

## ADVISORY COMMITTEE MEETING MINUTES

**PROGRAM COMMITTEE NAME:**

Amarillo College CIS Advisory Committee

CHAIRPERSON:	John Hintz	
MEETING DATE: February 23, 2011	MEETING TIME: 12:00 p.m. - 2:00 p.m.	MEETING PLACE: Plaza Restaurant
RECORDER:	Rebecca Archer	PREVIOUS MEETING: January 26, 2007

**MEMBERS PRESENT: 14**

**OTHERS PRESENT: 4**

Name and Title:	Employer Info:	Email and Phone Number
Matt Adams – Vice President	Money Methods	<a href="mailto:matt@moneymethods.com">matt@moneymethods.com</a> – 806-353-8782
Brandon Baker – Special Projects	McCoy Myers	<a href="mailto:brandon.baker@mccoymyers.com">brandon.baker@mccoymyers.com</a> – 806-358-7261
Steve Bargas – Partner	Matador Design Studio	<a href="mailto:steve@matadordesignstudio.com">steve@matadordesignstudio.com</a> – 806-553-5489
Dr. Carol Buse – CIS Interim Department Chair	Amarillo College	<a href="mailto:acbuse@actx.edu">acbuse@actx.edu</a> – 806-371-5994
John Chaka – Graphic Arts Department Instructor	Amarillo College	<a href="mailto:jpchaka55@actx.edu">jpchaka55@actx.edu</a> – 806-371-5902 work/806-570-8683 cell
Joe Cochran – Applications Manager	Baptist Saint Anthony's	<a href="mailto:joe.cochran@bsahs.org">joe.cochran@bsahs.org</a> – 806-212-2000
LeAnn Estep – Director of Career and Technology	Amarillo Independent School District	<a href="mailto:leann.estep@amaisd.org">leann.estep@amaisd.org</a> – 806-326-1319
Larry Gray – Systems Administrator	City of Amarillo	<a href="mailto:larry.gray@amarillo.gov">larry.gray@amarillo.gov</a> – 806-378-3000
John Hintz – Director of Store Systems	Hastings	<a href="mailto:john.hintz@gohastings.com">john.hintz@gohastings.com</a> – 806-351-2300
Brittany Loar – Graphic Designer	Joppa Design	<a href="mailto:brittany@joppadesign.com">brittany@joppadesign.com</a> – 806-342-0843
Chris Lyles – Office Administrator	Amarillo Economic Development Corporation	<a href="mailto:chris@amarilloedc.com">chris@amarilloedc.com</a> – 806-379-6411
Rick Redman – JDE Implementation Project Manager	City of Amarillo	<a href="mailto:rick.redmond@amarillo.gov">rick.redmond@amarillo.gov</a> – 806-378-3068 work/806-672-1680 cell

Scott Stubbs – Data Architect	Anderson Merchandisers	<a href="mailto:sestubbs@gmail.com">sestubbs@gmail.com</a> – 806-376-6251 / 800-999-0904
John Summers – Director of Applications	Western National Life	<a href="mailto:coolisailing@att.net">coolisailing@att.net</a> – 806-371-1750 work/806-576-8420 cell
<b>OTHERS PRESENT:</b>		
Rebecca Archer – CIS Department Sr Staff Assistant	Amarillo College	<a href="mailto:rcarcher@actx.edu">rcarcher@actx.edu</a> – 806-371-5238 work/806-236-8336 cell
Bobbie Hyndman – CIS Instructor	Amarillo College	<a href="mailto:rhyndman@actx.edu">rhyndman@actx.edu</a> – 806-371-5217
Mark Usnick – CIS Instructor	Amarillo College	<a href="mailto:mcusnick@actx.edu">mcusnick@actx.edu</a> – 806-371-5239
Eldon Vern – CIS Instructor	Amarillo College	<a href="mailto:elvernon@actx.edu">elvernon@actx.edu</a> – 806-371-5360

Agenda Item	Action / Discussion / Information	Responsibility
Old Business:		
NONE	N/A	N/A
This is a newly formed committee, with only 5 of the members having served before. Since the		
Continuing Business:		
NONE	N/A	N/A
This is a newly formed committee, with only 5 of the members having served before. Since the		
New Business:		
Introductions	Action	Committee Members
Election of a Committee Chair	Action	Committee Members
Background of CIS Enrollment Issues/Challenges	Information	Dr. Carol Buse
Addressing the needs of the Community	Discussion	Committee Members
Current Degree Plans/Options for an AS, AAS, Certificates	Information	Dr. Carol Buse
Next Meeting	Action	Committee Members

Curriculum Decisions:		
Proposed Marketable Skills Certificate - Microcomputer Software Specialist	Action	Committee Members
Proposed Degree Plans/Options for an AAS and Certificates	Action	Committee Members
Proposed Level-1 Certificate	Action	Committee Members
Other:		

# **MINUTES:**

Key Discussion Points	Discussion
Old Business:	N/A
Continuing Business	N/A
New Business:	

