

CIS Advisory Committee Meeting Minutes – 03/04/2022

PROGRAM COMMITTEE NAME:		Computer Information Systems Advisory Committee			
CHAIRPERSON:	Karen Boatman				
MEETING DATE:	03/04/2022	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 215, Byrd Business Building, WSC
RECORDER:	Kathy Davenport			PREVIOUS MEETING:	02/19/2019
COMMITTEE MEMBERS					
	NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL
X	Rich Gagnon	Chief Information Officer	City of Amarillo	806-471-1516	Rich.Gagnon@amarillo.gov
X	Michael Keogh	Technology Officer	Region 16	806-290-2061	michael.keough@esc16.net
X	Trevor Wagner	Instructor	AmTech	806-881-9733	trevor.wagner@amaisd.org
X	Jeff Stoughton	Instructor	AmTech		jeff.stoughton@amaisd.org
X	Kyla Collier	Nanotechnology	Kamino	806-553-0303	kyla@kaminotech.com
X	Brad Sanders	General Manager	Westgate Computers	806-570-2226	bsanders@westgatecomputers.com
X	Star Raburn	Owner/Software Company	Skylabs Technology	480-343-5451	star@skylabstechnology.io
EX-OFFICIO MEMBERS					
X	Kathy Davenport	Administrative Assistant	Amarillo College	806-371-5269	kathy.davenport@actx.edu
X	Robin Malone	BSET Chair Person	Amarillo College	806-345-5671	r0114502@actx.edu
X	Edythe Carter	Dean of STEM	Amarillo College	806-371-5335	elcarter@actx.edu
X	Adrine Harrell-Carter	Director of Perkins Basic Grant	Amarillo College	806-371-5166	ajharrellcarter@actx.edu
X	Barbara Wahi	Director of Work Based Learning	Amarillo College	806-371-5974	
X	Hope Cotner	President	Center for Occupational Research and Development		hcotner@cord.org
X	Karen Boatman	CIS Program Coordinator	Amarillo College	806-371-5930	keboatman@actx.edu
X	Chris George	CIS Instructor/Esports Coordinator	Amarillo College	806-371-5374	c0245396@actx.edu
X	Lynne Kenney	CIS Instructor	Amarillo College	806-371-5275	l0504159@actx.edu
X	Delane McUne	CIS Instructor	Amarillo College	806-371-5220	s0059629@actx.edu
X	Joseph Melius	CIS Instructor	Amarillo College	806-371-5213	jamelius@actx.edu

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AGENDA ITEM	ACTION / DISCUSSION/ INFORMATION	
Old Business:	N/A	
Continuing Business:	NA	
New Business:	<ul style="list-style-type: none"> • BCIS Update • BLC Orientation 	
Curriculum Decisions:		
Other:		
KEY DISCUSSION POINTS	DISCUSSION	
Continuing Business		
New Business:	<p>The meeting was called to order at 12:05PM by Karen Boatman. Karen introduced herself and asked the rest of the room to introduce themselves. Once all introductions were done, Karen turned the meeting over to Chris George. Chris began a slide show presentation to show the various programming and cloud academies that the CIS department has aligned up with. Chris went through each of the programs we offer and how the curriculum we teach prepares the students to be successful in the various exams and certifications. Once completed, he opened the floor to questions. Delane mentioned that many of the certificates are stackable. Chris explained that while the students may not take the industry exams, AC does offer certificates in these areas, and many of the certificates build into the next. Chris stated that what Barbara is going to talk about is what the CIS department has been trying to do for years, but they didn't have a strategy to really build it up. Trevor Wagner stated that at AmTech, they have partnered with AC and AmTech will cover basically the first year of curriculum with their students. He stated that the goal is to get the students through that first year of classes. If the students want to take the exams, they can, but they do not have to. He stated that it will get them through the first year, so when they come to AC, they already have that much under their belts when they jump into the AC classes. There was more discussion about the various programs and certifications.</p> <p>Chris George then turned the meeting over to Barbara Wahi. Barbara stated that one of the main reasons we had brought everybody together was to introduce the new process for engaging the community business leaders. She stated that we are looking to get more information from them about what we need to be teaching. Barbara began by explaining what the BLC is. She stated that the Business and Leadership Council (BLC) fosters deep, sustainable relationships that ensure curriculum design and credentials meet the needs of the industry. She stated through the BLC, they will have the opportunity to co-lead the development of the programs. She stated they are also looking to increase the engagement that they have with us and increase the feedback from them regarding the program. She stated that they</p>	

