

BUS/CIS/COMP Advisory Committee Meeting
October 14, 2021 at 8:00am
Room 902 and Zoom

Advisory Members Present: Curt Hardcastle (LUHSD); Rebecca Harp-Sligh (LUHSD); Rachele Lee (LHS); Sue Vang (Laton Unified); Yariana Garcia (Olam SVI); Dave Sandhu (Subway); Alese Campbell (Central Mother Lode); Elisa Stewart (Ca. Cannabis)

Educators Present: Kris Costa; Loren Kelly; Zara Sim,, Debbie Lou Angeles; Brian Kron

I) Call to order @ 8:06 AM

II) Campus Updates

a) Campus Updates – Kris Costa

- Our college has the highest percentage of on campus classes in the area right now with 68% face-to-face.
- Students are excited to be back. We tried to balance courses for those who want to be back on campus and those who want to stay online.
- Noted we register 365; so, we have to have the schedule ready for the whole year.
- We've initiated the West Hills Safe app to track the people in each classroom to make contact tracing easier. So far, that has gone well.
- High-flex classroom remodel.
- Turning 15 classrooms this fall in high flex classrooms with furniture that can be moved and improved technology. This allows students to Zoom into class if they are quarantined and gives instructors more flexibility to teach in different modalities.
- Phase 1 should be done by December.

b) WIN Center and MakeOvate Lab

- The WIN Center has moved to the Student Union, making it much more visible. This has initiated a lot of student traffic.
- We have the highest number of Student Workers on campus because of this.
- Grand opening for MakeOvate Lab is on 10/19/21. Ribbon cutting is at 9:00 am.
- MakeOvate lab includes a vinyl and 3d printer, metal engraver, etc.
- There will be live demonstrations.
- Kris will email flyer. There is also a press release.
- Hired 2 lab techs that are Lemoore High School graduates. They were excited to use the 3D printer.
- NC190 training will be virtual synchronous. Course will include LinkedIn and in-person learning.
- By spring, we hoped to have the course certificates approved for both courses.
- Will be an 18-week course. Students will have to be registered in the course to use the equipment.
- Noted that high school students are missing a lot of hands-on learning and instead are focused on online, webpage creation.
- One of Kurt's goals is to collaborate with Kings County on a Makeovate internship. Looking to find a couple employers for students to do work for.
 - Yariana stated that Olam will be doing a rebranding and they would love to utilize the MakeOvate lab students to assist. Will be changing their name to OFI.
 - Kris will give Kurt her contact information.
- Brian Kron is doing a cost-analysis for the Makeovate lab in his accounting course.
 - Zara will share costs with him.
- We have an account with the district for those that want to purchase custom work.

- Department of Defense Internship
 - The Department of Defense offered a grant for student internship at local businesses that work with the Dept. of Defense.
 - JH Tackett will pay the wages for 2 students.
 - They will be making \$15/hr for 175 hours.
 - Currently working on getting those set up.
 - Will be working with the Win Center to go over resumes, job skills, etc.
- BUS-020 OER
 - The Intro to Business is being redesigned for OER. As of January, students can register with zero textbook cost.
 - This eliminates barriers.
 - There will still be a BUS-020 course with a textbook.
 - Kron suggested looking at the Econ text next.
 - Have a couple certificate programs that are OER and would like to have more in the future.

III) Status of BUS programs

a) Business Administration

- Working on 2 updated degree programs (AS and AS-T).
- Fresno State wants the computer course with enhanced access and does not want BUS-020, so working on a AS-T program with BUS-020, without CIS-007 and an AS program keeping CIS-007, without BUS-020.

b) Business Bookkeeping

- Need to keep up the search for QuickBooks, as that seems to be working for some people.

c) Business Information Worker

- Need to look at this program more and make it a little more modern.
- Brian suggested incorporating more marketing.

d) Business Management

- Need to look at the terminal degrees.
- Brian suggested looking into e-commerce.
 - With the Makerspace, we have the applied learning aspect.
 - Elise recommended using a module course until we have an e-commerce course in place.

e) Project management

- Returned this year.
- Fully online 9-week course.
- Enrollment is going good with approximately 17 students in the first 9-week course.
- Recruitment has been difficult. Many of the people taking this course are upskilling, so looking into creative ways to offer it.
- Kurt noted that Intro to Project Management is highly desired.
- Our keyboarding numbers are the highest they have been in years.
 - Kurt stated he is working to re-teach keyboarding to the High School students.
 - Planned to teach keyboarding rather than cursive to young children, but they are learning incorrectly. Now, it is difficult to re-teach them the right way.

