

Advisory Board / Business and
Leadership Council

Program Name
BLC Programming KSA Follow up Meeting

Date
April 11, 2025

PROGRAMMING
Business and Leadership Council Meeting Minutes

CHAIRPERSON: Karen Boatman		
MEETING DATE: April 11, 2025	MEETING TIME: 3:00 PM	MEETING LOCATION: IO, ROOM 114
RECORDER: Traci Nowell		PREVIOUS MEETING: November 22, 2024

MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading "Others Present."

P	Name and Title (List all)	Business Affiliation	Email	Best contact number
P	Star Rayburn, Owner	Skylabs Technology LLC	star@skylabstechnology.io	480-343-5451
P	David Neeley, Card Sys Mgr	Valero Payment Services	David.neeley@valero.com	806-324-4516
P	Zack Newbill, Sr. Software Dev.	AQHA	Znewbill41@gmail.com	Zack Newbill, Sr. Software Dev.
P	David Payne, Application Development Specialist	Valero	david.payne2@valero.com	512-201-0242
P	Bryan Crabtree, Director, Pantex Applications	Pantex	steven.b.crabtree@pantex.doe.gov	806-236-1673
P	Linda Munoz	Amarillo College		
P	Karen Boatman, CIS Department Chair	Amarillo College	keboatman@actx.edu	806-371-5930
P	Lynne Kenney, CIS Instructor	Amarillo College	L0504159@actx.edu	806-371-3249
P	Delane McUne, CIS Instructor	Amarillo College	S0059629@actx.edu	806-371-5220
P	Carol Buse, CIS Instructor	Amarillo College	acbuse@actx.edu	806-345-5621
P	Joseph Melius, CIS Instructor	Amarillo College	jamelius@actx.edu	806-371-5213
P	Timothy Vo, CIS Instructor	Amarillo College	Tvo212@actx.edu	806-371-5217
P	Ryan Francis, Coordinator	Amarillo College	rfrancis@actx.edu	

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P	Holly Hicks Academic Advisor CIS	Amarillo College	hlhicks@actx.edu	806-371-5383
P	Traci Nowell Administrative Assistant- CIS Dept.	Amarillo College	Traci.Nowell@actx.edu	806-371-5934

Minutes	
Key Discussion Points	Discussion
Continuing Business:	
Welcome:	The meeting commenced at 3:12 pm with a welcome by Delane McUne and an opening up of the session by requesting each attendee to introduce themselves, stating their name, title, and company.
New Business:	<p>Introduction and Meeting Purpose</p> <ul style="list-style-type: none">• Delane introduces the meeting, mentioning the BLC cycle and the agenda.• Delane explains the process of cross-referencing votes with our current curriculum.• Karen Boatman introduces herself as the new department chair for CIS, highlighting the department's autonomy and reduced layers of management.• Various faculty and members introduce themselves, including Karen Boatman, Traci Nowell, Holly Hicks (academic advisor), and others. <p>KSA Process and Course Revisions</p> <ul style="list-style-type: none">• Delane explains the KSA process, mapping KSAs to classes in the COSC AAS program (Computer Information Systems- Programming).• Delane describes the matrix used to categorize KSAs as either exposure or thorough coverage.• Lynne discusses revisions to the database courses, including SQL exposure, Microsoft Access for practical experience. <p>Mobile App Development and Object-Oriented Programming</p> <ul style="list-style-type: none">• Lynne introduces the updated Database programming course, which is the conceptual design of a database course, emphasizing its importance for professional programming, documentation. Students learn to implement simple databases in Microsoft Access, which lets them see immediate results and prepares them for attending Microsoft Office competitions. They get weekly exposure to basic foundations of SQL experience in a database.• Lynne describes the system analysis and design course, which simulates workplace environments and includes project management and reporting.

