

Advisory Committee Fall 2023 Minutes
Computer and Information Sciences
Skills Training Center – November 14, 2023

Members Present

Karen Fite
Christopher Wilton
Deanna Bynum
John McKee – Teams
Franklin Lunsford – Teams
Matthew Prescott – Teams
Zac Scheffe
Riggs Consuelo
Braxton Watts
Thomas Pennartz
Robin Read

Vernon College Faculty/Staff

Sharon Wallace
Bettye Hutchins
Zachary Nguyen-Moore
Donna Turney
Mark Cisneros
Debbie Richards

Guests

Aaron Wilton

Members Not Present

Paige Bailey
Brian Flores
Shayla Diaz
Sandi Stahr/Brittany Myles – TWC

Welcome and Introductions Sharon Wallace
Sharon Wallace welcomed committee members and invited all to introduce themselves.

Purpose of Advisory Committee Bettye Hutchins
Bettye Hutchins reviewed the purpose and importance of advisory committees and the role they play at Vernon College.

Election of Chair, Vice-Chair, and Recorder Bettye Hutchins
Bettye Hutchins explained the roles of vice chair and recorder and invited the committee to volunteer or nominate others for these roles.
Volunteer for Vice Chair – Chris Wilton
Volunteer for Recorder – Karen Fite

Chair..... Deanna Scheffe

Old Business/Continuing Business Deanna Scheffe
Deanna Scheffe asked if there was any old business to review and with none to discuss, moved on to new business.

New Business Deanna Scheffe

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Deanna Scheffe asked the faculty to review the program outcomes listed below.

Program outcomes

1. Identify all internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.

2. Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.
3. Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).
4. Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.
5. Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.
6. Develop and implement security protocols (policies and procedures) at all levels of computer use and networking to ensure daily business operations will not be compromised.
7. Provide customer support and maintain a professional working relationship with customers and co-workers.

❖ **Approve program outcomes**

After review, Deanna asked if there were any questions or comments and with no further discussion, asked for a motion to approve the program outcomes as presented.

Chris Wilton made a motion to approve.

Zac Scheffe seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

Deanna then moved on to assessment methods.

❖ **Approve assessment methods and results**

Deanna Scheffe asked the faculty to review the following assessment methods and results.

Students who take the 2-year Associate or Level-1 Certificate degree are assessed according to the courses taken. Assessment will demonstrate through proficiency in the objectives listed in the program outcomes for each course. They will be graded through participation in class activities/projects/hand-on assignments and their performance on quizzed and/or examinations. All students will be required to complete all **assignments** that pertain to the goals of those courses, as the final assessment to measure the proficiency of what each student has learned based on the degree taken.

Results from the student's assessments are shown by completing all course outcomes and a passing grade.

Completers:	Fall 2022	37
	Spring 2023	28
	Summer 2023	8

After review, Deanna asked if there were any questions or comments. With no further discussion to be had, Deanna asked the committee for a motion to approve the assessment methods as presented.

Karen Fite made a motion to approve.

Riggs Consuelo seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

Deanna then moved on to workplace competency.

❖ **Approval of workplace competency (course or exam)**

Deanna Scheffe asked the faculty to review the following workplace competency.

Beginning this Fall 2023 semester, an existing course **ITNW 1458 Network+** replaced the ITSC 2335 APS (Capstone Course), to access the students competencies and work towards the CompTIA Network+. The students will be using materials tailored towards specific areas needed towards a IT Specialist. Upon completion of the Network+ course students will re-enforce their knowledge in a variety of skills needed to be a successful IT Specialist and also be prepared to take the **CompTIA Network+ N10-008** exam and walk out of Vernon College with a Level 1 Certificate or the 2-year Degree and Certifications and a Network+ Certification Cert.

Workplace competency:

ITNW 1458 Network +

Program Outcomes:

The program learning outcomes for Computer and Information Science have been changed to reflect more to student-centered education instead of the prior outcomes which focused on program goals and initiatives. These outcomes describe important and critical learning that program students accomplish during training and can significantly contribute to the workforce through their abilities (skills) and attitudes (values) after graduation. These outcomes are the bases for curriculum design, content delivery, and assessment on an exploration of the incorporated knowledge, skills, and values needed by both students and the workforce environment.