IV) Status of CIS programs

a) Full Stack Development (pending approval)

- Courses have been revised and are being offered. Kris believes the programs were approved last month and will go on the next board approval meeting.
- Essentially have 3 certificates: front-end developer in the fall (local cert), back-end developer in the spring (local cert), and those 2 combined into full-stack development.
- First 9-week course meets face-to-face, and the 2 courses in the second 9-weeks are hybrid.
- Courses are offered in the evening, limiting the time on campus for working adults.
- Brian noted that the back and front-end courses are on the CAR.

b) Networking Fundamentals

c) Introduction to Cyber Security

- Decided to stagger Networking and Cyber Security courses.
- Networking will start in the fall and Cyber Security in the spring.
- Both are fully online, in a 9-week format.
- Networking enrollment is higher in the online format this fall.
- The challenge is internship placement for the students who live out of state taking the course.
- Sue noted that cyber security and networking are advanced concepts and employers may be uncomfortable with student interns without experience at that level.
 - Kris clarified that we do not require an internship for cyber security for that reason, but we do require an internship for networking that mainly entails job shadowing.

V) Program Revisions and Additions Proposals

a) The Business and CIS programs were nearly identical and there was a lot of overlap, so we worked to delineate each of the programs to make them clearer to students.

b) Business Information Systems AA

- Proposing to change the CIS AA/AS to BIS AA.
 - This means deleting CIS AS and rewriting it to BIS, since these courses are suited to business.

c) Information Technology AA

- Proposing new IT AA program for those interested in networking, cyber security, and general IT work.
 - Once students complete the initial courses, they would pick one of the four tracks to finish out their degree.
- Kurt commended staff on differentiating between the business and information technology programs, stating that it makes their learning outcomes much clearer.
- Sue suggested courses that focus on Google.
- Kron noted the limitations of Google and stated that many are using Excel in new ways.
- Sue stated that although they use Microsoft Office, many organizations use Google because of its affordability. Suggested that they have at least an introductory course.
- In the K-12 environment, they are using Google.
- Yariana stated that she knows the transition to Google from Microsoft can be difficult.
- Kurt indicated that Google is great for collaborating. After COVID, Google collaboration has become more popular.
- Sue suggested adding a management course, that way students can transition to supervisory roles.
 - Management could be a great track moving from IT. Could be a separate track after students have gotten their certification.
- Noted that this could be something that we look at for our Business Management program.

- Kron indicated that students will have to take the transfer program and take the CIS course at state.
- Kurt noted that some employers hire managers and train them on the technological aspects.

Approval of Both Programs with Revisions

Motion: X Approve Approve w/ Corrections Deny

First: Kurt Hardcastle

Second: Rachelle Lee

Vote: X Carried Denied Abstentions

d) User Experience Design COA

- Proposing a new UX Design certificate program that Brian and Debbie Lou worked to put together.
- Kurt suggested adding a social media course to the program, as employers want people
- to work with Google design, Facebook, Instagram, etc.
- Discussed creating a business marketing course that applies to all the business programs.
 - The main objective of the personal psychology course is for students to learn how people react to their design/content. It's essentially a human interaction course.
 - With the inclusion of Internet graphics, they would go into layouts, etc.
 - Noted that Marketing is an upper-division course at State.
 - Agreed that a Business Marketing course would be extremely beneficial. It seems to be a need on campus.
 - Kurt indicated that as long as psychology is embedded in the marketing course, it will be good.
 - Since we don't have to worry about this course being transferrable, we have some flexibility.

Approval of Program with Revisions

Motion: X Approve Approve w/ Corrections Deny

First: Kurt Hardcastle

Second: Rachelle Lee

Vote: X Carried Denied Abstentions

VI) Adjourn @ 9:25 AM

Proposed Program Revisions	Program Additions...
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Computer Business Information Systems AA/AS

Information Technology AA – New program

BUS 002	Introductory Keyboarding	3	BUS 019A	Intro to Project Management	3
BUS 003	Intermediate Keyboarding	3	CIS 007	Computer information Systems	3
BUS 013A	Word for Windows I	1.5	CIS 015X	Occupational Work Exp	1
BUS 013B	Word for Windows II	1.5	CIS 042	Intro to System Analysis/Design	3
BUS 015X	Occupational Work Experience	1 - 8	Programming Track		18
BUS 028	Business Communication	3	Networking Track		13
BUS 035	Human Resources Management	3	Cybersecurity Track		12
BUS 067	Filing and Records Management	2	User Experience Design		18
CIS 007	Computer Concepts	3	Programming Track		18
CIS 008	Microcomputer Operating Environment	1		Electives	0-6
CIS 034	Introduction to Spreadsheets	3			
Total		30		TOTAL	30

User Experience (UX) Design – New Certificate

CIS 002H	Internet Graphics	3
CIS XXX	Intro to User Experience Design	3
COMP 001A	Web Develop- HTML/CSS	3
COMP 001B	Web Development - CSS	3

ART 020A	Introduction to Digital Art	3
PSYCH 004	Personal Psychology	3
CIS 015X	Occupational Work Experience	1
	TOTAL	19

