m. After enjoying the delicious buffet prepared by the Culinary Arts students, Dr. Ed Jackson welcomed the group. Jean McCann introduced the Program Instructors who shared information about each program – Computer Information Systems (Diane Pellin & Judy Cook), Culinary Arts (Ted Hirschi), Drafting and Design (Walter Staas), HVAC (Rick Sumner), Industrial Engineering Technology (Ray Schaeffer), and Precision Machining (Curtis Elliot). Kim Weber shared the role of Career Services. Megan Poynter provided an overview of the Admissions process. Don Bertram covered Customized Training opportunities. Following the joint meeting, each program moved to a classroom to convene their individual meetings.

CIS Advisory members in attendance were Kathy Rust, Doug Schmidt, Dan Stewart, Diane Pellin, and Judy Cook. Leon Bradley, Marty Glaese, & Larry Poertner shared emails, but were unable to attend. The CIS Advisory Committee met in RTC 110 and discussed the following agenda items:

1. Welcome & Introductions; Approval of the February 18, 2008, Minutes
2. Enhancement Grant
3. 38% cut for this year’s request (2008-2009) – items purchased:
	* 2 Virtual Servers with Software
	* CCNA Discover & Exploration 1-4 Standard Equipment Bundle with 3 year SMARTNET
		+ Router, WAN interface card & cables, 24-port switch
		+ Wireless PCI adapter, card bus adapter, & broadband router
	* CCNA 3.X Std. 1841 Bundle with 3 Year SMARTNET
		+ 1841 Router, WAN interface card, cables, & 24-port switch
4. Enhancement Grant requests for next year (2009-2010) which were approved:
	1. Computers & printer for CC226 lab
	2. 3 CISCO router/switch bundles to begin replacing aging equipment for the CISCO CCNA Academy
	3. Data Storage units for the Virtual Server environment
	4. Furniture for CC127 to provide a lecture area in the center with computers around the edges of the classroom
5. Information shared:
	1. New location 2009; move CC226 to first floor with new equipment & furniture
	2. Vista for Fall 2009 in computer labs
	3. Capstone class:
		1. Interview & job hunting techniques;
		2. Need volunteers to interview students;
		3. CIS portfolio;
		4. Personal & professional ethics statement;
		5. Work Keys (exit exam) & Career Readiness Certificates
	4. Internship – 150 hours of supervised work experience in an information technology environment using the skills and related knowledge learned in previous courses

The meeting was adjourned at 9:15 p.m. Respectfully submitted, Judy Cook

East Central College

CIS Advisory Committee Minutes

Wednesday, April 22, 2009

CC231 6:30 p.m.

Computer Information Systems Advisory members in attendance were Dan Burkett, Marty Glaese, Chris Overhoff, Larry Poertner, Kathy Rust, Brenda Bouse, Judy Cook, and Diane Pellin. Leon Bradley and Timothy Harman shared emails, but were unable to attend. The CIS Advisory Committee met and discussed the following agenda items:

1. Welcome & Introductions
2. Approval of the Monday, November 10, 2008, Minutes with correction; Diane Pellin corrected the Minutes to note that no racks were purchased with the CCNA Discover & Exploration Router, or with the 1841 Router.
3. Enhancement Grant proposal submitted December, 2008; Still pending notification of acceptance of the proposal;
4. Equipment:
	* 25 computers for CC226 (3-year rotation on equipment)
	* 1 printer for CC226
	* 3 CISCO router/switch bundles (to replace models purchased when the program started and are no longer supported by CISCO)
	* 2 Data Storage units for the VM environment
5. Furniture (CC127 reconfigured with Lecture area and computers around perimeter, similar to CC134 & CC226):
	1. 8 tables
	2. 19 computer station tables
	3. 1 ADA workstation
	4. 1 printer stand with storage below
	5. 42 chairs
6. Review Computer specs for CC226 -- A Dell spec quotation was provided for consideration:
	1. Base Unit: Full tower unit recommended
	2. Processor: 64-bit needed for Windows 7 operating system
	3. Memory: 8 GB is needed for future applications and Windows 7 operating system
	4. Monitor: with USB ports available on it to provide easy access for students
	5. CD-ROM or DVD-ROM Drive: Cyber link Power DVD 9.0 was recommended over 8.1 as listed in the Dell specs
	6. Speakers: Sound bar – needs further consideration in a classroom/lab environment. There are online training tools that required sound.
	7. Dell has a 7-year warranty available
7. Review of VM environment: Larry Poertner and Marty Glaese shared the CIS VM software and how it is used in CIS classes. They shared their business experiences with Virtual Server environments and stressed how important it is that our students have exposure/experience with this VM environment.
8. Employer’s short-term training/certification needs: Brenda Bouse explained how Stimulus monies are available for programs to return workers to the work force with new/improved job skills. Several ideas were shared:
	1. Social networking and linking with professionals in your career area is important
	2. Resume building – how to represent yourself concisely and positively
	3. Business Applications: Peach Tree, Quick Books, Microsoft Word, Microsoft Excel; possibly pairing these with Microsoft Certification
	4. CISCO CCENT (Network 1 & 2) paired with A+ Certification (Microcomputer Operation) with a strong emphasis on Customer Service/Help Desk training.
9. Information shared:
	1. CISCO lab a new location 2009; move CC226 to first floor with new equipment & furniture – This is move has been delayed. Money consideration, AD renovations, etc. need to be established before this move would happen.
	2. Vista for Fall 2009 in computer labs: Placing Vista in all student accessible computers on the Main campus and Remote Site campuses is ideal. Windows 7 closely resembles Vista so the upgrade to this operating system would move smoothly. Vista would match textbook figures for beginning learners who need this support.
	3. Basic Computer Skills course for Returning Adult Learners or anyone who wants to learn introductory level computer skills. This is a developmental course and not part of any degree or certificate programs.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted, Judy Cook

East Central College

CIS Advisory Committee Minutes

Wednesday, October 21, 2009

CC104 6:30 p.m.

Computer Information Systems Advisory members in attendance were Leon Bradley, Marty Glaese, Chris Overhoff, Larry Poertner, Kathy Rust, Paul Schierhoff, Dan Stewart, Judy Cook, and Diane Pellin. Brenda Bouse, Dan Burkett, and Larry Poertner shared emails, but were unable to attend. The CIS Advisory Committee met and discussed the following agenda items:

1. Welcome & Introductions
2. Approval of the Wednesday, April 22, 2009, Minutes
3. Enhancement Grant Approved July 1, 2009; everything approved and implemented
	1. Equipment:
	* 25 computers for CC226 & 1 printer for CC226
	* 3 CISCO router/switch bundles
	* 2 Data Storage units for the VM environment
	1. Furniture (CC127 reconfigured with Lecture area and computers around perimeter, similar to CC134 & CC226):
	* 8 tables, 19 computer station tables, 1 ADA workstation, 1 instructor station
	* 1 printer stand with storage below
	* 42 chairs
4. Curriculum
	1. Virtual Server Update – Dan Stewart’s Server 1 class is using the virtual server environment this Fall. He shared that being limited to virtual machine configuration is challenging, but he is working closely with Reuben Popp to fine-tune the set up for the students. There is a learning curve to using this system in the classroom. Dan is developing handouts to assist student learning. Leon Bradley suggested Vision App to allow students a more visual environment. Marty Glaese asked about Snapshot availability which has not been developed yet. The two data storage units are not fully online yet. Instructors have requested Remote access so that they can develop class tools appropriately.
	2. Windows 7 for Operating System class: The Advisory committee supported using Windows 7 and an introduction to Windows PowerShell in the Operating Systems class for Spring 2010. Marty Glaese was interested in discussing with Larry Poertner adding some Windows PowerShell into the Fall 2010 Microcomputer Operations class so that students would have exposure in two courses to this software.
	3. CISCO VoIP, CCNA Security, & Wireless curriculum: Diane Pellin shared course descriptions and information about the CISCO curriculum for these classes. The Advisory committee felt these CISCO classes could be used as Continuing Education, but did not feel they should be part of our 2-year AAS degree program. These are specialty areas and not appropriate for entry-level course work. It was recommended to advertise these classes to alumni and area businesses.
	4. Industry Certification – A+, Network+, Cisco CCENT, & Cisco CCNA: The Advisory Committee suggested that Industry Certification be emphasized in CIS Certificate programs to give the students an external credential for their Resumes and employment applications.
	5. Programming curriculum was discussed and it was suggested that .Net Framework programming needs to continue to be emphasized. C# Programming class is taught using the .NET framework.
5. Enhancement Grant requests due December 1, 2009
	1. Review Computer Specs for CC127 & CC134: 64-bit machines are recommended by the Advisory Committee since these labs are on a three-year rotation plan.
	2. Five Windows laptops and five MAC laptops were recommended by the Advisory Committee for students’ exposure in the Microcomputer Operations class, the Operating Systems class, and the Networking class. The MAC Server software is being explored for the virtual server environments. This discussion took place over email in November and December.
6. Internships
	1. AAS graduate numbers are up and potentially 5-6 students need internships in Spring 2010. The Advisory Committee suggests canvassing the graduates of the CIS program, Municipalities, School Districts, etc. for possible internship locations.
	2. Marty Glaese, Larry Poertner, & Dan Stewart agreed to do videotaped segments of job interview suggestions for CIS Majors. Rachael Calvin is coordinating these segments.
7. Continuing Education – Short-term certificate/course work: Don Bertram was unable to attend. The above 3 CISCO courses were recommended to try as Continuing Education. Marty Glaese expressed interest in offering Saturday morning general computer user type classes.
8. Information to share:
	1. No news on relocating CC226 to first floor with new equipment & furniture
	2. Vista is in CC127, CC134, & CC226 – No problems using it this Fall
	3. Basic Computer Skills courses for Returning Adult Learners or anyone who wants to learn introductory level computer skills. This is a developmental course and not part of any degree or certificate programs. Going very well. Offer two sections during the semester break and two more sections early in the semester. The Advisory Committee requested Posters to use in their work environment.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Judy Cook

East Central College

CIS Advisory Committee Minutes

Wednesday, April 28, 2010

CC104 6:30 p.m.

Computer Information Systems Advisory members in attendance were Timothy Harman, Kathy Rust, Paul Schierhoff, and Daniel Stewart. Email responses were received from Marty Glaese, Debbie Jennings, and Cindy Krausch. East Central representatives were Brenda Bouse, Judy Cook, Jean Erwin, Laura Klaus, and Diane Pellin. The CIS Advisory Committee met and discussed the following agenda items:

1. Welcome & Introductions
2. Review of the CIS Information sheet. Members were asked to make sure the contact information of phone, email, employment, etc. were accurate.
3. Approval of the Wednesday, October 21, 2009, Minutes. Question and answers to the Minutes: Capacity of the Data Storage units -- 6 TB without overhead services. Status of the CIS interviews that were videotaped – Mary Beth Huxel has the files and is putting them on our streaming video server so that by Fall semester they can be added to the Capstone class.
4. Enhancement Grant waiting for approval by July 1, 2010
	1. Equipment:
	* 45 computers & 2 printers for CC127 & CC134
	* 5 Apple Macintosh laptops per recommendation of Advisory Committee (see Minutes 10/21/09) to be used in the Microcomputer Operations class, Operating Systems class, and the Networking class. The MAC Server software is being explored for the virtual server environments.
	1. Second submit on unspent money approved December, 2009:
	* 2 Instructor Tablet PCs
	* 5 Windows student laptops
	* Server Rack (second rack for router/switch bundles to distribute students into thirds, rather than one rack with all 20 students around it working on assignments)
	* Server Cabinet with glass door for CC226 classroom for the CISCO Network 1 Eagle server and 1/3 of the router/switch bundles. Dan Stewart suggested a tour of the CISCO complex on Swingley to see the equipment and modern facility.
5. Curriculum
	1. The CIS Fact Sheet and Course Descriptions were shared with the committee. Members are asked to review these documents for any updating in titles and descriptions, new courses needed, deactivating unnecessary courses, etc. All suggestions are welcomed; please contact Diane Pellin or Judy Cook with any ideas.
	2. Virtual Server Update – (Larry Poertner, Operating Systems & Dan Stewart, Server 2). Snapshot capability coming soon and Remote Access for Instructors is now available. Dan Stewart shared his experiences with the virtual environment this semester. There are still issues of setup and space capacity that allow the students enough capacity to create multiple servers. Dan suggested looking at ECO Logic by Dell to assist with dynamic space capacity on our SANS data storage units.
	3. Windows 7 for Operating Systems class.
	4. Windows 7 will be installed in CC134 & CC226 for Summer semester with the rest of campus going to Windows 7 by Fall semester.
	5. Apple Macintosh computers, operating system, networking. To broaden our students’ exposure to Macintosh computers, the Microcomputer Operations class, the Operating Systems class, and the Networking class have hands-on time with these laptops. We are also exploring having the Mac Server operating system in VM for exposure purposes. Paul Schierhoff recommended a product called Parallels that allows a virtual Windows operating system on a MAC to assist with technical support of MACs by a Windows-trained support person. Tim Harman shared that he is seeing more MACs being purchased by students and individuals, but it was the consensus that MACs can be found in Art or Graphic Design departments while the rest of the business environment is Windows-based. The use of iPhones synching with Windows-based email systems is very common, often using iTunes to synchronize with Outlook. Exposing our students to the MAC operating system and networking requirements broadens their exposure
	6. Introduction to Computers class is making a publisher change; adopted Paradigm with “Our Digital World” book with Online Companion Site and SNAP Office 2007 online Training, Assessment, and Projects. Plan to use this Summer.
	7. Dan Stewart suggested an emphasis of virtualization in Server 2 rather than Security. Security is still incorporated but it has moved to a master’s education level of specialty. Virtualization of a server farm and being very comfortable in this environment is a Network Administrator’s job skill. Understanding the dynamics and implementation of cloud computing is needed. Currently, Windows Server 2008 and Active Directory is emphasized in Server 1.
	8. IC3 computer literacy assessment was discussed. This assessment would be for all incoming students to establish a minimum base line of competency. It involves three modules, Computer Fundamentals, Key Applications, and Living Online (Internet or networked environment). Students could take an online assessment; if they did not score at a proficiency level, remedial course/activities would be available. Then the student would reassess, hopefully successfully. This assessment would allow the Intro to Computers class and Microcomputer Applications class to remove the literacy component and include more advanced concepts and activities. A pilot study could be possible to see if this assessment would provide the information to assist student success in coursework.
	9. Cindy Krausch suggested an Eco Environmental Management emphasis. Dan Stewart and Tim Harman supported this suggestion. Dan felt this needed to be a part of every class – technicians and network administrators. Recycling, e-waste disposal, green computing and how to pay for it are every day issues in IT. Diane Pellin and Judy Cook shared that the ethics topic discussion boards in the Intro CIS include these issues and many students did their writing assignment and PowerPoint presentation on this topic.
	10. Marty Glaese shared that he is planning to incorporate PowerShell in the Microcomputer Operations class to prime the students for PowerShell scripting in the Operating Systems class taught by Larry Poertner. He also supported the idea of exposing students to the Macintosh environment in a virtual environment and hands-on.
6. ATMAE Certification
	1. The Association of Technology, Management, and Applied Engineering (atmae.org)
	2. CIS Program Review 2010-2011
	3. Judy Cook and Brenda Bouse shared the success of the Industrial Engineering Technology program had with going through the accreditation process with ATMAE. During this process it was discovered that they also have accreditation for Computer Information Systems. Diane Pellin and Judy Cook will be exploring this opportunity since the CIS Program Review is scheduled for next year.
7. New Degree Programs through Training for Tomorrow grant
	1. Business Management Technology (Rolla & Warrenton), David Ruggeri, Program Coordinator. David was unable to attend, so Judy Cook and Brenda Bouse shared a hand out with a draft form of the BMT degree program scheduled to begin Fall semester in Rolla and Spring semester in Warrenton. This degree program closely patterns Missouri S&T’s Business Management Systems degree which as a strong emphasis in Enterprise Resource Planning and Supply Chain coursework.
	2. Health Information Technology, Jean Erwin, Program Coordinator. Jean shared that this new AAS degree/Certificate program in Health Information Technology (HIT) will include physician-based and hospital-based coding. With the national mandate for medical facilities to switch from paper medical records and billing to electronic health records/billing (EHR) by 2014, the need for a trained HER workforce will be in high demand. ECC’s immediate goal is to establish a Health Information Billing and Coding Certificate/AAS degree program and revise the current Medical Secretary program. A future goal is to add a hospital-based Health Information Management program to prepare students for the RHIT national examination. This group is trying to organize an Advisory Committee if you would like to serve on that committee or suggest a name of someone else who might like to serve, please contact Jean Erwin.
8. Information to share:
	1. Mock Interviews – 5 students and Advisory members participated in Mock Interviews for the Capstone class. Dan Stewart shared his experience as an interviewer. He suggested that a conference room or designated place on ECC’s campus be available to assist with student convenience. Judy Cook responded that one advantage to students traveling to the interviewer’s work site is that they have been given tours of the IT work environment as part of this experience. Paul Schierhoff’s interview is scheduled for after this meeting, but he did state that the student did call and set up an appointment for the Mock Interview.
	2. Open Lab Monday through Thursday in CC226 from 1 p.m. thru 6 p.m. with our lab instructional assistant, Adam Lenau. This has been wonderful support for our Return Adult Learners.
	3. Four successful Internships completed Spring 2010 semester. Paul Schierhoff discussed the details of the Internship experience and is considering participating in this program for the Fall semester.
	4. Adjunct instructors are always needed for ECC courses and continuing education course. Please contact Diane Pellin or Judy Cook if you have an interest or know of someone who might be interested in teaching.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Judy Cook

