

**CIS Program Advisory Committee Meeting
Date 10-26-2020 Virtual Meeting**

Attendance: Chris Gearig, Tracy Labadie, John Burns, David Barns, Kim Critz, Brian Graening, Randy Slain, Edward Freed, Marty Adams, Brian Wright, Monica Koning, Melissa Sarenus, Cheryl Claussen
Recorded: Meredith Vanderhill

TIME	TOPIC	DISCUSSION/ACTION
	1. Review / approve Meeting minutes of Oct 22, 2019	<ul style="list-style-type: none"> ❖ Meeting called to order at 11:33am ❖ Motion to approve Minutes of 10/22/2019 by Brian Graening, Brian Wright second.
	2. Welcome and Introduction	<ul style="list-style-type: none"> ❖ Welcome our new Provost/VP for Instruction and Student Services – Dr. Paige Eagan ❖ Welcome our new Dean Dr. Tracy Labadie
	3. Announcements:	<ul style="list-style-type: none"> ❖ COVID Update <ul style="list-style-type: none"> ➢ Mid-March all CIS programing moved to online instruction. Fall and Winter semesters open for limited face to face instruction. Limits to classroom sizes, mask requirements and sanitizing stations all implemented. ➢ Tracy Labadie added that primarily face to face is being used for our industrial trades and health career programs. <ul style="list-style-type: none"> ▪ Due to the decreased number of students in labs, additional sections were added to maintain enrollment numbers. ❖ New Virtual Desktop implementation <ul style="list-style-type: none"> ➢ Students can now log into their Valley accounts and access VMware Horizon. This then gives the students access to any of the software systems that we have in our classrooms. ❖ Capital Outlay update <ul style="list-style-type: none"> ➢ Tracy Labadie reported that they are in the early stages of a funding proposal for the 2022 fiscal year. It will include an expansion of the applied technology center which will accommodate a relocation of CIS classrooms and labs. This will support collaborative work between CIS and other KVCC trades programs.
	4. Membership updates	<ul style="list-style-type: none"> ❖ Welcome New Members <ul style="list-style-type: none"> ➢ Chris Gearig introduced new member Kim Critz from the Online webstore, Wrapped in Gratitude.
	5. Program Updates	<ul style="list-style-type: none"> ❖ Majority of CIS courses moved to Online / WEB / Remote format for Fall and Winter 2021 and Summer 2021 ❖ New IT Fundamentals course <ul style="list-style-type: none"> ➢ Proposal to add a new CIS course using Test Out software.

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		<ul style="list-style-type: none"> ▪ 100 level course, no prerequisites needed. Considerations for making this a transfer course. ▪ Program will include videos and simulations. ▪ Will offer this certification course to other non IT majors such as healthcare, law enforcement, auto and machine tool so those students will gain CIS fundamentals. ❖ Higher Learning Commission (HLC) Instructor Competencies for CIS courses <ul style="list-style-type: none"> ➢ Updating master syllabuses ➢ New wording for instructor qualifications <ul style="list-style-type: none"> ▪ Current: Minimum of a Bachelor's degree with 2 years' experience, Master's degree preferred. ▪ Recommendation: Bachelor's degree with 2 years' experience, Associates degree with 4 years' experience or Master's degree in closely related field.
	6. Program Statistics and Outcome Attainment	<ul style="list-style-type: none"> ❖ Enrollment Numbers (full report attached) <ul style="list-style-type: none"> ➢ 232 Total ❖ Completion Rates (full report attached) <ul style="list-style-type: none"> ➢ 13 Total ❖ Outcome Attainment – depends on the program ❖ Internship placement success rate (M. Koning) <ul style="list-style-type: none"> ➢ 18 total interns in this last year, 2 for summer, 2 for fall. ➢ College has now opened up remote internships ➢ Business are holding off on interns
	7. Feedback/communication from members:	<ul style="list-style-type: none"> ❖ Job placement of our graduates and future hiring needs ❖ Satisfaction with entry level skills and competency of our graduates ❖ Learning experiences at affiliating agencies ❖ Suggestions for improving student/graduate success ❖ General update information
	8. Industry Trends – Members Input	

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	9. Next meeting and meeting adjourned	

Next Meeting: NEXT _____ ADVISORY COMMITTEE MEETING –

CIS Enrollment	Females	Males	Total
CIS AA	13	48	61
Comp Programming for Business	0	1	1
Software Developer	12	30	42
Computer Support Technician	1	2	3
IT Support Technician	7	63	70
Web Design & Development	10	14	24
Database Specialist	2	2	4
Cisco Certification	2	1	3

Network Manager	2	5	7
Cisco Technician	2	14	16
Desk Side Support	1	0	1
TOTALS	52	180	232

CIS Awards Attained	Females	Males	Total
Comp Programming for Business	0	0	0
Software Developer	1	1	2
IT Support Technician	0	6	6
Web Design & Development	0	0	0
Database Specialist	1	0	1
Cisco Certification	0	0	0

Network Manager	1	0	1
Cisco Technician	0	1	1
Desk Side Support	1	1	2
TOTALS	4	9	13