

# CIS Advisory Committee Meeting Minutes – 04/14/2023

<b>PROGRAM COMMITTEE NAME:</b>		Computer Information Systems Business Leadership Council – for COSC				
<b>CHAIRPERSON:</b>		Karen Boatman				
<b>MEETING DATE:</b>		04/14/2023	<b>MEETING TIME:</b>	1:00 pm	<b>MEETING PLACE:</b>	Byrd Business Building, Room 215
<b>RECORDER:</b>		Kathy Davenport			<b>PREVIOUS MEETING:</b>	10/13/2022
<b>COMMITTEE MEMBERS</b>						
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>	
X	Trevor Wagner	Instructor	AmTech	806-881-9733	<a href="mailto:trevor.wagner@amaisd.org">trevor.wagner@amaisd.org</a>	
X	Jeff Stoughton	Instructor	AmTech	806-231-7008	<a href="mailto:jeff.stoughton@amaisd.org">jeff.stoughton@amaisd.org</a>	
X	Star Raburn	Owner/Software Company	Skylabs Technology	480-343-5451	<a href="mailto:star@skylabstechnology.io">star@skylabstechnology.io</a>	
X	Zack Newbill	Senior Software Developer	AQHA	806-420-1217	<a href="mailto:znewbill41@gmail.com">znewbill41@gmail.com</a>	
X	David White	Website Analytics and Optimization	San Jacinto Community College	979-595-6531	<a href="mailto:david.white@eduwebguy.com">david.white@eduwebguy.com</a>	
X	Julien Jacquez	Software Developer	Skylabs Technology	806-922-6639	<a href="mailto:julien@skylabstechnology.io">julien@skylabstechnology.io</a>	
X	Madison Martin	Senior Developer	Allata	806-828-9661	<a href="mailto:madison.53.martin@gmail.com">madison.53.martin@gmail.com</a>	
X	Linda Munoz	Dean of Employer Engagement and Experimental Learning	Amarillo College			
X	Karen Boatman	CIS Program Coordinator	Amarillo College	806-371-5930	<a href="mailto:keboatman@actx.edu">keboatman@actx.edu</a>	
X	Chris George	CIS Instructor/Esports Coordinator	Amarillo College	806-371-5374	<a href="mailto:c0245396@actx.edu">c0245396@actx.edu</a>	
X	Lynne Kenney	CIS Instructor	Amarillo College	806-371-5275	<a href="mailto:l0504159@actx.edu">l0504159@actx.edu</a>	
X	Delane McUne	CIS Instructor	Amarillo College	806-371-5220	<a href="mailto:s0059629@actx.edu">s0059629@actx.edu</a>	
X	Joseph Melius	CIS Instructor	Amarillo College	806-371-5213	<a href="mailto:jamelius@actx.edu">jamelius@actx.edu</a>	
X	Timothy Vo	CIS Instructor	Amarillo College			
X	Rashmi Pillai	CIS/Bus. Tech Instructor	Amarillo College			
X	Mark Usnick	CIS Instructor	Amarillo College			
X	Kathy Davenport	Administrative Assistant	Amarillo College	806-371-5269	<a href="mailto:kathy.davenport@actx.edu">kathy.davenport@actx.edu</a>	
<b>AGENDA ITEM</b>		<b>ACTION / DISCUSSION/ INFORMATION</b>				
Old Business:		N/A				
Continuing Business:		NA				

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New Business:	<p>Computer Networking/Cyber Security Program Specific Information - Chris George</p> <p>Q &amp; A from Employers</p> <ul style="list-style-type: none"> <li>• What is a BILT?</li> <li>• Overview of Knowledge, Skills, &amp; Abilities (KSA) Analysis Meeting</li> </ul> <p>Q &amp; A from Employers</p> <p>Discuss possible DATE/TIME for KSA meeting</p> <p>Please RSVP to KSA meeting invitation</p> <p>Discuss modality for KSA</p>	
Curriculum Decisions:	NA	
Other:	NA	
<b>KEY DISCUSSION POINTS</b>	<b>DISCUSSION</b>	
Continuing Business		
New Business:	<p>The meeting was called to order at 12:05PM. Karen Boatman asked everybody to introduce themselves.</p> <p>After introductions, Joseph Melius took a moment to go over the current status of the program. He discussed information about the core courses that all students are required to take. He also went over the variety of certifications that are offered through the program. Once he'd gone through everything, he asked if there were any questions regarding the course offerings.</p> <p>Star Raburn stated that he found that the classes that he took at AC really enhanced his skill set. He stated that his instructor, Mark Usnick, had not really taught him how to be a developer, but how to think like a developer. It was more about the core concepts and it really helped him be a better developer. There was more discussion about the importance of learning the fundamentals.</p> <p>Chris George stated there will be discussion about the various classes that we teach and which ones need to be updated or even sunsetted. He stated that as a college, AC is now following the BILT (Business and Industry Leadership Team) model to really help us understand what needs to be taught so that our students can learn what they need to. He presented information about the BILT model, explaining how it works. He explained about the BLC – Business Leadership Council – and that we are asking them to help take ownership of the program. He stated that we want to use this model to make sure that we are being intentional about having conversations more often and having measurable results that will help us develop the curriculum needed. He stated that this model will ask the BLC to help us shape the curriculum. He stated that often times, the employers out there will see new technology and new information coming up and will know that they will need employees who know this information. He stated that the BLC will help us to stay as up-to-date as possible with changes and upcoming technologies. He stated that we would like to be able to release hireable students that can come into the workforce with a skill set that the employers will recognize immediately without having to wait a few years for them to learn the things they need to learn on the job. With the help</p>	