**Joint Advisory Committee Meeting**

**Accounting, Business Management, Business, Management and Technology, Business Technology and Computer Information Systems**

**Friday October 29, 2010**

**11:30 am, HS100**

**Members in attendance**: Jerry Amaloza, Marc Ashworth, Janet Braun, Jim Carter, Judy Cook, Jason Durbin, Bonnie Gardner, Dan Hall, Dave Hood, Mary Beth Huxel, Debbie Jennings, Diana Jones, Laura Klaus, Adam Lenau, Shannon Manzanilla, Jean McCann, Steffani McCrary, Kim Minnick-Contarini, Chris Overhoff, Diane Pellin, Peggy Rodgers, Dave Ruggeri, Don Schuttenberg, Hannah Uffmann and Brittany Watz.

**Greeting and Welcome:** Division Chair Mary Beth Huxel explained the reasoning behind the decision to have a joint advisory committee meeting: because of the interaction of various businesses ECC is looking for a collaborative input to help guide our program development. The goal of the advisory committees’ relationship with ECC is to affect our community and to keep up to date with our programs to meet the ever changing needs of businesses. CIS has joined with the Business Department because of the common areas they concentrate on.

**Introduction of ECC faculty and staff:**

Dr. Dave Ruggeri – BMT and Business instructor.

Jim Carter – Accounting and Business instructor.

Hannah Uffmann – Business Technology instructor.

Jason Durbin – BMT and Business instructor for Union and Rolla campuses.

Dave Hood – Business Technology and Accounting instructor.

Dan Hall – Accounting instructor.

Judy Cook – CIS instructor.

Diane Pellin – CIS instructor.

Dr. Jerry Amaloza – Economics instructor for Union and Rolla campuses.

Jean McCann – Vice President of Instruction

Diann Sethaler – Division Secretary.

Shannon Manzanilla – Business Department Secretary.

