CIS Advisory Committee Meeting Minutes

Computer Information Systems

Tuesday, September 24, 2013

CC104 6:30 p.m.

Members in attendance: Curt Beers, Dan Hall, Erik Muir, Larry Poertner, Rachel Putnam, Mary Beth Huxel, Judy Cook, and Diane Pellin.

Introductions were made and members were asked to review the Advisory Committee Information sheet to make sure their email, phone numbers, and addresses were accurate. They were asked to complete the SWOT analysis and return it by October 15.

Mary Beth Huxel, Division Chair, shared the Business Department’s exploration of job skills needed for the reception person meeting the public in a business. This position has moved beyond the administrative assistant and it is necessary to identify the skill set for this area. Several suggestions were offered:

* Good background in technology terms and concepts
* Power user with spreadsheet and database software
* Knowledge of web page content managers and basic structure of web pages
* Comfortable with social media from a business perspective since many companies maintain a presence on social media, i.e. Facebook, Twitter, LinkedIn, etc.
* Comfortable with newsletter, brochure, and publication software

CIS program is applying for ATMAE Accreditation. A self-study is due in February with a site visit scheduled between March and May, 2014. Several areas of the self-study require data collection and the committee suggested creating a survey to email to graduates and employers followed by phone calls to people who did not complete the survey. Methods to acquire accurate contact information was shared.

CIS Faculty will pursue collecting the following data so that analysis can be included in the self-study:

* Graduate Satisfaction with program
* Employment of Graduates (180-Day Follow-Up data available)
* Job Advancement of Graduates
* Employer Satisfaction with Job Performance
* Graduate Success in Advanced Programs (Clearing House data through Institutional Research office may provide data)
* Student Success in Passing Certifications (CISCO vouchers are provided to students so we may be able to get information on this)

CIS Curriculum was reviewed and the handout on course descriptions, Fact Sheets, and advising information was shared. Several points were emphasized:

* It was stressed that students need more experience creating network cables and the testing of network cables.
* Union School District is certified in fiber optic cable (CFOT). They offered to come to our Networking classes and demonstrate this industry standard.
* Exposure to PBX phone wiring and cables, while still including VOIP coverage
* A strong coverage of wireless network components and security
* Providing more programming classes. Currently CIS offers Internet Programming and C# Programming. Possibly .NET programming would we good to add. The committee members offered to make suggestions on languages to offer.
* Windows 8 and Windows 8 Server were emphasized as this is the current market systems
* Stackable certifications were discussed.
  + Currently certifications are available for
    - A+ (CS1063 Microcomputer Operations)
    - N+ and CCENT (CS1153 Network 1 & CS1163 Network 2)
    - CCNA (complete all 4 CISCO Network courses)
    - MS Exam 70-687 Configuring Windows 8 (CS1033 Operating Systems)
    - MS Exam 70-410 Installing and Configuring Windows Server 2012 (CS2193 Server 1)
    - MS Exam 70-411 Administering Windows Server 2012 (CS2143 Server 2)
  + Looking into certifications
    - Microsoft Technical Assistant

Enhancement Grant FY14 were discussed. The CC building will be renovated and CC109 will be a computer lab replacing CC127 & CC134 which will become IT areas. Computer workstations and printer will be submitted for this room.

The remaining agenda items were informational for the committee members. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Judy Cook