Computer Information Systems

Advisory Committee Meeting Minutes
2017 – 2018

CHAIRPERSON: Sandra Smith		
MEETING DATE: November 21, 2017	**MEETING TIME:** 11:00 a.m.	**MEETING PLACE:** Room E300 Eagle Pass Campus
RECORDER: Vanessa Verjan		**PREVIOUS MEETING:** October 10, 2016

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Eaker, Blake Memorial Hospital	Gonzalez, Herbey Scientific Games	Rodriguez, Luis EPWWS
Smith, Sandra USDA		

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Fernandez, Luis Division Chair	Hoffman, Brenda Counselor	Perez, Luis Instructor
Ruiz, Luis CTE Counselor	Verjan, Vanessa Administrative Assistant	Navarrete, Jesus SWTJC Student
Rodriguez, Rene SWTJC Student	Spoonsler, Wesley SWTJC Student	

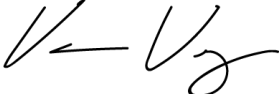## AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 11:11 a.m. Administration, faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Luis Perez
Appointment/Continuation of New Chairperson	Blake Eaker nominated Sandra Smith to continue to be chairperson. Luis Rodriguez seconded the motion. All in favor, motion carried by acclamation.	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	Luis Fernandez explained the guidelines/functions of the Advisory Committee. The committee must meet at least once a year and have a quorum present. However, contact with members throughout the year via e-mail, fax or phone is strongly recommended. It is imperative that SWTJC Technical Programs are aware of what it is that employers are looking for in the graduates, as well as keeping up with new technology, program improvement suggestions, and representing the needs of students from special populations. **Guidelines were included in packet**	Luis Fernandez
Reading & Approval of Minutes	Everyone read the minutes. Luis Rodriguez motioned to approve; Sandra Smith seconded the motion. All in favor – Minutes were approved.	

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Old Business: 1. Block Schedule sequence	Luis Perez provided a packet with the proposed block schedule for the Computer Information System program. All members agreed that the proposed block schedule looked fine.	
Continuing Business:	None.	

New Business:
   1. CIS Program Dashboard
 	
   2. Networking courses:
      Challenges for students
	Dashboard information (uncertified data)
	First-time students 2016: 25
	Overall enrollment 2016: 62
	First-time students 2017: 28
	Overall enrollment 2017: 72
	
	Total Graduates:
	2016: 12 students 2017: 6 students
	
	Mr. Perez informed the committee that the students need to learn server and he would like to introduce students to introduction to servers.
		Luis Fernandez

Curriculum Decisions:	None.	
	Wesley Spoonsler asked about 4DX and what it was. Mr. Perez answered that 4DX is an initiative that the school has started as a whole to increase student retention and graduation. Members discussed the importance of taking a computer course for any job field. Luis Rodriguez asked if students that enroll at SWTJC are informed about taking the Computer Information System program. Mr. Perez answered: Yes, we do. Blake Eaker asked the students what kind of job they would search for after they graduated. Most students respond that they are leaning towards networking. Diego Zuruta recommended that students should keep an open mind and learn about different fields in the CIS realm. Different experiences will provide different opportunities rather than specializing. Brenda Hoffman shared that students are interested in signing up for CIS courses but classes are not offered in the morning. Sandra Smith suggested that students taking internships should look for technical assistant positions. There are a few locations here in Eagle Pass for example: Law Firms, Doctors' Offices, and Physical Therapy Clinics. Luis Fernandez informed everyone that he is working with Dean Guzman to request funds from Carl Perkins to help students pay for their certification testing. Blake Eaker is going to check with a friend to see what the requirements are for a testing center to test for CCNA and A+.	

	Committee members discussed the importance of social skills and the importance of translating IT language into normal language. Luis Perez will have students shadow somebody from the industry as a mentor.	
Adjournment	Motion to adjourn was made by Luis Rodriguez; seconded by Jose Elias. All in favor, meeting was adjourned at 1:00 p.m.	

Lunch was provided

RECORDER SIGNATURE:	DATE: November 24, 2017	NEXT MEETING: Fall 2018, unless otherwise notified.