

## Advisory Committee Meeting Minutes

CHAIRPERSON: Kenneth Kercher, President, Datamatic, Inc.		
MEETING DATE: 30 Oct 2003	MEETING TIME: 6:00 PM	MEETING PLACE: Heritage Hall Preston Ridge Campus 9700 Wade Blvd Frisco, TX
RECORDER: Ann Cervantez		PREVIOUS MEETING: 27 Mar 2003

<b>MEMBERS PRESENT:</b>	<b>FACULTY PRESENT:</b>	<b>OTHERS PRESENT:</b>
Ken Kercher, President Datamatic Inc.	Ann Cervantez, Professor Computer Information Systems	Bill Blitt, Dean Business & Computer Science
Ed Leach, HIT Entertainment	George Jackson, Dept. Chair CIS/EBM	Al Gober, Academic Advisor CIS/EBM
Greg Lemonds, Student Web Administration	Tony McRae, Professor E-Business Media	Larry Maughan, Coordinator Job Development & Recruitment
Richard Portner, Student Database Programming	Elizabeth Pannell, Professor Computer Information Systems	
Karen Ritchie, Sr. Sys. Analyst Alcatel USA (Attended electronically)	Terry Wang, Professor E-Business Media	
Liz Holland, Bus. Serv. Analyst EDS (Attended electronically)		
Candy Slocum, Exec. Director Interlink (Attended electronically)		

Agenda Item	Action Discussion Information	Responsibility
Old Business:	Discussed classes Advisory Board Members asked us to offer last year. The following classes were offered: Adobe illustrator, Fireworks, Interface Design, Web Design, Web Programming, and Internet Commerce. Discussed why the classes did not make. We feel we need more structure with programs that can give students a feeling of accomplishment after just a few courses. We discussed efforts that are underway to market the CIS/EBM program to prospective students which should increase the demand for these courses in the future.	George Jackson
New Business:	Presented our new program. It is to be a continually evolving program with hours regulated to give incentives to finish the program. We feel our AAS programs should be cut to 64 hours to encourage 'finishers.' Certificates are to be at or around 30 hours; and, on an even smaller scale, Marketable Skill Achievement (MSA) Awards will be at 9 hours. It is hoped this will motivate students to go onto higher levels of accomplishment, increase the number of "completers" in our program, and make our students more "marketable" to employers. In order to do this, we must have the approval of the CIS/EBM Advisory Board, and the Advisory Board must agree that these Marketable Skill Achievement Awards would make the students more "employable." The Advisory Board confirmed their agreement with this.	George Jackson
	Advisory Board Members said employers want employees to know more applications and that we need to integrate our computer introductory courses more towards business. We are adding BCIS 1305, a more business oriented "Computer Essentials". It was felt that the Marketable Skill Achievement Awards will fill a need in this area. Employees will be able to show success after taking only a few courses in various applications. The Advisory Board confirmed their agreement with this.	
	Changes to the <u>E-Business Media</u> program: We added 3 MSA Awards. They are Multimedia Graphics Applications Award, MX Studio Award, and Interactive Web Design Award. We added IMED 2349 Internet Communications and INEW 2330 Capstone Project to our E-Commerce Certificate and deleted IMED 2313 Project Analysis and Design and ITSE Intermediate Web Programming. We added IMED 2345 Interactive Multimedia II, IMED 2345 Interactive Multimedia II, and IMED 2315 Web Page Design I to our E-Business Media Certificate and deleted ITSE 1380 Coop and ITSE 2302 Intermediate Web Programming. An advisory board member agreed that waiting to take Coop in the second year is preferable because it aids students in finding a job. There was a correction to be made to the slide on this certificate: we added IMED 2345 Flash Action Scripting. The Advisory Board agreed with all recommended changes, and again it was agreed that the Marketable Skill Achievement Awards would make the students more "employable" and our programs more "marketable."	

	Changes to the <u>Computer Information Systems</u> program: We added one new certificate, Applications Programming Certificate. INEW 2301 Macro for Applications – VBA was listed as a substitution for ITSE 1344, VB.Net. Two new MSA Awards were added: Computer Applications Award and Database Applications Award. We added IMED 1316 Web Design I to our already established Computer Information Systems AAS program and deleted ITSC 1321 Windows Operating System. We added 3 courses to our Computer Applications Specialization AAS program: ITSE 1311 Web Page Programming, IMED 2309 Internet Commerce, and BCIS 2390 Systems Analysis and Design; we deleted ACCT 2301 (not in our core), ITSC 1321 Windows Operating System, and POFI 2301 WordPerfect. INEW 2330 Comprehensive Software Project I was identified as a good capstone course. INEW 2330 does not require 15 students to make and is taught on a team-based approach. The students would do projects for industry and report back to the instructor.	
	Advisory Board Member raised a question about C++ not being allowed as a substitution in the new Application Programming Certificate as it is in the Computer Application Specialization of the CIS degree. It was decided that the students needed to know one programming language well, and Visual Basic .NET was considered the more appropriate. INEW 2330 Comprehensive Software Project can be a substitution. The Advisory Board agreed with all recommended changes, and again it was agreed that the Marketable Skill Achievement Awards would make the students more “employable” and our programs more “marketable.”	
Other:	We asked for the committee members’ continued support on service learning projects which are a great benefit to the student and organizations in the community.	
	Cooperative Work Experience was presented and many advantages for the student as well as for the employer were discussed.	Larry Maughan
Curriculum Decisions:	The advisory board members voted and accepted our proposed new program.	CIS/EBM Advisory Board
Attached	See two attached documents: CIS proposed revisions, EBM proposed revisions.	
Adjournment:	The meeting was adjourned until the Spring 2004 semester.	

Minutes approved:

\_\_\_\_\_  
Chairman: Kenneth Kercher, President, Datamatic, Inc.

\_\_\_\_\_  
Date