- Delane McUne introduces the redesign of the Mobile App Development course, from an 8-week course to a 16-week course, also moving away from IOS to Microsoft and Android app development, moving closer to a real-world experience. The first 2 apps students create are small and guided by the instructor. Their final project is an app they do independently. Delane McUne expresses our desire to have BLC members come to class to evaluate student presentations to give feedback on the progress students made during the course. Which helps the students get more hands-on, closer to real-world experience.
- Star Rayburn asked if we are using Kotlin or Java. Delane McUne confirms Java.
- Timothy Vo introduces the Advanced Web Course. We moved the course from 8 weeks to 16 weeks to improve the quality of what the student is learning. We introduce an industry real-world project building something like a website they would use in the real world, like Facebook or a commercial website. We use ASP.net, but it is a little heavy for students. We use PHP and MySQL. PHP is a backend language that they begin learning. We teach them how to hook up PHP to MySQL. They also have to option to use a different kind of front end, or Bootstrap, to get the desired professional look they want. They also work in groups to simulate the work environment they may be going into, because we are lacking internship possibilities in our area at this time. In their group project, the instructor plays the project manager role. Weekly, students report on what they are doing, what is blocking them, and what is next. Advanced Web is called the Advanced level. In Advanced Web, we introduce using AI to help them with projects so they can have experience to add to their resume and to talk about at job interviews. We teach them they should not be afraid to use AI and to tell people they are using AI. It helps them not have to learn it once they get into a job.
- Star Rayburn asks if it used to be .NET. Timothy Vo explained that there are so many options we can use something simple like PHP instead of using something like C#, which is large to learn. Timothy explains why we are using the PHP and MySQL because they are popular and students can easily learn them. Timothy explained that we used to teach Python and C#, but they are huge. For Full Stack, we are teaching .net so that is not anything to big for the students to learn.
- Delane McUne reminded everyone that when the Faculty did KSA analysis, we only looked at our cores. We didn't look at each track. She explains the tracks are:
 - Full Stack Development Track, which is advanced.
 - Computer Science Development Track with computer science courses, including Programming I, II, & III.
 - Game Design Track. Game development
 - IT track. Beginning networking, beginning securities, Beginning Cloud class, and Unix.
- Bryan Crabtree asked what percentage of our students are in Development vs. Networking vs. Hardware?

- Delane McUne and Karen Boatman explain it as 40% Programming and 60% Cybersecurity Networking. However, the Programming side is quickly growing. Delane McUne explains that we have a similar number of courses on each side.

Dual Credit Program and Course Development

- Timothy introduces that we are in the process of developing two new courses. Object Oriented Programming and Systems Analysis & Design.
- Timothy explains the Object-Oriented Programming course we are creating. We want to add this course because most applications these days are using Object Oriented Programming, so we wanted to be sure students get experience with this so that they don't just have the basics of computer programming, but they have the principles of the object, the inheritance, upgrade, and encapsulation. The popular OOP introduces side vital or singleton adaptor. We are trying to improve the coding skills of the students. The goal is for students to learn how to write professional code, so that in an interview, students can have an example of their own code to show. We also want to introduce an advanced API We wanted to give them work workplace environment experience. We give them a project that has a business requirement, with design, architect, and implementation. Each step goes through the Waterfall and exports them in HR method. They get experience reporting their status each month. This is working on systems as well as a project, so that they can do any kind of web application, Android app, or Windows Desktop Application. It lets them know how to build the API.
- Timothy explains in this course, students will start with the business's requirements, analyze what the business does, and decide on the database and the module they will use for that project. This course is to help students gain real-world experience since we don't have many internships for this in our area.
- Delane McUne states that Object Oriented Programming is a part of our core coursework, and the System Analysis and Design is a part of our Full Stack track.
- Brian Crabtree asks how many hours are in a 16-week course? Delane McUne answers 96 hours.
- Timothy Vo explains that we are making the OOP course 16 weeks so that they get more real time in the classroom. We want to maximize their time writing code. We have them do the work in class so that we can help them as needed, but also if we leave them to do the work outside of the class, they may use AI to do the work for them. We want them to get very hands-on experience and confidence. Students are expected to study outside of class so that they are ready to write code when they get to class.
- Delane McUne explains it is a flipped classroom model where they get their theory out of the book or whatever they study at home, and are expected to come to class prepared to code.
- Timothy Vo says I want to be able to identify if a student is struggling and help them, and be able to ensure they are learning what they need to learn from this course.

