COLLEGE OF COMPUTER AND INFORMATION TECHNOLOGY
ADVISORY COMMITTEE MEETING
DATE: April 18, 2012 6:00 – 7:30 pm.

Members in attendance:

Chris Paul (Chair), Sharon Setterlind (Dean), Bill Barzen, Sandra Beck, Cindy Brown, Dan Brown, Amy Brush, Alberto Contreras, Bill Cross, Joseph Cuenco, Terri Dobson, Tony Francisco, Muslim Gadiwalla, Mike Gordon, Shane Hamilton, Nathan Heinze, Therezita Ortiz, Chrissy Risberg, Nancy Russell, Harold Schomaker, Christine Smith, Jerry Vaughan, Brad Yourth.   Guests: Susan Biszewski-Eber

Topic	Discussion/Recommendations	Action
Welcome/ Introductions	9 Advisory Committee Members (ACM) 8 CCIT Faculty + Dean, 2 Academic Chairs (FAC), 2 SPC CCIT Staff, 1 SPC College Wide Internship Coordinator.	Dean Setterlind welcomed all in attendance.
Approval of Minutes	Copy of February 22, 2012 Minutes available for review.	Minutes approved by majority.
1. General Update	**a. New Non-Faculty Advisor** Chris Paul introduced new member Mayra Harley. And mentioned she could not attend because she was traveling. Also Chris welcomed Jerry Vaughan present here at this meeting from Chicago. **b. Information Session** CCIT will be holding an Information Session at St. Petersburg Gibbs Campus on April 26th, 2012 from 5:30 until 7:00 pm in room SA 114. **c. SPC Expo** SPC is holding an all college Expo on June 14, 2012 from 11:00 am until 7:00 pm at the Epi-Center TE building. CCIT will be located in room 1-451. **d. New Faculty Member** Adrian Tillman will be joining the CCIT Full-Time Faculty effective August 10, 2012. **e. Grant Received** CCIT received a Grant for 4 years for $700,000 from Tampa Bay High Tech Training Education Partners. The Grant is	• Advisors - please pass on the flyer on your table to anyone at your place of employment who might be interested. • Faculty & Staff will be needed to facilitate the grant program in June. • C. Paul again encouraged the Advisors (non-faculty) to be active.

	to put 288 students through the program. They will be learning Microsoft, Cisco or Computer/Web Programming. There will be advertising to recruit for new students. The students will have to be interviewed and fill out an application. Jackie Skryd, the new Director of Grant Development has more grant money for CCIT to offer classes that would run during the day similar to a High School setting. The issue with this plan is we do not have faculty available to teach the courses during the day. **f. Other** Chris shared a few other items with the group. • Nathan Heinze is the new faculty lead for the Curriculum Committee. • Main meetings are for status updates most work is done at the sub-committee meetings. • CCIT is offering 6 new programming languages for fall 2012. • Sub-committees are intended to overlap.	
2. Sub-committee status updates	**Acess Occupational Needs sub-committee.** Shane Hamilton – Faculty Lead • Shane has information for his group out on Google Docs. There are about 10 documents in the folder with milestones and priorities included. • Student Reasoning for choosing a specific occupation should be because they have a passion for the field and not because of the money they will make. • Types of employment available for our graduates: Volunteer, Internship, Contract Work or Employment. • Shane would like the members of his sub-committee to review the types of employment he has listed and let him know what they think. • Jobs/Careers; Software Programmers, Network Administrators, Network Engineer, Project Management, Quality Assurance, Web/Art Design, IT	• Advisors felt IT Security's name should be changed to Technology Risk Management. • Advisors should help with job titles and descriptions.

	Manager/Director, Database Administrator.	• It was suggested that the Community Relations Committee add Work-Net Pinellas to their list of groups to work with.
	Community Relations sub-committee. Sandra Beck – Faculty Lead	• Internship with Work-Net Pinellas and Workforce Hillsborough.
	• Sandra is very happy with her committee, everyone is very active and they have accomplished a lot.	• Work with TBTF on possible Internships.
	• The ACM student chapter set up is almost complete to cover all campuses. The process is very involved and there is a lot of paperwork that has to be completed.	• Cindy Brown suggested the Community Relations sub-committee should work with Work Net OJT. Sandra to check it out.
	• TBTF would like to have a student chapter at SPC, Sandra is working on getting this club set up as well.	
	• Sharon will network to see if she can get these memberships moving a bit quicker.	
	• The group has participated in a couple of TBTF events, so the committee has almost met their goal for TBTF involvement.	
	• A couple of the members of the committee have volunteered to serve on the YMCA Technology Committee.	
	• Advisor Steve Marcinek has set-up a Webinar for May 24th at 10:00 am on Internships. Susan Biszewski-Eber created a Power Point presentation for the Webinar and Muslim Gadiwalla will provide some success stories from the City of St. Petersburg.	
	• Chris Paul asked if schools work together and share best practices. Sharon can reach out to other schools if there is specific information any of the Advisors would like to find out from another college.	
	Career Assistance Sub-committee. Bill Cross – Faculty Lead	• Need to find a new term instead of counseling as these sessions are a reward not a punishment.
	• The goals of this committee are to; Identify counseling services, Develop approach to counseling, Develop referral base and Publicize counseling resources.	• Career Assistance sub-committee Faculty members to work on publicity for students.
	• Recruited 10 executives	
	• Developed an executive profile to use to	

	match students.	• Career Assistance sub-committee working on feedback vehicles.
	• 3 counseling modes will be used; One on one, five to six students to one or group presentation.	
	• One-help of the 10 executives have agreed to do any of the 3 modes with little prior notice.	
	• There will be referral criteria for the one on one counseling mode. The criteria is; student must be at least a 2nd semester sophomore, have a 3.5 GPA and have a written faculty recommendation stating why faculty feels the student is appropriate for counseling.	
	• One on one counseling process is: 1. Faculty (Fac) identifies candidate 2. Fac forwards candidate to Academic Chair (AC). 3. AC forwards to CCIT coordinator (Mary). 4. Coordinator matches student and executive profiles. 5. Coordinator makes appointment with executive. 6. Coordinator notifies student via AC and Fac of appointment time. 7. Executive will match student with resource in their company. 8. Post counseling feedback provided by student and executive. (to use for future improvement of process)	
	• Five to six to one would work the same as above, just for more students at once.	
	• Group presentations would be set up for a specific date and time that an executive would speak on a subject and any student could attend.	
	• These counseling sessions would be publicized through Student Clubs and CCIT Publications.	
	Program Review Sub-committee. Nathan Heinze – Faculty Leader	
	• The goals and objectives of this committee are to; Ensure SPC;s curriculum covers key subject matter, Establish a process for review, Establish measurement/feedback mechanism.	• C. Paul stated that Nathan needs to add that this sub-committee needs input from other 3 sub-committees.

	C. Paul asked if we knew what percentage of students are hired that complete CCIT programs? The College is beginning to track student's success which includes job placement.	
3. Discussion / feedback on process	C. Paul would like to meet with Sharon and the 4 faculty leads to see what they have accomplished this year and what the vision will be for next year. The kick-off Joint Advisory Committee Meetings will be held on September 6th and 7th this year.	• C. Paul will work with Sharon to schedule this meeting.
Date of Next Meeting	TBD – possibly late July.	• Next main meeting date set after Chris, Sharon and faculty leads meet.
Adjournment		Adjourned at 7:40 pm.