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can also help to ensure that the curriculum we are teaching is what the students need to be ready to go to work when they graduate. She stated that we are also trying to help increase business value by providing them with qualified workers. Barbara continued stating that some of the objectives of the BLC are to support the reform of workforce education in our regional economy by informing curriculum to the specific skills they as business owners need. She added that they can help us by addressing specific local workforce needs. Barbara stated that we would like to improve the link between us and the businesses with internships, and we would like to improve the curriculum to reflect and align with the needs of the community. Barbara moved on to discuss the value that the BLC can bring to the local businesses. She stated that it can help to reduce recruiting and training budgets and can help improve retention within their organizations. She stated that the BLC can help provide a steady flow of qualified students to the companies, which can help with employee burnout. She stated that we are looking to build sector-based networks that can work together to help build the economy in the area.

Barbara stated that the BLC is developed from the BILT model. Barbara then turned the meeting over to Hope Cotner to introduce the BILT model and talk more about that. Hope began to explain what the BILT model is. She stated that it will really help the local businesses to identify what their specific workforce needs are and help the college know how best to meet those needs. She stated that the BILT model has its roots in Collin College and began as a way for IT industry leaders to really specify what needs they had and allowed the college to develop a program that would provide students that had those needed skills. Hope went on to explain that a big difference between the BILT model and the old advisory committee is the frequency of the communications, the specificity of the communications, and the depth of the input from the committee. She stated it is this co-leadership that really makes the BILT model work. Hope went on to explain that part of the business leaders' roles will be to help prioritize KSAs – Knowledge, Skills, and Abilities. She stated that the leaders will be able to tell the college very specifically what KSAs they need so that the college can do our very best to keep the curriculum up to date enough to provide those needs to the businesses. She stated that the more informal meetings with the BLC throughout the rest of the quarter and year will help to tweak the needs as they change and keep up with industry changes. Hope also stated that the faculty's part of the BLC, in addition to listening to what the community needs are, is to provide the businesses with feedback about the program. She stated that the faculty can keep in communication with the businesses to let them know what we are already teaching, what we plan to change in the future, and what – if anything – is unable to be covered in a college setting. She stated that if there are any implementation challenges, that might be something that the BLC can assist with. She stated it's a conversation based on their workforce needs.

Hope turned the meeting back over to Barbara who opened the floor for questions if anyone had any. Star Raburn stated that he really likes this idea in that he sometimes has a hard time finding new employees with the exact credentials that he needs. If he could find someone who just graduated college and has all the background that he wants and needs, he would be able to hire them with confidence, knowing that he can get them in and working right away. He stated that it would be good to have the students already knowing what they need to and would help to not take away from his time having to find qualified candidates – he would know they are already qualified. Kyla Collier stated that she is very interested in the program. She stated that they need people who have the hands-on experience, and if our students already have that coming out of college, it would make a big difference. Rich Gagnon stated that he has been on a lot of advisory boards, and he likes that this is such a clear concept. The question was asked if the BLC states that they need a specific programming language, but we are teaching a different one, how will that work? Karen Boatman responded and stated that it would really come down to looking at what needed to be changed. It could be the curriculum within a single class, or could mean creating a whole new class. Chris George also stated that the process is really going to pull together what they as individual businesses need, but will also give us an idea of what the whole industry needs, and that will allow us to create the needed curriculum to meet those needs, big or small. Delane McUne

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put the question out to the BLC if the presentation made it clear what their commitment will be. She stated that there will be a rather large commitment from the business leaders, and stated that she wants to make sure that was made clear enough.


