**Department of Computer Information Systems (CIS)**

**Advisory Board Meeting Minutes**

Date: May 3rd, 2019 9:00 AM

Location: MBA 304

Attendees:

* Debbie Goldwater, Director, IT Architecture and Security, UCLA
* Sandy Coffey – Director of Enterprise Architecture, Farmers Insurance
* Jorge Mata, CIO LACCD
* Fouad Jilani, Director, IT, Wedgewood Inc.
* Steve Lantz, Director, IT Infrastructure & Operations, Torrance Memorial Medical Center
* Ann O’Brien, Executive Director, Marketing Communications
* Dr. Virginia Rapp, Dean, Business Division
* Randy Harris, CIS faculty
* Dr. Jay Siddiqui, CIS faculty
* Monica Chaban, CIS faculty
* Richard Perkins, CIS faculty
* Khai Lu, CIS faculty

The meeting began at 9AM with Dr. Rapp welcoming and thanking everyone for their participation. After introductions, the agenda and materials packet were reviewed and described. Due to a meeting conflict Ann O’Brien had, we agreed to take the agenda out of order and start with Marketing.

## MARKETING

The new tri-fold brochure was presented. It is in an interim state as some of the programs were pending Chancellors Office approval when the brochure was produced. The curriculum is now approved and reflected in the materials packet.

The new videos were presented and discussed. Additional videos are scheduled to be made, focusing on cybersecurity, cloud computing, and one overarching video covering all of the CIS programs. El Camino College is working on improving the landing pages for the website. One of the key things is identifying the appropriate keywords for SEO. It was suggested that we advertise in the high school newspapers and on Hawthorne cable, as well as the digital billboard on Crenshaw.

It was discussed that El Camino is moving to new online curriculum software systems (Curriculog and Acalog). Also, recent changes in curriculum have been defined by the Chancellors office, so curriculum additions and modifications should move through more quickly”. For example. Certificates of Accomplishment can be locally approved. Certificates of Achievement approvals will follow a longer approval process, especially if they are to be recorded on the transcript. There are new funding formulas based on the Chancellors Office metrics for completions.

Students need to have the opportunity to build experience that can be reflected on a resume. Paid or unpaid internships would be the best way to offer this. Summer would be best time and several board members indicated they would explore possibilities within their companies.

REVIEW OF PROGRAMS

**Computer User Support Specialist - Certificate of Achievement**Business 28 (Written Business Communications) and 29 (Oral Business Communications )were discussed to determine if both courses were appropriate for the certificate. Everyone felt BUS 29 was appropriate. BUS 28 is an option on the transfer degree and BUS 29 is a required course for transfer. Students may believe the courses are identical, which may lead to wrong expectations. BUS 28 could be an either/or option as BUS 27 (Effective English for Business ) sets the foundation for technical communication. The board discussed that expectations are high for professionals in this area, as help desk personnel not only use traditional forms of customer contact, but also digital forms like chatbots and knowledge engines. After further conversation, the board agreed that BUS 28 should stay. It was asked if the prerequisite could impact the enrollment (ENGL 1A), but discussed that AB705 will be changing the prerequisites so it should not.

**Computer Systems Applications – Certificate of Achievement.**

The discussion centered around the appropriateness of the certificate, given that our programs have expanded and the degree has several tracks of concentration. This certificate was created for an older demographic and could be confusing to adults changing careers who may not be versed in where this would lead in the workplace. Two classes in the certificate will be inactive and the remaining courses are core courses in other certificates. The board proposed that this certificate be retired, as it is not clear what type of employment a student earning it might seek.

**Small Business Networking – Certificate of Achievement**

The background of the certificate was discussed, as it had been proposed several years ago. CIS has a certificate in CISCO, but nothing in general networking. Ideas were proposed for a catchy title as the purpose of the certificate would be to develop skills for PC maintenance, Support, and networking. The certificate should try to appeal to different areas: overall technology and networking, and these are job search keywords. Also to keep with industry trends, newer methodologies, like ITIL could be incorporated in some of the courses, to round it out. The board heartily recommended that CIS move forward with this certificate and proposed the title be changed to **Technical Support and Networking Specialist**.