	The meeting was called to order at 12:45 p.m. As the first order of business, introductions were made among the committee members and John Hintz was nominated as the Committee Chairman.
	Dr. Buse outlined to the committee some of the challenges of preparing CIS students for work while working. She explained that two of the biggest challenges we are facing at Amarillo College are budget cuts as well as the basis for funding. The State is moving towards funding not only on enrollment but on completion rates. This poses a challenge because the type of students we serve tend to already have a degree and are here not to complete another degree, but to update their training. To meet these challenges, we are proposing some short term milestones to capture completers, and to help our students be valuable to industry.
	<p>Another challenge we face is a nationwide decrease in students going into the field of Computer Information Systems Technology. So far our enrollment has not dropped too drastically, mainly due to dual credit enrollment. A problem with dual credit is that it will not transfer to a 4 year university. As of this year the State has dropped Technology as a requirement for High School Graduation. This makes our students underprepared for a degree in CIS. Dual Credit enrollment plummeted last year at Amarillo College. One of the cures could be that the State allows for a Marketable Skills Certificate. This is a short-term certificate, 9-14 hrs., that would prepare a student for immediate employment. This would not be a professional position, but entry level. The student could then be earning a living while building onto that Certificate to earn a degree. In our case, the certificate would be for a Microcomputer Software Specialist. Skills taught would include basic computer operation, experience working with and troubleshooting the Windows environment, email use and management, Internet skills and Office Applications, primarily Microsoft Office components. The proposed course list would be BCIS 1305 – Business Computer Applications, BCIS 1401 – Microcomputer Applications, and ITSE 1311 – Beginning Web Page Programming. Our hope is that a Marketable Skills Certificate will entice our High Schools to come back on board. The Marketable Skills Certificate could be paired with other degrees to give their students an edge in the marketplace.</p> <p>Major Course Requirements – increase to 41-42 Semester Hours (These would be the same no matter which option the student chooses to follow.)</p> <p>Major Options – 12-15 Semester Hours</p> <p>The Options would be:</p>
Curriculum Decisions:	

	After presenting the challenges, Dr. Buse asked for feedback from the committee concerning the needs in their places of business. The general consensus was that the Marketable Skills Certificate would be valuable for not only Administrative Assistants, but people in most any field. They felt that it was great for the Dual Credit Students whether or not they were going into CIS. They felt the certificate should have an emphasis on spreadsheets, presentation software and advanced word processing skills. They also wanted to make sure it was offered at a time convenient for all students. Dr. Buse assured them that the curriculum would cover the desired skills and that all three classes would be offered during the day, at night and online.
	After discussion Larry Gray made the motion to pursue the Marketable Skills Certificate and John Summers seconded the motion. Those in attendance voted unanimously to approve. The next step will be for Dr. Buse will present it to the Academic Affairs Committee for approval. With Academic Affairs' approval it could be implemented in the Fall semester.
	The next order of business was for Dr. Buse to review our current degree plans and then explain our proposed degree plans and go over the differences in the two. She is seeking the Committees approval on these changes as well. We are not proposing a change in our AS degree since it is our transfer degree and WT dictates what will transfer.
	The AAS degree currently requires the following:
	General Education – 15 Semester Hours
	Major Course Requirements – 25 Semester Hours
	Major Options – 30-32 Semester Hours
	The Options were Computer:
	<ul style="list-style-type: none"> <li>• Business Specialist</li> <li>• Software Systems and Networking</li> <li>• Computer Programming</li> <li>• World Wide Web Software Development</li> </ul>
	The Proposed AAS Degree would be restructured. The new Major Options would be added with classes coming from other departments. See Below:
	General Education – 15 Semester Hours (no change)
	Major Course Requirements – increase to 41-42 Semester Hours (These would be the same no matter which option the student chooses to follow.)
	Major Options – 12-15 Semester Hours
	The Options would be:

	• CIS/Web Development – Visual Art
	• CIS/Computer Programming – Mathematics and Engineering
	• CIS/Business – Business Administration and Business Management
	• CIS/Networking – Electronics Technology
	• CIS/Education – Education
	• CIS/Media – Mass Communication
	• CIS/Computer Information Systems – a general, non-specialized CIS degree
	Dr. Buse discussed the details of the changes and asked the Committee for their approval to go forward with the new degree plans as presented.
	Chris Lyles made a motion was made to approve the curriculum changes. Brandon Baker seconded and the motion carried.
	The last two items to consider on the agenda were the proposed Level I Certificates.
	The 15 semester hour Web Developer Specialist – Level I Certificate and the 41-42 semester hour Computer Systems – Level I Certificate.
	Both Certificates could be built upon to earn an AAS degree and would give the CIS students additional “jumping off” points if you will.
	After discussion of the proposed courses for the Level I Certificates, a motion was made to approve by Chris Lyles. Matt Adams seconded and the motion carried.
Other:	The group decided that they should meet again in December wwith the tentative date being
	December 9, 2011. The meeting was adjourned at 1:34 p.m.

<b>CHAIRPERSON SIGNATURE:</b>	<b>DATE:</b>	<b>NEXT MEETING:</b>
		December 2011 day to be announced