BUSINESS DIVISION
CIS/OFFICE TECH DEPARTMENT MEETING
MARCH 1, 2010, 3 P.M., ROOM 802

MINUTES

Present: Judy Santistevan, Angie Ruiz, Val Rodgers, Walid Ghanim, Tom Paine, Andres Martinez

1. The group praised Javier for the fine job he has been doing. His work is appreciated by all.

2. Computer specifications

    The group discussed the purchase of 32 computer units using 2009-10 CTE funds.   It was agreed that we would purchase the Lenovo 7484-WMT (Premium Model-No Monitor) that is listed on the IT website. However, there are two variations from the IT specifications that are necessary -- Windows 7 Professional preinstalled and a Windows 7 Recovery DVD.   Val will contact IT to start the process.

3. Comprehensive exams for HS/ROP articulated courses

    Val told the group that comprehensive exams for high school and IVROP articulated courses must be completed by the end of the spring semester.   The group discussed the content of the exams, where the exams would be administered. Tom also indicated that Credit by Exam regulations that are coming to the Academic Senate for approval indicate that laboratory courses may be excused from consideration. Val will follow up with Carol Lee regarding concerns mentioned. The list below indicates the course and the instructor who agreed to develop the comprehensive exam.

Bus 152	Basic Keyboarding	Angie Ruiz
CIS 120	Word 1	Judy Santistevan
CIS 124	Excel 1	Walid Ghanim
CIS 130	PowerPoint 1	Walid Ghanim

4. SLOs for Office Tech/CIS Programs/Classes

    The group reviewed the list of courses that need an SLO ID form and courses that need an assessment of an assignment for an SLO already identified. Revisions were made to the list. Val will update the list and send it out as a reminder to instructors who need to identify or assess SLOs before the end of the spring semester.

    The group also discussed program SLOs. Progress has been made identifying program SLOs for CIS and Business Office Tech.   Val told the group that it is important to complete the process for those programs. She also told Judy and Andres that they should start the process for the Business Accounting Tech and the Multimedia and Web Development programs, and that she would send them the forms they would need as well as examples. Val told the group that the Business Division programs are scheduled for a comprehensive program review in 2010-11. Included in that review is a status report of progress each program has made on identifying and assessing both program and course SLOs.

5. Perkins Update

   The CIS instructors reviewed and updated assigned activities for the 2009-10 Section II Part B Perkins funding.   Each will work on his assignments and submit an activity form that shows we have addressed requirements for the funding. The group also discussed and approved Activity Forms that have been completed thus far.

6. CISCO Academy

   The group discussed the CISCO Academy. Tom and Val reported that Tom is interested in being the lead teacher for the Cisco academy, and that we can probably plan on offering the 1st Academy -- which is called IT -- by Spring 2011.   We may already have the space we will need for the IT academy. However, the District will have to set aside space for us if we are going forward with the CCNA academy. Tom and Val indicated that they believe the best answer is 901/902/912/913 and that they have discussed this with the administration. Once the rooms are remodeled, we would be able to use them for other classes as well, such as multimedia.   The group did not believe a modular building would work. Using space in the 900 building would be contingent on the Bus Div Lab moving to another location. Val reported that administration is looking at the 1600 building for Math/Bus Lab combination. Tom reported that a conference call has been scheduled for Thursday, March 4 regarding the CISCO program. A timeline for CISCO implementation will developed after that call.

7. Other

   Concerns were expressed regarding students having access to the 901 and 902 labs. Currently the labs have to be closed at 5 p.m., and evening students have no access. In addition, the lab has to be closed from 1 – 2 p.m. each day when Javier goes to lunch.   This is a peak time for lab usage so he normally has to ask a lab full of students to leave.   In addition, Javier must close the lab to do other assigned work. In the last three weeks he has had to work in 1705 and at the chambers in Brawley, El Centro, and Calexico, which required the lab be closed for blocks of time during the day.   It was pointed out that although we do refer students to other labs on campus, not all application programs are available in other labs, for example, keyboarding programs, VisualBasic, and C++.

   The group was in agreement that we need a classified employee to cover the lab when Javier goes to lunch and when he is called away from the lab for other assigned work. It is also important that students have access to the lab before evening classes begin, from 5 – 6:30 p.m.   Val will contact the administration with the concerns.