- 1) After graduation, students will be able to recognize key components, internal and external, and operate a variety of computer systems used in various environments used to produce efficient, accurate production of data.
- 2) After graduation, students will be able to assemble, install and maintain various computer systems that are used in a variety of applications today.
- 3) After graduation, students will be able to understand various internal operating systems used in computer systems as well as maintain and troubleshoot errors.
- 4) After graduation, students will be able to set up, maintain, and troubleshoot high-end networking devices as well as operate the ISO software needed to maintain a LAN/WAN network.
- 5) After graduation, students will be able to troubleshoot and solve problems that impact the level of quality of networking at all levels and present solutions to improve network connectivity.
- 6) During course work, students will develop personal attributes, soft-skills desired by today's employers to be successful as leaders, team members, and followers in a diverse labor force population.
- 7) Implement security measures within all aspects of computer systems (end-users, high-end systems).

General Course Assessments:

Here's what you will get:

The **CompTIA Network+ N10-008** exam verifies that a candidate can assess an enterprise's network posture, and recommend and implement an appropriate network infrastructure for troubleshooting, configuring, and managing networks.

It provides knowledge of various concepts, such as:

OSI
 Network Topologies
 Network Media
 IP Addressing
 Ports and Protocol
 Network Services
 Corporate and Datacenter Architectures
 Cloud Concepts
 Network Devices
 Routing/Bandwidth Management
 Wireless Standards
 Network Availability
 Policies
 Disaster Recovery
 Security Concepts
 Attacks
 Network Hardening
 Remote Access
 Physical Security
 Troubleshooting Methodology
 Network Software Tools/Commands
 Troubleshoot Wireless Issues
 Troubleshoot Network Issues

Students will be required to complete all Topic materials listed above, project labs, simulations and hands on pertaining to the goals of this course. Throughout this course, any Labs, Quizzes and Exams will be graded with immediate feedback to the students for evaluation. Review of written follow-up reports, during the course, will outline their progress on projects and goals and will be evaluated by both the student and instructor upon completion of the problem(s) and/or project(s). Their grade will be based upon how well they accomplished the special projects assigned and any written questions and tests the instructor deems appropriate for the materials covered.

Number of Students taking: (ITNW 1458)

(Spring 2023) 8 (8 APS)
(Fall 2023) 10 (on track to completing)

***Grading Metric attached**

Verification of workplace competencies:

Level 1 Certificate: Capstone Experience – ITNW 1458 Network + (A)

A.A.S.: Capstone Experience – ITNW 1458 Network + (A)

After review, Deanna asked if there were any comments or suggestions. The committee discussed a few options for additional topics to cover in the curriculum (i.e.: remote/virtual assistance, lenox, cloud server, and mobile device management training), then Deanna asked for a motion to approve the workplace competency as presented.

Chris Wilton made a motion to approve.

Zac Scheffe seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

Deanna then moved on to program specific accreditation information.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

Deanna Scheffe asked the faculty to review the following accreditation information.

ITNW 1458 Network+ course is revised towards training and testing students for the CompTIA Network +, with Accreditation

After review, Deanna asked if there were any questions or comments and with no further discussion, moved on to review program revisions.

❖ **Review program curriculum/courses/degree plans**

Deanna Scheffe asked the faculty to review the following program revisions. Sharon Wallace explained in more detail the removal of courses from both the Level 1 Certificate and A.A.S Degrees (ITSE 1301, ITSE 2459, and ITSC 2335), their replacements (ITSY 1442, ITSY 2400, and SLPS 2330), and adjustments to contact hours to accommodate these changes (ITNW 2454 updated to 2354). Sharon then explained the new sequencing format shown after the program revisions.