**CISCO**

The topic of CISCO started with low enrollment, as some of the classes tended to be cancelled. The licensing fees are extremely high, the school pays $35,000 a year to maintain the netlab, and it is not easy finding qualified professional instructors. The problem may be money. CISCO certified instructors won’t want to teach at a community college because private work will pay higher. Many in the field only teach CCNA and not CCNP. CIS may want to expand in that area, as a CCNA certification may not be enough to start a career. The question became, “Are CISCO skills in demand?” New products should drive CISCO and CISCO owns half of the hardware market. Even vendors who do not use CISCO emulate the CISCO language so the skill is still valuable. The predominant audience for the program is the IT professional coming back to learn new skill. To serve that population, the courses are 8 weeks and are online or hybrid. It was suggested that CISCO might be paired with another heavily used product, VMware. Steve Lantz said he will reach out to help find CCNA (Cisco Certified Network Administrator) Instructors.

**Program Maps**

The California Community College system introduced Guided Pathways – a program to assist students in planning a sequence of courses where they could graduate in a 2 year timeframe. Program maps were designed to address the guided pathways for CIS programs. Having a structured program map is helpful as long as the department commits to the program map, and schedules course offerings accordingly. The board reviewed the program maps and noted that the salary “ranges” listed were a little “questionable”. They proposed that having the “mean” salary might be better.

**Enterprise Linux Network Certificate of Accomplishment**

The idea of teaching the Linux operating system was presented. Red Hat offers courses that lead to employment in this area. Students do need Linux as a skill and it could be woven into existing courses, like courses in thee new Technical Support certificate, Cybersecurity and Cloud computing courses. The board agreed that Linux is an important skill students should have and support the department’s efforts to create a certificate of accomplishment in this area.

**eGames/eSports, Salesforce Certificate of Accomplishment/Achievement**

The possibility of courses in eGames and Salesforce was presented. Salesforce touches upon many of the programs in the business division, and we could obtain the curriculum from SMC. Salesforce is very expensive, but it is possible that Salesforce would set us up for free (like Amazon did with the cloud) – thereby sealing a long-term commitment, training and perks. If Salesforce comes through, we would write the curriculum. Egames is fun and timely for students and they would definitely be interested. It might be the bigger investment but is well worth pursuing. CIS has committed $15k for Augmented Reality hardware and software with plans to expose the students to it in CIS13. That may indicate if further expansion into eGames is a viable road to take.

CYBERSECURITY

CIS will hold a cyber camp for the first time this summer as part of marketing the program. Centinela Valley and Mira Costa will participate with a maximum student enrollment of 25. We may open it up to any high school in the future. Cyber Day was a success and future considerations include an interactive event. The board was impressed with this progress.

AWS

El Camino is one of the 19 community colleges working with Amazon and Strong Workforce. The goal is to develop curriculum and provide training leading to a cloud computing certificate with an eventual dual-enrollment program with a partner high school. El Camino is on track to offer the first class in Fall 2019 with more classes in subsequent semesters. Statistics on the regional labor market for Cloud Computing skills and the various certifications in the industry were presented, and a demo was given on various AWS services that can be incorporated into a project that students can work on. Two certificates were discussed, one with only the AWS core courses, and one with the core courses plus a programming course. The board agreed without objection to support an alternate Cloud Computing certificate without a programming elective requirement. They suggested looking into an alternative programming language, like scripting, as it may be more appropriate for the certificate with programming. The board also agreed to support the department’s effort to pursue the Cloud Computing degree program.

In Summary

This was an excellent meeting with many action items for moving forward. The board was thanked for their time and contribution. The meeting adjourned at 12:20AM.