- Delane McUne explains that the redesigned Advanced Web, redesigned Mobile Application Development, New Object Oriented Programming, and New System Analysis & Design courses are supported by a grant, which will help the department gain more equipment. Everyone in our CIS department is involved in redesigning and creating these new courses.
- Delane McUne explains she is the dual credit coordinator and explains the history of the dual credit program and the general education coursework required by the State of Texas. This past semester, we worked with several people and found that we can now offer BCIS 1305 in the high schools. We already had a Network Essentials certificate at AmTech and a single course at Randall.
- Delane McUne explains we have seen interest from 4+ schools already to start offering BCIS 1305 in the fall. That is steadily growing.
- Delane McUne explains that we currently have a program called Diplomas and Degrees in districts like Adrian ISD and River Road ISD. With this program, students can get a general studies degree when they graduate from high school by taking dual credit 60 hours at Amarillo College. There is one stipulation in the Diplomas and Degrees program that states they must take transfer coursework in an AA or AS degree. We found that the only course we had in our transfer coursework inventory was BCIS 1305. We wanted to add a full year of transferrable coursework instead of just one course (BCIS 1305), so we looked at the Academic Course Manual that covers Freshman and Sophomore years at universities. We decided to offer COSC 1301 Introduction to Computing, which covers hardware, operating systems, the internet, applications software, the effect of computers on society, and the history of computers. The COSC 1301 will be aligned with our Tech Plus CompTIA exam.
- We are aligning the COSC 1301 course so that students can take the CompTIA Tech Plus exam, and the BCIS 1305 students can take the MOS Microsoft Office Specialist exam, so that students end up with a certificate and AC gets credit as well.
- Delane McUne explains that we have had several high schools contact us about offering dual credit with our Networking Cyber Security Certificate, which has our networking essentials certificate of 5 classes. With this, we are going to offer labs at a variety of our AC campuses so students can get hands-on experience while earning this certificate.
- Delane highlights the importance of dual credit for community college funding and student enrollment.
- Karen Boatman explained that the COSC 1301 is not currently in our inventory. We need our BLC to vote on adding it to our inventory.
- Delane explains that we cannot offer any course that is not in our course inventory. We want to add the COSC 1301 to our inventory so that we can offer it as an "or" course alongside our ITSC 2335 Advanced Excel on the programming side of our degree. We would have two classes at the high school level that they could bring into our degree programs, so that no credit is wasted. We don't want to

have any courses offered at the high school level that do not transfer. The high schools also require that there is a technology piece in each student's education, so this fulfills both their needs and transfer students' needs.

- Delane McUne introduces the COSC 1301 for a vote. All 5 BLC members voted yes, there were none opposed.
- Vote passes to add COSC 1301 into our coursework to offer at the high school level as dual credit.
- Star Rayburn asks for clarification on what courses high school students take vs which courses AC students take.
- Delane McUne explains we are not planning to offer COSC 1301 at the AC Washington Street Campus, only at the high school level.
- Zach Newbill clarifies that someone coming straight to AC would take the BCIS 1305 and ITSC 2325
- Delane clarifies that BCIS 1305 is required for all our programs, whether dual credit from high school or a student entering AC for the first time. The COSC 1301 is only going to be taught at the high schools. We are not planning to offer the COSC 1301 in-house at AC, but it will be an AC instructor teaching the course.
- Karen Boatman mentions it will stack into our degree plans.
- Delane mentions that if anyone knows of high schools in the area who are interested in dual credit, please have them contact us.