***Changes will be made to the Level 1 Certificate and A.A.S Degrees

***Comparison copies of both degrees is provided

Current Level 1 Certificate of Completion

COMPUTER INFORMATION SYSTEMS		Catalog 2023-2024			
Certificate of Completion Level 1					
DEPT. NO.	COURSE	SCH	GRD	TERM	REMARKS
Related Requirements (1 SH)					
LEAD 1100	Workforce Development w/Critical Thinking	1			
Major Requirements (34 SH)					
CPMT 1351	IT Essentials: PC Hardware and Software	3			
ITNW 1458	Network + <i>(Spring)</i>	4			
ITNW 1325	Fundamentals of Networking Technologies (A)	3			
ITNW2454	Internet/Intranet Server	4			Change Course#
ITNW 2312	Routers <i>(Spring)</i>	3			
ITSE 1306	PHP Programming <i>(Spring)</i>	3			
ITNW 1316	Network Administration	3			
ITSE 1301	Web Design Tools	3			Remove
ITSE 1407	Introduction to C++ Programming	4			
ITSE 1402	Computer Programming (A)	4			
		Total:	35		
Verification of Workforce Competency: ITNW 1458					
(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)					

Changes to Level 1 Certificate of Completion

COMPUTER INFORMATION SYSTEMS		Catalog 2024-2025			
Certificate of Completion Level 1					
DEPT.	COURSE	SCH	GRD	TERM	REMARKS
Related Requirements (1 SH)					
LEAD 1100	Workforce Development w/Critical Thinking	1			
Major Requirements (34 SH)					
CPMT 1351	IT Essentials: PC Hardware and Software	3			
ITNW 1458	Network +	4			
ITNW 1325	Fundamentals of Networking Technologies (A)	3			
ITNW2354	Internet/Intranet Server (Spring)	3			Change Course#
ITNW 2312	Routers (Spring)	3			
ITSE 1306	PHP Programming (Spring)	3			
ITNW 1316	Network Administration	3			
ITSY 1442	Information Technology Security	4			Add New Course
ITSE 1407	Introduction to C++ Programming	4			
ITSE 1402	Computer Programming (A)	4			
		Total:	35		
Verification of Workforce Competency: ITNW 1458					
(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)					

Current AAS Degree Plan

COMPUTER INFORMATION SYSTEMS				Catalog 2023-2024			
ASSOCIATE IN APPLIED SCIENCE DEGREE							
DEPT. NO.	COURSE	SCH	GRD	TERM	REMARKS		
General Education Requirements (15 SH)							
ENGL 1301	Composition I	3					
GOVT 2305	Federal Government	3					
MATH 1314	College Algebra	3					
SPCH 1315	Public Speaking	3					
	Humanities Requirement Language, Philosophy, and Culture or Creative Arts	3					
Related Requirements (1 SH)							
LEAD 1100	Workforce Development w/Critical Thinking	1					
Major Requirements (44 SH)							
CPMT 1351	IT Essentials: PC Hardware and Software	3					
ITNW 1458	Network +	4					
ITNW 1325	Fundamentals of Networking Technologies (A)	3					
ITNW 2454	Internet/Intranet Server	4				Change Course #	
ITNW 2312	Routers	3					
ITSE 1306	PHP Programming	3					
ITSE 1407	Introduction to C++ Programming	4					
ITNW 1316	Network Administration	3					
ITSE 2459	Advanced Computer Programming	4				Remove	
ITSC 2335	Application Software Problem Solving	3				Remove	
ITSC 2339	Personal Computer Help Desk Support	3					
ITSE 1301	Web Design Tools	3				Remove	
ITSE 1402	Computer Programming (A)	4					
		Total:	60				
CIS Occupational Skills Award (14 Semester Hours): CPMT 1351, ITNW 1325, ITNW 1458, ITSE 1301 , ITSE 1402, LEAD 1100							
(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)							
Verification of Workplace Competency: ITNW 1458							

CIS Occupational Skills Award (14 Semester Hours): CPMT 1351, ITNW 1325, ITSE 1301, ITSE 1402, LEAD 1100