BUSINESS PROGRAM DATA

Local Certificates

Business Entrepreneurship

BUS 007	Introduction to Entrepreneurship	3			
BUS 032	Small Business Management	3			
CIS 002G	Introduction to E-Commerce	3			
Total		9			
Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	9	11	2	1	7

Certificates of Achievement

Retail Business Management

BUS 001A	Beginning Principles of Accounting	4			
or BUS 055	Bookkeeping	3			
BUS 018	Business Law	4			
BUS 020	Introduction to Business	3			
BUS 028	Business Communication	3			
BUS 032	Small Business Management	3			
BUS 035	Human Resources Management	3			
CIS 007	Computer Concepts	3			
Electives	BUS 013A/B, CIS 008, 042, ECON 001A/B, OR PHIL 003	3			
Total		25-26			
Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	11	7	6	1	5

Business Bookkeeping

BUS-013A/B	Word for Windows I & II	3			
BUS 055	Bookkeeping	3			
BUS 074	Computerized Accounting	3			
BUS 020	Introduction to Business	3			
BUS 024	Business Mathematics	3			
BUS 028	Business Communication	3			
CIS 007	Computer Concepts	3			
CIS 034	Introduction to Spreadsheets	3			
Total		24			
Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	5	11	9	7	6

Business Information Worker (BIW)

BUS 002	Introductory Keyboarding	3
BUS 003	Intermediate Keyboarding	3
BUS 013A	Word for Windows I	1.5
BUS 013B	Word for Windows II	1.5
BUS 015X	Occupational Work Experience	1 - 8
or WE 015XX	General Work Experience	1 - 6
BUS 028	Business Communication	3
BUS 035	Human Resources Management	3
BUS 067	Filing and Records Management	2
CIS 007	Computer Concepts	3

CIS 008	Microcomputer Operating Environment	1
CIS 034	Introduction to Spreadsheets	3
Total		25

Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	-	1	1	0	1

Business Management

BUS 001A	Beginning Principles of Accounting	4
BUS 001B	Elementary Principles of Accounting	4
BUS-013A/B	Word for Windows I & II	3
BUS 018	Business Law	4
BUS 020	Introduction to Business	3
BUS 024	Business Mathematics	3
BUS 028	Business Communication	3
BUS 032	Small Business Management	3
BUS 035	Human Resources Management	3
CIS 007	Computer Concepts	3
CIS 034	Introduction to Spreadsheets	3
Total		36

Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	3	3	2	1	6



COMPUTER INFORMATION SYSTEMS PROGRAMS

Local Certificates

Web Active Scripting

CIS 002	Internet Programming HTML/CSS	3			
CIS 002C	Internet Programming- Script Languages	3			
CIS 002F	Internet Server Side Scripting	3			
Total		9			
Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	10	8	7	1	

Web Business Management

BUS 032	Small Business Management	3			
CIS 002CG	Introduction to E Commerce	3			
Total		6			
Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	13	13	7	--	11

Web Designer

CIS 002	Internet Programming HTML/CSS	3			
CIS 002B	Internet Programming - CSS	3			
CIS 002H OR	Internet Graphics	3			
CIS 002E	Web Design and Interactive Media	3			
Total		9			
Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	8	6	3	--	--



Certificates of Achievement

Introduction to Cybersecurity

CIS 005E	Intro to Inf System Security	3
CIS 005F	Intro to Information Assurance	3
CIS 005G	Computer Forensics Fundamentals	3
CIS 005H	Operating Systems - Linux	3
CIS 042	System Analysis and Design	3
Total		15

Introduction to Programming

CIS 002	Internet Programming HTML/CSS	3
CIS 002B	Internet Programming - CSS	3
CIS 002C	Internet Programming- Script Languages	3
CIS 002D	Intro to Programming Concepts & Metholog	3
CIS 002F	Internet Server Side Scripting	3
CIS015XX	Occupational Work Experience	1 - 3
Total		16-18

Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	15	5	2	0	1

*** modified to full stack developer in 21-22*

Networking Fundamentals

CIS 005A	Info & Communication Tech Essentials	4
CIS 005B	Computer Network Fundamentals	3



CIS 005C	Routing & Switching Essentials	3
CIS 005D	System & Network Administration	3
CIS 042	System Analysis and Design	3
WE 015XX	General Work Experience	1 - 6
or CIS -015XX	Occupational Work Experience	1 - 3
Total		17-19

Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	6	2	2	--	2

Computer Information Systems AA/AS

BUS-013A/B	Word for Windows I & II	3
BUS 020	Introduction to Business	3
BUS 024	Business Mathematics	3
CIS 007	Computer Concepts	3
CIS 019B	Database Creation & Management	3
CIS 034	Introduction to Spreadsheets	3
Total		18

Awards	2016-17	2017-18	2018-19	2019-20	2020-21
	16	13	24	14	11