Human Skills Integration and Rapid Review Sprints

- Ryan Francis reminds Delane about needing to discuss the integration of human skills, such as presentation requirements/writing reports, in various courses.
- We piloted adding human skills into our program this semester, and in future semesters, we will be asking if our BLC members can join us physically or virtually for student presentations.
- Delane McUne mentions that in the Systems Analysis and Design course, we are trying to recreate the work environment with software development teams. This included real-world projects and working as a team.
- The Mobile App Development class will also have a final presentation for your final project.
- We are also integrating more Human Skills into our IT Essentials course, which is on both programming and Networking Cyber Security. We discuss interviewing techniques, how to dress for an interview. We have Career and Employment Services come and present about the job search database as well. Learning how to be a professional and professionalism skills. We are adding more of these to all our courses.
- Brian Crabtree is excited to see these additions and changes and thinks these things cover spots that have been missing. Star Rayburn agrees.
- Star Rayburn and Brian Crabtree say these human skills have been missing and will go a long way for your student's success.

- Delane McUne explains that we have increased enrollment in several areas, including our programming side. Delane thanks Holly Hicks our advisor for helping lots of students join our program.
- Delane explains the rapid review and sprints program on the Networking Cyber Security Side. We are adding Rapid Reviews and Sprints for CompTIA certifications, including A+, Net+, and Security+. We have a grant supporting our Sprints. We did an A+ Sprint so that students can come in so we can teach them for 4 weeks, 4 days per week, 4 hours a day. We meet them for 16 hours and teach them what they need to pass the CompTIA A+ exam. We had a 100% pass rate from the students who came for all 16 hours. We had 4 students who were there every day, and all 4 got their A+ certificate, passing core 1 and core 2. We offered a Sprint in Net+ and Security + but did not have enough enrollment to make it worth offering.
- We are also offering rapid reviews. This is where you're assuming that the person coming in has some knowledge related to the subject when they come in, and we teach test-taking skills.
- Delane highlights the success of the rapid review program, with high pass rates and subsidized costs for students in A+, Net+, and Security +. Students who pass all three get an Occupational Skills award, which is another certificate from Amarillo College.
- It has been great, but we need to do better marketing.
- These Rapid Reviews have been successful. The Rapid reviews were highly subsidized by a grant, and now we are looking into how we can make this a sustainable process.
- We may come to BLC members' companies and inquire about whether this is something you would like your employees to have?

Next Steps and Meeting Schedule

- Delane explains our next meeting is the start of a new BLC cycle in the Fall of 2025. Delane explained that all our current BLC cycle includes and mentioned that she and Karen Boatman went to a conference last week and found that changes were made to our BLC requirements, so we will be adding the support of our BLC in directing our curriculum, where we talk about each course with BLC members. We will be assessing how to add that into our BLC cycle. This change is so that we meet our state guidelines for our BLCs.
- Karen Boatman asks if this time is ok for members. Star Rayburn says it is the better time.
- Delane McUne thanks the BLC member for their time and explains how much we value them giving back to AC and our students. This helps us make sure we are providing what you need from the workforce.
- Zack Newbill clarifies when the members will be asked to join the presentations. Delane answered: We will start back in the fall. Star Rayburn mentions he enjoyed that last time. Karen Boatman mentions that members can always attend virtually if they cannot come to class.

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Curriculum Decisions:	
Action Items:	<ul style="list-style-type: none">• Karen Boatman - Explore opportunities for BLC members to virtually attend and evaluate student presentations in courses like Advanced Web and Mobile App Development.• Add COSC 1301 Introduction to Computing to the CIS program's course inventory as an "or" course with ITSC 2335.• Explore ways to make the CompTIA certification Rapid Reviews/Sprints (A+, Net+, Security+) sustainable and potentially offer them to companies.• Incorporate more formal curriculum review processes to ensure the program is meeting industry needs.
Other:	
Adjourn:	Meeting Adjourned at 4:03 pm

Committee Chairperson: Karen E. Boatman Karen Boatman	MEETING DATE: 4/11/2025	NEXT MEETING: TBD
Recorder's Signature: Traci Nowell <i>Traci Nowell</i>	DATE: 07/09/2025	
DEPARTMENTAL CHAIRPERSON SIGNATURE: Karen E. Boatman <i>Karen Boatman</i>	DATE: 07/09/2025	
DIVISION DEAN'S SIGNATURE: Edie Carter <i>Edie Carter</i>	DATE: 07/09/2025	