Changes to AAS Degree Plan

COMPUTER INFORMATION SYSTEMS						Catalog 2024-2025
ASSOCIATE IN APPLIED SCIENCE DEGREE						
DEPT.	COURSE	SCH	GRD	TERM	REMARKS	
General Education Requirements (15 SH)						
ENGL 1301	Composition I	3				
GOVT 2305	Federal Government	3				
MATH 1314	College Algebra	3				
SPCH 1315	Public Speaking	3				
	Humanities Requirement	3				
	#N/A					
Related Requirements (1 SH)						
LEAD 1100	Workforce Development w/Critical Thinking	1				
Major Requirements (44 SH)						
CPMT 1351	IT Essentials: PC Hardware and Software	3				
ITNW 1458	Network +	4				
ITNW 1325	Fundamentals of Networking Technologies (A)	3				
ITNW 2354	Internet/Intranet Server	3			Change Course#	
ITNW 2312	Routers	3				
ITSE 1306	PHP Programming	3				
ITSE 1407	Introduction to C++ Programming	4				
ITNW 1316	Network Administration	3				
ITSY 1442	Information Technology Security	4			Add New Course	
ITSY 2400	Operating System Security	4			Add New Course	
ITSC 2339	Personal Computer Help Desk Support	3				
SLPS 2330	Security of Computers and Data	3			Add New Course	
ITSE 1402	Computer Programming (A)	4				
		Total:	60			
CIS Occupational Skills Award (14 Semester Hours): CPMT 1351, ITNW 1325, ITSE 1301 , ITSE 1402, ITNW1458, LEAD 1100,						

CTE CIS Sequencing

Program Title: Computer and Information Science			
Level 1 Certificate of Completion			
Fall			
	Course #	Title	SCH
	ITNW 1325	Fundamentals of Networking (or)	3
	CPMT 1351	IT Essentials: PC Hardware and Software	3
	ITSE 1402	Computer Programming	4
	ITNW 2354	Internet Intranet Servers	3
	ITSY 1442	Information Technology Security	4
	ITNW 1458	Network +	4
Spring			
	ITNW 1325	Fundamentals of Networking (or)	3
	CPMT 1351	IT Essentials: PC Hardware and Software	3
	ITSE 1306	PHP Programming	3
	ITNW 2312	Routers	3
	ITNW 1458	Network +	4
Summer			
	ITNW 1316	Network Administration	3
	ITSE 1407	Introduction to C++ Programming	4
	LEAD 1100	Workforce Development w/Critical Thinking	1

Program Title: Computer and Information Science			
Associates of Applied Science 2 Year Degree			

Fall	Course #	Title	SCH
	ITNW 1325	Fundamentals of Networking (or)	3
	CPMT 1351	IT Essentials: PC Hardware and Software	3
	ITSE 1402	Computer Programming	4
	ITNW 2354	Internet Intranet Servers	3
	ITSY 1442	Information Technology Security	4
	SLPS 2330	Security of Computers and Data	3
	ITNW 1458	Network +	4
Spring			
	ITNW 1325	Fundamentals of Networking (or)	3
	CPMT 1351	IT Essentials: PC Hardware and Software	3
	ITSE 1306	PHP Programming	3
	ITNW 2312	Routers	3
	ITSY 2400	Operating System Security	4
	SLPS 2330	Security of Computers and Data	3
	ITNW 1458	Network +	4
Summer			
	ITNW 1316	Network Administration	3
	ITSC 2339	Personal Computer Help Support	3
	ITSE 1407	Introduction to C++ Programming	4
	LEAD 1100	Workforce Developemnt w/Critical Thinking	1

Course descriptions and learning outcomes provided as a separate document (attached)

❖ **Approve program revisions (if applicable)**

After review, Deanna asked if there were any questions or comments and with no further discussion, Deanna asked the committee for a motion to approve the program revisions as presented.

Karen Fite made a motion to approve.

Riggs Consuelo seconded the motion.

The motion passed and the committee approved the program revisions as presented.

Deanna then moved on to the matrices.

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Deanna Scheffe asked the faculty to review the following matrices.

INSTRUCTOR: “The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the program follows all rules and regulations, we use matrices to map the requirements back to the courses.”

SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the **Federal requirements** that must be taught. **The matrix shows how we are mapping them back to each of the courses in the program.**

Program: Computer and Information Sciences									Credential: Associate in Applied Science (AAS) Degree
Award: Computer and Information Sciences Associate in Applied Science Degree									
Cip: 11.0101									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X		LEAD 1100	Workforce Development with Critical Thinking
X				X	X	X	X	CPMT 1351	IT Essentials: PC Hardware and Software
X		X		X	X	X	X	ITNW 1458	Network +
X		X		X	X	X	X	ITNW 1325	Fundamentals of Networking Technologies (A)
X				X	X	X	X	ITNW 2454	Internet/Intranet Server
X		X		X	X	X	X	ITNW 2312	Routers
X	X	X		X	X	X	X	ITSE 1306	PHP Programming
X	X	X		X	X	X	X	ITSE 1407	Intro to C++ Programming
X	X		X	X	X	X	X	ITNW 1316	Network Administration
X	X	X		X	X	X	X	ITSE 2459	Advanced Computer Programming
X	X	X	X	X	X	X	X	ITSC 2335	Application Software Problem Solving
X	X		X	X	X	X	X	ITSC 2339	Personal Computer Help Desk Support
X	X		X	X	X	X	X	ITSE 1301	Web Design Tools
X	X	X		X	X	X	X	ITSE 1402	Computer Programming (A)
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES (effectiveness, required skills, behavior for specific job)	
								6. PERSONAL QUALITIES (traits, honesty, dependable)	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	

General Education Matrix: The General Education Matrix is **State-mandated**. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Computer and Information Sciences							Credential: Associate in Applied Science (AAS) Degree
Award: Computer and Information Sciences Associate in Applied Science Degree							
CIP: 11.0101							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X		X	X	X	LEAD 1100	Workforce Development with Critical Thinking
X	X		X	X	X	CPMT 1351	IT Essentials: PC Hardware and Software
X	X	X	X	X	X	ITNW 1458	Network +
X	X		X	X	X	ITNW 1325	Fundamentals of Networking Technologies (A)
X	X		X	X	X	ITNW 2454	Internet/Intranet Server
X	X	X	X	X	X	ITNW 2312	Routers
X	X	X	X	X	X	ITSE 1306	PHP Programming
X	X	X	X	X	X	ITSE 1407	Intro to C++ Programming
X	X	X	X	X	X	ITNW 1316	Network Administration
X	X	X	X	X	X	ITSE 2459	Advanced Computer Programming
X	X	X	X	X	X	ITSC 2335	Application Software Problem Solving
X	X		X	X	X	ITSC 2339	Personal Computer Help Desk Support
X	X		X	X	X	ITSE 1301	Web Design Tools
X	X	X	X	X	X	ITSE 1402	Computer Programming (A)
						6. Personal Responsibility	
						5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)	
						4. Teamwork	
						3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity) problem conclusion, manipulate numbers, math, statistics	
						2. Communication Skills	
						1. Critical Thinking Skills	

