Computer Information Systems
Advisory Committee Meeting Minutes
2013-2015

CHAIRPERSON: Ernesto Cerda		
MEETING DATE: November 17, 2014	**MEETING TIME:** 11:00 AM	**MEETING PLACE:** MSC – Bluebonnet
RECORDER: Vanessa Verjan		**PREVIOUS MEETING:** November 8, 2013

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Cerda, Ernesto Kickapoo Casino	Gomez, Arnoldo Dickies	Gomez, Enrique City of Eagle Pass
Quintero, Baldemar Oasis Outback		

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Buchanan, Connie Business Industrial & Technical Studies Division Chair	De Hoyos, Elsa Counselor	Guzman, Johnny Dean of Applied Science
Lozano, Milton Del Rio IT Technician	Masterson, Lynn Instructor	Perez, Luis Instructor
Verjan, Vanessa Admin Assist. Tech Programs		

AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 11:15 am. Administration, faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Luis Perez
Appointment/Continuation of New Chairperson	Ernesto Cerda volunteered to serve as the chairperson. All in favor. Motion carried by acclamation.	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	Connie Buchanan 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** | Connie Buchanan |
| Reading & Approval of Minutes | Everyone read the minutes. Arnold Gomez motioned to approve; Ernesto Cerda seconded the motion. All in favor – Minutes were approved with changes. | |

1

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Old Business:	None.	
Continuing Business:	None.	
New Business: 1. CIS Program Description	Some changes have been made to the program. Computer programming which was originally taught in the Fall semester has now been moved to the Spring semester. Another change that was been made to the program was that ITNW 1313 Computer Virtualization was added to the CIS program.	Luis Perez
	Certifications are trying to be added to some courses, but students feel that they are being overloaded with information. At this point there needs to be some planning on how to add certifications that will accommodate the students.	Luis Perez

	Current Certifications that students are taking:
	   1. A+ Certification
	   2. Servers
	   3. Access the entry level
	   4. Adobe Go Live
		Luis Perez

	Introduction to Networking can be added to the bridging course, which will allow students to decide whether they would like to take the course to have basic knowledge for networking.	Johnny Guzman
	A suggestion was made favor of removing the web page class, and adding a mobile class. Many business are using software that is out there for business to create a website for their organizations.	Ernesto Cerda & Enrique Gomez
	Dickies develops their own software, it is important to know about webpage and computer programming. And have this to programs to work together, to have one platform.	Arnoldo Gomez
	Committee agreed that SQL is preferred rather than Access. Many business utilize SQL	Committee
2. CIS Program Dashboard		Luis Perez
	Fall 2014 first time students: 14 Fall 2014 overall enrollment: 62 Fall 2013 first time students: 10 Fall 2013 overall enrollment: 56	
	Enrollment for the program is low, but there was an increase of student enrollment for this year. Some students feel that the course is at a higher level then what they had expected.	
	A recent CIS graduate, just got hired at an oil company and is making $120,000 a year.	
3. CIS Competency Skills		Luis Perez
	The committee members were asked to email Mr. Perez and	

	to go over the list of competencies and see what they feel is needed, and if something they feel was left out to add it. Also members were asked to create a list of what they do daily at their jobs. Connie explained about DACUM and asked the members if they would participate. All members agreed to participate with the DACUM.	Connie Buchanan & Committee members
Curriculum Decisions:	None.	
Discussion/Other:	Currently students are having a hard time passing their CCNA certification.	Luis Perez
	The Access certification is the only certification that is a requirement. The fee has been added to the tuition when students enroll in the database class.	Lynn Masterson
	The school is currently using a program called Gmetrix that students are using to help them prepare for the MOUS certification.	Connie Buchanan
	Students should be encouraged to take their A+ Certification, because this gives them an advantage. Students should take an introduction to networking class to give them a foundation.	Ernesto Cerda
	Students are insecure when they are taking DL classes, they are too shy to ask questions. Students need to learn to speak up and ask questions.	Connie Buchanan
	Email is being used to receive communications from students to establish a one to one conversation, this helps to engage with students and help them understand any questions they may have had.	Luis Perez
Adjournment	Motion to adjourn was made by Arnoldo Gomez; seconded by Baldemar Quintero. All in favor, meeting was adjourned at 1:00pm.	

Lunch was provided

RECORDER SIGNATURE:	DATE:	NEXT MEETING: Fall 2015, unless otherwise notified.