



CIT Faculty Meeting Agenda  
January 30, 2009

I. 9 – 9:15 Opening remarks – Rebecca

- As a program, we need to come together, interact and respond to each other in a respectful manner. There are many items that are coming up and we must efficiently and effectively work through everything.

Follow up from last meeting's lingering tasks

- Renovation Requests
  - There was only one received. These requests are for changes as far as purchasing equipment, insulation, renovation to a space, additional space needs, etc. In having only one request in, we will conclude there are no changes.
  - Computer and Media equipment does not count in this budget intake item. Its on a separate item.
- Textbooks
  - The folder listing all of the CIT courses and the most current textbook attached is in the main office. Please, if you haven't done so already, check to see if the textbook is correct for its particular course. Also, please list the number of textbooks you would like to keep in the book room for a particular course.
- No News/Response means "No Interest"
  - As a group, we have concluded that if nothing comes back for any forms or tasks that are assigned to the faculty, the faculty have reviewed the forms but have no interest (or the forms do not apply to the course coordinator).

Looking forward to Budget intake process

II. 9:15 – 9:30 – News and Updates – All

Please be ready to share what college-wide committees you are on and to briefly summarize what the current issue/topic/concern is there

- Marvin Harris – **BMIT Leadership Team**, meets every other Wednesday with the Dean and Chair's to discuss items about ELT and the items that end up on the team leaders and department chair's desks. **Recruitment and Retention Team**, meets the first Friday of every month.
- Rebecca Lawson – **Curriculum and Instruction Council and Academic Affairs**, the meetings consist of discussions about college wide policies, events that happening around the college, graduation requirements for certificates, plagiarizing, etc. She has been the chair for a few years and is done in May. FYI to instructors: The committee will need a replacement if for anyone who is interested.
- Cameron Dean – **TUG and CISCO Academy**. With CISCO, there are regional and local chapters, the regional supports the local. At the Dean's request, Davenport has become out supporter. We are currently now being recognized by Davenport. This project is extremely visible because it is being watched by the entire college.
- Joseph Werner – **International Cyber – Security Education Coalition (IS-SEC)**, this committee is a coalition of schools working on cyber networks (primarily in Detroit). At the meetings there are discussions about the activities that we are involved in. Also, he is apart of **Information Systems Security Association (ISSA)**. Currently there is a scholarship that is offered for individuals who have a BA in Security or going for their Masters or PHD. We want to promote this to our students. Also has completed the recertification through **Committee on National Security Systems (CNSS)** federal committee. Locally Joe is also on the board of **LINK** (currently looking for someone to take on this position). FYI to faculty: the next LINK Mixer is Feb. 26<sup>th</sup>.
- Jonathan Pulling – **CISCO**, he is the official equipment personal. **Capital Area IT Council (CAITC)**, the meeting are held in downtown East Lansing. He is also part of the **CAITC Education Committee**.
- Karl Dietrich – **Networking Academy Office of Instruction** (12 total new courses) need to be rolled out by 2010. Equipment still needs to be purchased. **Convergence CTC and ETC COMPTIA**, there was a conference call with the new CEO of COMPTIA in a meeting with several instructors.
- Dan Rafail – **Technology Users Group (TUG)**, there is a reformed group, we currently have 7 people interested in Camtasia (we need at least 12 members to start a users group). **CTE Leadership Team**, there is interest in software that is not Camtasia.
- Steve Smith – **College Wide Assessment Committee (CWAC)**, an assessment survey was sent out and 42 out of 266 were returned. As part of the committee, we evaluate the surveys and send out requests for faculty appreciation day.

**BMIT Scholarship Committee**, all scholarships are funded through the foundation, and applications are due February 1<sup>st</sup>.

- Jean Welsh – **Academic Advising**, meets monthly about orientation for new students advising. **Center for Teaching Excellence (CTE)**, developing schedules.
- Gary Heisler - **Capital Area IT Council (CAITC)**, as a suggestion, Gary thought we could host the meetings at West Campus so we can show the Council what our program has to offer.
- Don Sheets - **EISD**

III. 9:30 – 9:45 – PRESS Instructional Action Plan – All

Please bring your copy for discussion of how to move forward

- The Action Plan has two forms that deal with CIT programs. Over the next year, each of those forms from the “Action Plan,” outlines the things we will be doing. For instance on page 3 of form 1, there is “year and targets.” There is a budget assigned to most of the tasks. Form 2 deals with promotions of programs.
- As a group, we have to take time in our key classes and identify issues so we can start working on education development plans. If you notice in the indicator, the number of students declaring a major in our programs is significantly later than the number of graduates in our program.
- Please look at the instruction action plan, if you would individually rank them so we could come back at another the meeting to talk about the different approaches we can make. Please also take a look at the bulleted lists and at the next curriculum meeting we will come together to see how we can put everything together throughout the year, and not waiting to get it done at the last minute.
- We need to come up with a more effect way to get surveys back from employers and graduates. The data we received back wasn’t the greatest.
- Also, Marvin would like to complement Rebecca on doing everything she did, she put in a lot of work for PRESS. Putting PRESS together was a collective effort and it took hard work to get this report together.

IV. 9:45 – 10:00 - Problem Solving – All

Scheduling – Fall 2009 progress

- Fall 2009 Progress – Gary, Steve, and Virginia, have worked extremely hard on Fall 2009’s schedule. There is a new printout that will be sent out soon and an e-mail sent out for instructors to confirm to their assigned sections.

What about the other semesters?

- We still need to come to a conclusion on who is going to do scheduling. We know this process will take a couple of months and shortly after someone will have to

start scheduling again. Possible alternatives would be rotating who does the schedule or have an adjunct do the scheduling.

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