Program Outcomes Matrix: The Outcomes Matrix represents the **Vernon College Local mandated** requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Computer and Information Sciences								Credential: Associate in Applied Science (AAS) Degree
Award: Computer and Information Sciences Associate in Applied Science Degree								
CIP: 11.0101								
LIST OF ALL COURSES REQUIRED AND OUTCOMES								
OUTCOMES							Course Number	Course Title
1	2	3	4	5	6	7		
							LEAD 1100	Workforce Development with Critical Thinking
X	X	X		X	X		CPMT 1351	IT Essentials: PC Hardware and Software
X	X	X	X	X	X		ITNW 1458	Network +
	X		X	X	X		ITNW 1325	Fundamentals of Networking Technologies (A)
	X	X	X	X	X		ITNW 2454	Internet/Intranet Server
	X	X	X	X	X		ITNW 2312	Routers
					X		ITSE 1306	PHP Programming
					X		ITSE 1407	Intro to C++ Programming
X	X	X	X	X	X	X	ITNW 1316	Network Administration
					X		ITSE 2459	Advanced Computer Programming
X	X	X	X	X	X	X	ITSC 2335	Application Software Problem Solving
					X	X	ITSC 2339	Personal Computer Help Desk Support
							ITSE 1301	Web Design Tools
					X		ITSE 1402	Computer Programming (A)
								7. Customer Relations: Provide customer support and maintain a professional working relationship with customers and co-workers.
								6. Security: Develop and implement security protocols (policies and procedures) at all levels of computer use and networking to ensure daily business operations will not be compromised.
								5. Troubleshooting: Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.
								4. Network: Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.
								3. Software Configuration: Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).
								2. Software: Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.
								1. Hardware: Identify all internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the **Vernon College Local mandated requirements**. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Computer and Information Sciences							Credential: Associate in Applied Science (AAS) Degree
Award: Computer and Information Sciences Associate in Applied Science Degree							
CIP: 11.0101							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
OUTCOMES							General Education Core Objectives
1	2	3	4	5	6	7	
x	x	x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	x	x	2. Communication Skills
X	X	X	X	X	X	X	3. Empirical and Quantitative Skills (knowledge by means of observation or experimentation/mass, time productivity)
X	X	X	X	X	X	X	4. Teamwork
X	X	X	X	X	X	X	5. Social Responsibility (an organization or individual, has an obligation to act to benefit society at large.)
X	X	X	X	X	X	X	6. Personal Responsibility
							7. Customer Relations: Provide customer support and maintain a professional working relationship with customers and co-workers.
							6. Security: Develop and implement security protocols (policies and procedures) at all levels of computer use and networking to ensure daily business operations will not be compromised.
							5. Troubleshooting: Identify common problems affecting computer systems; troubleshoot and present solutions that improve daily operations and the quality of networking connectivity.
							4. Network: Install and maintain all networking connectivity devices typically found within the normal operations of the home or business.
							3. Software Configuration: Install, maintain and upgrade the various operating software on computer systems, including the IOS software used by high-end networking devices (routers & switches).
							2. Software: Assess the operating efficiency of various computer systems and provide preventative maintenance, upgrades, and replacement components as needed.
							1. Hardware: Identify all internal/external hardware components of computer systems (PCs, laptops, servers) and demonstrate the ability to assemble/disassemble these systems.

After review, Deanna asked if there were any questions or comments and with no further discussion, asked the committee for a motion to approve the matrices as presented.

Zac Scheffe made a motion to approve.

Chris Wilton seconded the motion.

The motion passed and the committee approved the matrices as presented.

Deanna then moved on to program statistics.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Deanna Scheffe asked the faculty to review the following program statistics.

- Program Statistics:
 - Graduates 2022-2023 42 (Fall 22/Spring 23/Sum23)
 - Enrollment Summer 2023: 8
 - Majors Fall 2023-2024: 37
 - Enrollment Fall 2023: 108

After review, Deanna asked if there were any questions or comments, and with no further discussion, moved on to evaluation of facilities, equipment, and technology.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

Deanna Scheffe asked the faculty to review the evaluation of facilities, equipment, and technology.

New Equipment Purchased 2022-2023 Year

No new equipment was purchased

Purchases planned for 2023-2024 Year

3D PolyPrinter 325DX Dual Extruder

These printers will add to the existing 3D printers currently on hand and give the student advanced skills on designing, building and printing various objects within the workforce. These printers are used to entice the students to developed projects merging 3D printing with electronics, computerized devices and programming to solve any problems that might occur with the selected project.

Currently, the number of 3D Printers (3) to Student ratio is low, which does not allow students the time needed to fully learn its capabilities because of limited use. With having (2) extra printers I would be able to create a better rotation of use and then increase the class enrollment. Also, it would help eliminate breakdowns of equipment from overuse.

After review, Deanna asked if there were any comments or suggestions, and with no further discussion, moved on to professional development.

❖ **Professional development of faculty and recommendations**

Deanna Scheffe asked the faculty to review the professional development opportunities below.

As requires I take part in various Conferences retaining for the Cisco Academy, Sharon Wallace and Jeff Griner continue to attend remote/in-person workshop sessions offered by cisco to keep up with changing technologies and methods of teaching. This training is required by Cisco in maintaining our accreditation with the Cisco Academy that we have had for the past 19 years.

When available I attend Cybersecurity workshops at Texas Tech in Lubbock, TX which offer detailed information on Cybersecurity that is extremely beneficial to classroom learning.