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of the BLC, the students will be hire ready as soon as they graduate. Chris explained that this program is not necessarily a transfer program to a 4-year university. Most of the students that come through this program want to stay closer to home and go to work right away. He stated that we are hoping that we can get more technology companies in the area that will be able to hire our graduates right away. He continued to discuss how we want to use input from the BLC to produce work-ready graduates.

Chris changed topics to speak about the KSAs – explaining what is and how the BLC’s feedback on the KSA’s will help us in this process. He encouraged growth of the BLC because the more people in the industry we can get information from, the better student we will be able to produce. Chris went on to explain the KSAs and how the BLC will vote on that skills list.. He explained that once list of KSAs has been voted on, there will be more discussion about why the BLC voted the way that they did, and how that discussion will help shape our curriculum.

Chris asked if there were any questions or comments about the process. He asked if anyone that was in the previous BLC group would like to give their input on the BLC and how it all worked. Star Raburn stated that it was really interesting to him to have discussions with other industry leaders in the area about what skills were important and which ones weren’t. He stated that hearing the different points of view from other industries really helped him see the different aspects.

Jeff Stoughton stated that he found the discussions really interesting, as well, and even took some of what was discussed back to AmTech and implemented some of that into his classes there. He went on to give more information about what AmTech is and what they do. He stated that they are really trying to get these students who may not necessarily want to go to a 4-year college career ready in the high school level, giving them a head start on getting into the work force. Chris George agreed stating that that’s what AC is trying to do, as well – give the students the best possible start to get into the workforce and maybe later they can continue their education for a degree.

Karen Boatman explained how the Calibrate program will work when the BLC members are sent a link. She signed into Calibrate to show them what it looks like and how it works. She stated that they will be given a list of skills in various areas that the BLC members will be asked to rate from irrelevant to vital. She stated that once the voting is done, the information will be accumulated in a spreadsheet that the BLC will be able to discuss when they come back together for the next meeting. She and Chris George explained that the link to this voting program will be sent out right away, so that when the group comes back together, there can be discussion about the results.


Karen asked about the date of the next meeting, suggesting June 16<sup>th</sup>, if everyone was available.

Star Raburn stressed that something everybody needed to keep in mind when voting is that this is meant for an entry level position after coming out of a 2 year college.

There was more discussion about the date and time of the next meeting. A meeting time of June 9, 2023, from 3:00 – 5:00PM.

Star Raburn asked how many people were working remotely versus working in the office. He stated that once a person starts to work remotely, it can be really easy to become unmotivated to really work and get things done. He also asked about ChatGTP, and if the college is using it yet in the classroom. Karen explained that she has a policy that the students can’t really use it. She stated that if there is a question about the work, they may ask for a one-on-one meeting with the student and ask the student to explain their work. If the student can’t really walk them through the process, the

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	<p>work is discredited. She said that she wants to spend more time with it and learn more about how to use it in the classroom without it becoming a hinderance. Chris and Karen both agreed that it's great if it's used only as a learning tool and not a crutch to do everything for you. Chris stated that more and more businesses are going to be using AI in their processes, so it is something that will have to be learned eventually. Star next asked about PowerShell and asked if the college is doing anything with it. Timothy Vo stated that no, we don't really use it.</p> <p>There was more discussion between the BLC members about different things that they do in their particular companies and how they handle certain services.</p> <p>After the discussion, Karen Boatman asked if there were anymore questions about the KSA and voting. When there were none, she dismissed the meeting.</p>		
Other:	The meeting was adjourned at 1:17PM.		
<b>Recorder Signature:</b> 	<b>Date:</b> 04/19/2023	<b>Next Meeting:</b> June 9, 2023, 3:00PM	