

BUSINESS DIVISION

CIS DEPARTMENT MEETING

**Wednesday, September 24, 2008
1:00 p.m., Division Office**

PRESENT: Tom Paine, Walid Ghanim, Andres Martinez, Steve Cook, Javier Gutierrez, and Val Rodgers

CALL TO ORDER

Val Rodgers called the meeting to order at 1:00 p.m.

TECHNOLOGY ISSUES

Room 801

Tom Paine reported to the group that there have been problems with cables being disconnected on at least two computers in 801. Instructors were asked to monitor laptop use in the classrooms.

Steve reported that all problems stemming from installing new computers in Room 801 should be resolved by Friday, September 26. He is using two of the computers to complete the cloning process, but will return those by the 26th.

It was decided by the group to go forward with a recommendation to purchase the updated version of NetSupport classroom management software for classrooms/labs 801, 803, 901, 902, 1705, and offices 802A, 802B, 802C, and 907. Val will ask if other areas are interested in a joint purchase.

There is still network problem that is preventing creation of shared folders on our server. We are still working with IT to resolve it. A temporary fix was discussed and agreed upon. Steve will create a sharable folder on the instructor PC in 801. Students will be able to access this folder for saving their assignments. Instructors will be responsible for moving student files out of this shared folder into an instructor folder to prevent students from deleting files by mistake and/or accessing other student files. The downside of this plan is that files will not be able to be accessed by students and/or instructors outside of Room 801.

It was suggested that this problem could be resolved if IT would designate an "imperial.edu" domain for us on a server. Faculty and students would then be able to access shared files from classrooms or labs or from off campus. All agreed with the concept. Val said she would send a request to IT.

Room 1705

Tom reported that eight new computers have been installed in 1705 for a total of 21, including 1 DSP&S station.

Tom also reported that the Deep Freeze program was hacked in 1705, which is a very serious problem. He and the computer science instructors are taking measures to prevent it from happening again.

Javier told the group that he would install NetSupport in Room 1705 on Friday, September 26. At the same time, Javier will set up the console for unfreezing remotely in that room.

PERKINS

Section II Part B 2008-2009 Perkins CTEA Application was reviewed by the group. The application is attached and indicates activities planned, instructor responsible, and date.

SLOs

The process of assessing SLOs in CIS courses was discussed. Instructors will give assessments this semester for courses in which SLOs have been identified. Evaluation of assessment results will be completed during spring 09.

OTHER

Quotas for courses in 801, 803, and 913 were reviewed. Because of the seat availability, it was decided that quotas should be 30, 28, and 32 respectively. The group discussed the problems that arise when workstations do not function.

Adjourn

The meeting adjourned at 3 p.m.