I attend also attend remote webinar workshops on various technologies such as cloud, security, networking, etc.

After review, Deanna asked if there were any questions or comments and with no further discussion, moved on to promotion and publicity.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Deanna Scheffe asked the faculty to review promotion and publicity/recruiting.

Promotion and publicity about the Computer and Information Science program is always ongoing with the business and industry (gender equality).

Some of the promotions and publicity we do:

- Posters throughout the campuses
- Online video presentations on the program
- Tours (when applicable)
- Past student's promotion
- Recruiting Coordinators promoting programs
- Visitation of various business
- Radio and TV

After review, Deanna asked if there were any questions or comments and with no further discussion, moved on to special populations.

❖ **Serving students from special populations:**

Deanna Scheffe asked the faculty to review the updated definition of special populations and the services available to those who apply.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled "New Beginnings" for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations' new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;

- c. Individuals preparing for nontraditional fields; male/female ratio (Enrollment Summer/Fall 2023 46, 15 females, 31 males) *Remained relatively steady from Summer/Fall 2022 with an increase in female (6 females, 38 males)
- d. Single parents, including single pregnant women;
- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

After review, Deanna asked if there were any questions or comments, and with no further discussion, moved on to local demand/CLNA.

❖ **Local Demand/ CLNA survey:**

Computer and Information Technology Occupations

Deanna Scheffe invited Bettye Hutchins to review the accuracy of the information found in the chart below. Bettye then moved on to administer the Comprehensive Local Needs Assessment survey for use in compulsory reporting.

These workers create or support computer applications, systems, and networks.

Overall employment in computer and information technology occupations is projected to grow much faster than the average for all occupations from 2022 to 2032. About 377,500 openings are projected each year, on average, in these occupations due to employment growth and the need to replace workers who leave the occupations permanently.

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Computer User Support Specialists	29.61/hr \$56,851/annual	26.91/hr \$51,667/annual	\$25.55/hr \$49,075/annual	5,757 (state) 13 (local)	1.92% (state) .35% (local)
Computer Systems Analysts	\$51.70/hr \$99,264/annual	\$51.31/hr \$98,51/annual	\$41.15/hr \$79,019/annual	4,985 (state) 6 (local)	1.78% (state) 1.81% (local)
Information Security Analysts	\$57.63/hr \$110,649/annual	\$55.59/hr \$106,732/annual	N/A	1,719 (state)	4.10% (state)

Computer Network Support Specialists	\$36.57/hr \$70,214/annual	\$35.02/hr \$67,238/annual	N/A	1,634 (state)	1.80% (state)
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*Labor Market Outlook (O*NET)

-Labor Market Outlook

Occupation	TWC Target Occupation	Share of local jobs (%)	Quality Index (-5 to 5)	Demand Index (-5 to 5)	Quality and demand quadrant	National Median Wage (\$)	Local Median Wage (\$)	Projected national growth 2019-2029 (%)	Projected state-level growth 2018-2028 (%)
Computer Systems Analyst	Yes	0.6865 89427	0.729586646	2.383091724	High quality - High demand	37.2870 7374	28.8557 1429	10.26570733	7.224334601
IT Managers	Yes	0.0842 69961	4.634514404	-0.106648647	High quality - Low demand	60.3133 3333	68.95	11.35831382	7.843137255
Network Systems Analyst	Yes	0.2686 71365	1.676458206	0.237592204	High quality - High demand	40.6568 7188	40.6568 7188	5.793674254	0.909090909

-Living Wage

Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
15-1211	Computer Systems Analysts	\$ 24.27	\$ 5 0,486.00
15-1244	Network & Computer Systems Admins (formerly 15-1142)	\$ 27.41	\$ 5 7,005.00
15-1232	Computer User Support Specialists (formerly 15-1151)	\$ 17.49	\$ 3 6,381.00

After the CLNA survey was completed, Deanna asked if the committee had any further action, discussion or recommendations. The committee offered none.

Deanna adjourned the meeting at 5:42pm.

Recorder Signature Karen Fite	Date 5-13-24	Next Meeting: Fall 2024
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