**Judy Cook, Diane Pellin – CIS**

Enhancement funds: ECC contributes 25% and the state contributes 75%; an application process in which all schools with career/technical programs submits their “wish lists”. The state then determines what to award. This year these funds have allowed ECC to update almost all computer lab equipment including new hardware for Cisco networking labs, 2 racks plus pc and Mac laptops that are used in networking labs. Next year the application for funds will be for the new equipment is still needed in computer lab CC127 – the equipment in this room is 4 years old and for an update of the VWare to VCenter and VSphere.

Software upgrades to Windows 7 and MS Office 2007 will occur over the Christmas break. Students purchasing computers/laptops can only purchase these versions; our labs will then match what the students will be using at home.

Program review at ECC is on a three year cycle. CIS will be finalizing their report in August of 2011. We are currently collecting data for SWOT analysis and any input from members would be helpful in identifying external threats and internal strengths and weaknesses.

Capstone students will be given mock interviews and we would like to have some advisory committee members participate. An email about the mock interviews and upcoming internship openings will follow. IT internships for spring 2011 are needed. Internships are 150 hours, paid or unpaid. Students are hardware savvy, able to provide help desk support, have basic networking skills and understand basic concepts of programming.

Mary Beth Huxel asks for any suggestions from committee members on curriculum or program offerings, skill areas we may not be covering, any input that will help ECC better meet the needs of our community.

Mary Beth Huxel thanked members for coming and the meeting was adjourned at 1:00 pm.

**SWOT Analysis**

**Strengths, Weaknesses, Opportunities, and Threats**

|  |  |
| --- | --- |
| **Internal Factors** | **External Factors** |
| **Strengths** | **Weaknesses** | **Opportunities** | **Threats** |
| **Sample internal strengths might include a positive community image, high student retention rates; advanced educational facilities, etc…internal strengths represent positive resources and assets.** | **Sample internal weaknesses might include a negative community image, low student retention rates, outdated educational facilities, etc…internal weaknesses represent a lack of resources and assets.** | **Sample external opportunities might include an increase in the college tax base, positive economic trends, expanded role and funding of community colleges, etc…external opportunities represent positive external factors.** | **Sample external threats might include increasing competition from other education institutions, reductions in educational funding; declining student population, etc…external threats represent negative external factors.** |
| 1. Up to date equipment available through annual enhancement grants2. Computer labs that are available to students in all programs3. Enhanced instructor presentation tools available in all classrooms4. Temporary, part-time lab assistant to offer support to students in the program5. Quality of adjuncts teaching our program classes (currently working in the field brings in real world experiences).6. Active Advisory Council ensures classes taught are what is needed to students seeking AAS degree and certificates.7. Lecture concepts are enhanced with hands-on experience using networking equipment (routers and switches) and our virtual environment.8. Night classes are offered to assist area employers who are sending their IT employees for training and updating of their skills.9. Ability to respond quickly to current needs (software, hardware, industry).10. Dedicated instructors to the subject matter.11. Staff located in same area.12. Related staff meets frequently.13. Technology that is used in the classroom is updated on a three year rotation. | 1. Due to the economy we have an influx of students coming into the program who lack the technology skills necessary to successfully complete entry level classwork.2. Most of our employed students are part time college students and take more than 2 years to complete the curriculum which affects our retention as well as the number of graduates.3. Graduation rates are low. 4. Coming up with other indicators of a successful program (employment, employability).4. The way graduates are tracked needs to be changed to reflect the realities of whom and why people take classes.5. You only have one instructor that teaches Cisco networking. What happens if she gets hit by a truck? | 1. Decline in economy has brought students into the program2. Working with new instructor at Four-Rivers to give prospective students and better sense of that they are getting into3. The networking field is still growing and still shows a tremendous need in the industry.4. Only a handful of community colleges offer a program such as these, even universities don’t offer this type of hands on.5. Companies are impressed with the hands on component of our program elective courses. | 1. Due to economy, program is losing funding, budgets are being reduced.2. Because this program is so skills based, some students are accepting employment in lieu of finishing and obtaining their degree.3. Department of Higher Education4. Technology continues to evolve. Be careful that the program keeps up with technology.5. Concern about the exterior funding issue and misunderstanding of how community colleges serve their students. |