Barbara Wahi stated that they will be looking for a BLC Chairperson, someone who will chair the meetings and be a one-on-one contact with the program director. Chris stated that on advisory boards in the past, the college would present “this is what we’re doing in our program” and would ask later for advice. He stated that this new program will be more of the business leaders telling us what they need, so that we can build on what they need. Robin Malone asked if there was a certain number of people that would be on the BLC at a time, and would they have term limits and eventually roll off. Barbara stated that they would like to start with ideally 8-10 businesses on the team with continuously adding additional members. She also stated that they would like to have members not just from Amarillo, but from other areas around Amarillo. Robin asked if there would be a training component for the members of the BLC, and Barbara stated that yes, absolutely, there would be training for the members. Barbara stated that part of that training was this very meeting that they were involved in. She stated that one thing they will be working on was that – as Chris stated – many times, the advisory committees would meet once or twice a year and there was little to no feedback throughout the rest of the year. She stated that this BLC model should increase that communication and feedback from the committee to us, and stated that this program will help to change that. A question was asked if there is a specific need that wouldn’t fall into a full two-year degree, does AC offer any sort of cohort or “boot camp” at a more condensed time frame. Barbara Wahi mentioned our CE program. Chris George mentioned that he frequently sees students like that in his night classes. He stated that they aren’t degree seeking students, but only need one specific certification, so they will take that one class to prepare for the exam. There was a lot of discussion between the committee members about how interesting this sounds because they would hire someone who has a degree, but doesn’t know really how to DO the work.

Barbara Wahi stated that she has learned so much from just listening to them all talk, and stated that she will turn the meeting back over to Hope Cotner to discuss the KSA process and what that looks like. Hope stated that she wanted everyone to know about the time commitment to the KSA process. She stated that a typical meeting could take 2 – 3 hours, but stated that in the last cohort, no meeting ever went over two hours. Hope stated that the process will begin with a course assessment and then skills prioritization. She stated that there will be someone to walk them through the process the first time, but then going forward, there will be a chairperson that can facilitate the process annually.

Barbara Wahi stated that they will get together with the BLC to go through a brief set of skills to show them how the KSA works and that will be organized soon. Karen Boatman asked if the BLC needs to be doing anything in the meantime before that meeting. Barbara stated that they do not need to do anything yet. She stated that there will be a set of skills set up, the BLC will review those skills and begin that prioritization process and build it from there. Delane stated that they all would be sent a survey that would allow them to add to the list of skills and she expressed the importance of the survey. She stated that we want to get as much benefit from those surveys as possible, so if there are others in the same organization that would like to fill that out and have some input, we can gladly send them the survey to complete.

Barbara Wahi asked for any further questions. There were none, so Karen Boatman spoke about setting up the next meeting in late April, very early May. There was a lot of back and forth discussion before the meeting date was set for April 22, 2022 from 3:00-5:00PM. Karen stated that there would be a very quick Zoom meeting at the end of March to quickly go over the KSA process and show them what that looks like. That meeting was scheduled for March 25, 2022 at 3:00PM. Karen stated that we will record the meeting so if anyone cannot make it, we can share the recording with

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	<p>them.</p> <p>Karen made one last announcement that a job fair would be happening on March 10, 2022, so if anyone wanted to be a part of that job fair, she could get them in touch with the AC career director that could get them more information. Before the meeting was adjourned, Karen asked for a group picture since this was the first meeting about this new format and process.</p>		
Curriculum Decisions:			
Other:	The meeting was adjourned at 1:2PM.		
Recorder Signature: 	Date: 03/09/2022	Next Meeting: 04/22/2022, 3:00 – 5:00PM	