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

Members in attendance:

Chris Paul (Chair), Sharon Setterlind (Dean), Sandra Beck, Cindy Brown, Dan Brown, Alberto Contreras, Joseph Cuenco, Terri Dobson, Tony Francisco, Muslim Gadiwalla, Mike Gordon, Shane Hamilton, Mayra Harley, Holly Hoopes, Kim Marshall, Therezita Ortiz, Chrissy Risberg, Nancy Russell, Harold Schomaker, Barry Shevlin, Christine Smith, Adrian Tillman, Darlene Westberg. Guests: Susan Biszewski-Eber, Tyrone Clinton, Jason Krupp

Topic	Discussion/Recommendations	Action
Welcome/ Introductions	10 Advisory Committee Members (ACM) 10 CCIT Faculty + Dean, 2 Academic Chairs (FAC), 2 SPC CCIT Staff, 1 SPC College Wide Internship Coordinator, 1 Associate Provost, 1 Guest.	Dean Setterlind welcomed all in attendance and thanked everyone for taking time out of their busy schedules to attend.
1. Old Business	**A/B.** Copies of April 18, 2012 and September 6, 2012 minutes were emailed to all ACM.	Meeting minutes for April and September were approved.
2. New Business	**A. Review and Discussion** New Member Barry Shevlin CEO Vology **a. Amended Advisory Committee Charter** Sharon read the new Charter to the group and emphasized the change that was made. **b. Application Form** If the change is approved all new members will be required to fill out the new CCIT Advisory Committee Application. **B. Introduction of Program Review** Sharon drew a diagram on the whiteboard to show the progression from Certificates through the AS degrees to our BAS degree. **C. Sub-Committees** Chris showed how the sub-committees fit in on Sharon's diagram. The overlap of the sub-committees is the major focus for us to concentrate on now.	• Sharon introduced our newest member Barry Shevlin, CEO of Vology. • The new Charter was approved unanimously. • Terri will type up the diagram in PowerPoint and attach to these minutes.

	a. Sub Committee Lead Reports 1. Assess Occupational Needs – Shane Hamilton, Lead. The IT Gap Analysis that was done in September dove tailed into the analysis the sub-committee did back in April. What was great about the IT Gap Analysis is that it verified what the Assess Occupational Needs sub-committee had found out with their own analysis. This sub-committee is now in maintenance mode and is also looking at mobile development. Working to make sure we produce a well-rounded student at the end of their degree. 2. Community Relations – Sandra Beck, Lead. The Community Relations sub-committee has met most of the targets so far. The sub-committee has members on the Board of The Suncoast YMCA and are members of TBTF. The committee has been encouraging Faculty to get involved in the community. This sub-committee is also in maintenance mode, with some new items they are looking into such as approaching career academy High Schools and promoting student involvement through 2 college-wide student chapters clubs - ACM and TBTF. 3. Career Assistance – Dr. Bill Cross, Lead (Sandra Beck gave report in Bill's absence.) The Career Assistance sub-committee has been working on a career assistance model. The committee already has executives on board from local businesses to give students real world experiences at their companies. The executives then provide feedback on how the students performed and the students also provide feedback on	

	how they feel the experience helped them. The team is now working on phase 2 which is a Competencies Model. 4. Program Review – Christine Smith, Lead. This sub-committee is the main focus now since the other three are well on their way. The goals of the Program Review committee is to ensure the AS courses are cohesive with the BAS courses in our program, for LD and UD Security, Database and Systems Analysis and Design courses. In addition a goal for the Capstone course would be to integrate real world business scenarios. Another possible goal is to work on new or additional BAS subplans.	

3. Discussion / Feedback	• Sharon mentioned that CCIT is thinking about some changes to the BAS program. Some of the possible changes are:
	    The name of the program
	    Gen eds.
	    Core
	    Sub-plans
	The changes to the sub-plans could possibly be to keep security and project management and add software development, database administrator and business analytics.
	• Because of the outcome of the IT Gap Analysis stating businesses are looking for applicants who have a Bachelor's degree and 3-5 years of experience CCIT is contemplating adding an apprenticeship at the BAS level.
	• Sharon spoke about MOOC – Massive Open Online Courses. Students pay for 6 months of classes and can take classes any 6 months in term. Student can complete courses at their own pace and then will take a test on competencies.
	• SPC Expo will be held on November 28th
		• Members of the Community Relations, Career Assistance and Occupational Needs sub-committees – keep up the good work.
		• It is time to put pen to paper with the Programs Review sub-committee and some of Shane's members may need to help Christine's group with the task ahead.

	from 11:00 am until 7:00 pm at the Epi-Center in the Collaborative Labs. This time we will be able to have all of our programs in one place and can show students how they can progress through our programs.	
	• Muslim asked if it is being taken into consideration when the 4 year program is being designed that the information that is taught could be obsolete by the time they graduate with their four year degree? Sharon explained that we have to follow state guidelines so we cannot be as flexible as we would like. However, the faculty has learned to be more generic with our curriculum documents so we don't have to worry about changing the curriculum as often. The faculty teaches the basics along with specializations.	
	• Adrian mentioned that every new technology has basics that all of the programs share so if you know an old programming language you have the fundamentals to learn the new language. Instructors just need to continue to teach critical thinking skills.	
	• CCIT is working with the Dean of Communications to possibly add a Business Communications class to the AS and BAS degrees.	
	• To increase the number of Alternate Credit Mechanisms that are available to the students CCIT needs to build partnerships with technology training institutes to help students get through their degree programs faster.	
	• Chris reminded everyone that the meetings where we all get together are for updates, but the sub-committees are where the work really happens.	
Date of Next Meeting	Please mark your calendars tentatively for February 13th from 8:00 – 9:30 am.	• Sharon will check to make sure this date works for everyone and Terri will send out a meeting invite when we are sure Feb. 13th is ok.
Adjournment		Adjourned at 7:25 pm