

**COLLEGE OF COMPUTER AND INFORMATION TECHNOLOGY
 ADVISORY COMMITTEE MEETING
 DATE: May 22, 2013 6:00 – 7:30 pm**

Members in attendance:

Sandra Beck, Susan Biszewski-Eber, Dan Brown, Bill Cross, Terri Dobson, Tony Francisco, Krista Fusari, Muslim Gadiwalla, Shane Hamilton, Nathan Heinze, Chris Paul, Chrissy Risberg, Nancy Russell, Harold Schomaker, Sharon Setterlind, Christine Smith, Adrian Tillman, Darlene Westberg, Jamaal White, Brad Yourth.

Topic	Discussion/Recommendations	Action
1. Welcome/ Introductions	5 Advisory Committee Members (ACM) 1 Dean, 7 CCIT Faculty, 2 Academic Chairs (FAC), 3 SPC CCIT Staff, 1 Career Pathways /Workforce Specialist, 1 Outreach Specialist.	Chris welcomed all in attendance and thanked everyone for taking time out of their busy schedules to attend. a/b Sharon introduced the New Technical Support Specialist – Jamaal White and New Full-time Faculty member – Bill Cross.
2. Old Business	Copies of February 13, 2013 minutes were emailed to all ACM. Minutes from November 7, were not approved at last meeting.	Minutes approved by all members in attendance. Minutes approved by all members in attendance.
3. New Business	<p>A. Review of objectives of Advisory Committee Chris Paul re-drew the diagram Sharon had drawn at the November 7th meeting and reviewed all of the points. Updated diagram will be attached to end of minutes.</p> <p>B. Sub Committee Updates: Assess Occupational Needs – Shane Hamilton, Lead. This subcommittee is in maintenance mode. However, Shane is working on a report to disperse to the group.</p> <p>Program Review – Christine Smith, Lead. The Program Review subcommittee has been working on the sub-plans for the 10K challenge. The new sub-plans were submitted to Curriculum & Instruction (CI) and all have been approved. Christine and Sharon will get together to compile information to disperse to the members.</p>	<ul style="list-style-type: none"> • Terri to update diagram from November 7th meeting with Chris' additions.

Community Relations – Sandra Beck, Lead. The subcommittee for Community Relations has not met in a while. Sandra would like to set up a meeting before the summer term is over. The Community Relations group has started a student chapter of Tampa Bay Technology Forum (TBTF) on the Gibbs campus. One of the students in the TBTF Club went on a field trip with TBTF to Tampa International Airport, Lockheed Martin and ... TBTF membership is free for students as they fall under the SPC Faculty and Staff TBTF membership. Students are also automatically considered members of Suncoast Technology Forum (STF) because of the partnership between TBTF and STF. Some of the group are also members of Suncoast YMCA. Two SPC students have been placed in jobs at the Y. In addition members are involved in the Academy of IT for Pinellas County Schools.

Career Assistance – Bill Cross, Lead. This group has put together a document of proficiencies that graduates should have when they graduate. Some examples of what the proficiency document includes are how to dress for an interview, help on how to write a resume and Database and Networking proficiencies. These proficiencies tie into the portfolio students will keep during their attendance at SPC.

a. Review of Sub-Committee Membership

Sharon will send out a list of who is on which sub-committee, due to some sub-committees being in maintenance mode and others extremely busy.

D. Updates on key initiatives, focus of committee for near future.

a. 10K Program for the Fall

The 10K program is scheduled to start this Fall term. SPC has identified 271 who have been invited to an information / registration event on June 11th. These students have been identified as able to enter SPC with 15 to 20 general education

- We as a group need to publicize our programs. Many businesses and prospective students in the area are not aware of the quality programs we offer in the College of Computer & Information Technology.

- Faculty members need to make sure they are referring students for the Career Coaching that is available through the Career Assistance sub-committee.

- Sharon and Chris will work on a new subcommittee distribution of membership and duties.

credits. A sequence and rotation of courses has been developed for the students to follow. The students will be placed in a cohort and will move through the program together with their cohort. The prospective students will need to choose either Computer Programming or Web Design, have 12-15 credits, make a fulltime commitment to the program, stay continuously enrolled for the 4 years, students are not allowed to have any W's, WF's or drops. The first two years will be at regular pricing and the second two years will be at reduced pricing. Once students have completed the first two years they will then have to choose their sub-plan of Big Data or Software Development.

The Veterans piece of the 10K program is experiencing some issues. Everyone involved is working on how to make it work.

The 10K team is looking at using shadowing in the beginning of the program.

b. Internships / Apprenticeships

Sharon and Bill Cross met with Shaun Cheatham from Veredus Corporation. Veredus is a staffing company that would like to partner with SPC to pay students during their required internships. Some Companies cannot hire full time permanent employees, but can use contractors. Veredus would help to recruit those companies.

c. Portfolio Assessments

Sharon added that she, Christine and Chrissy will be meeting with a representative from, Chalk & Wire, who have a system that would work for student portfolios. The College of Education uses Chalk & Wire for their student portfolios.

E. Miscellaneous

a. The HITT Grant

The HITT Grant will be moving to Corporate Training starting in the Fall '13 term. Because of their structure they will be able to offer more certifications and the

students will be able to complete them quicker. The Computer & Information Technology department will keep the CCNA Grant Certification because we own all the equipment.

Tony Francisco is on the board for CompTIA in case we ever need help in that regard.

b. CLEP and Opt out exams

Chrissy is working with Pearson to set up CLEP and Opt out exams on MyITLab. Students would be able to take the exams online and they would cost \$15. Chrissy is waiting to hear from the State to see if they will approve this change.

c. Susan Biszewski-Eber on Internships

Susan shared with the group how much the internships have grown at SPC. During the summer term of '10 there were 3 internships, summer '11 7 internships, summer '12 9 internships and this summer there are 17 students placed in internships!

Susan sends out surveys at the end of each term to the internship student and the business where they interned. There is very interesting information in these surveys, Susan will sent them to Sharon so she can forward them to the group.

- Please make an effort to attend at least one of the Capstone Presentations in the Fall term. Sharon will send out the schedule so you can mark your calendars accordingly

Date of Next Meeting	Please mark your calendars for the Fall Joint Appreciation Advisory Committee Meeting on September 12 th at 8:00 am in the Epi-Center.	<ul style="list-style-type: none"> • Terri will send out a calendar invite a bit closer to the meeting.
Adjournment		<ul style="list-style-type: none"> • Adjourned at 7:35 pm