



CIT Faculty Meeting Agenda February 20, 2009

Attendees: Karl Dietrich, Virginia Werner, Marvin Harris, Rebecca Lawson, Gary Heisler, Cameron Dean, Joe Werner, Jean Welsh, Dennis Pipper, Christine Xiong, Steve Smith, Dan Rafail

I. 12 – 12:20 News and Updates – All

Any news from college-wide committees?

- Angel Users Group – They have a new process that looks promising
- Linc Meeting – An e-mail has been sent around with information regarding LINC. These mixtures are free. Contact Joe Werner for further information.
- Deloise McIntosh is looking for a student who knows Crystal Reports
- FYI - Strange forms are coming to the classrooms, especially from the state. For instance forms verifying a student's attendance. There is only one signature needed, but what happens if the student is taking more than one class? How do we go about with these forms? Work First Training (No Worker Left Behind) – They have several IT listings, trainings for instructors, etc. See Jean Welsh for the website.

Do you know me? Missing persons search

- Looked through mailings that were sent back from the CIT Advisory Board Meeting mailing. Took time to look through the mailings and update the Advisory Board list.
- Outstanding Adult Learner's Nomination - A campus wide e-mail was sent out, if there are any current adult learners who is an active student at LCC, pursue the e-mail and send out recommendations.

Budget – supplies to run the classroom

- Remember to purchase supplies needed to run operations in the classroom
- Note any special supplies that (if it applies) was run by GB 118

II. 12:20 – 12:25 Textbooks for Fall – All

Please check highlighted areas of the form being passed around and list the missing textbook information. If your course has yellow highlights, please make sure to fix it.

For new classes being developed, please list the textbook you will use. If you don't know it, put "Call me" so Jamie can get the info. She wants to order next week

- Anyone responsible for courses being developed, please let Jamie know so we can have the correct books for the course.

III. 12:25 – 12:45 – Ideas for CACC March 4 visit – All

- CIT's timeslot for CACC's visit us 9 – 10:30 am on March 4th.
- Brainstorm ideas of how we can represent our program:
 - o Let the students know about Networking and Convergence
 - o Break the students out into different sessions and rotate
 - o Possible Sessions
 - Go to a classroom (Virginia has volunteered her classroom as long as there is not a test or quiz that day.)
 - CISCO Tour
 - "Wheel of Fortune" with Communication Terms (Steve Smith)
 - Half an hour dedicated to a tour of the classes
 - 15 minutes or so of background information to highlight our programs, the Academic Alliance, web programs, articulation agreements, etc. (Possibly do this in a centralized room for instance GB 134)
 - Please send any other ideas/recommendations to Rebecca

IV. 12:45 – 1:30 - PRESS Action Plan - All

What do we want to tackle first?

- Rebecca and Marvin went to the PRESS Action Plan meeting and received good feedback.
- We want to prioritize the Learning Outcomes for Template Form 1 – Updating CIT Curriculum in Section B. There are a series of bullets that are followed by indicators and we have considered when we will work on these indicators below.
 - o **Currently working on the Indicator 43.**
 - Continue to develop curriculum for the Enterprise/Infrastructure Specialty track of Networking and Security Management Academy. (Indicator 43)
 - o **Indicators 24, 28, and 33 will be worked on next month.**
 - Development of program goals by faculty that align with the Division's and the Department's goals. (Indicator 24)

- Administer an anonymous survey to follow up in determining what was meant by the low faculty response to Indicators 28 and 33.
- **Indicators 47, 48, and 50 will be worked on after Spring Break.**
 - Review existing foundational courses (one in each of our program areas CITA, CITD, CTF, CITN, CIP, CITS, and CITW to be determined by faculty input) according to the Quality Matters Rubric and revise where necessary. (Indicator 47). The courses for this are: CITA 110, CITD 120, CTF 110, CITN 120, CIP 110, and CITW 150
 - Review existing foundational course (one in each of our program areas CITA, CITD, CTF, CITN, CIP, CITS, and CITW to be determined by faculty input) to make sure the Basic Skill levels listed are still relevant. Revise where necessary. (Indicators 48). The courses for this are: CITA 110, CITD 120, CTF 110, CITN 120, CIP 110, and CITW 150
 - Review existing foundational courses (one in each of our program areas CITA, CITD, CTF, CITN, CIP, CITS, and CITW to be determined by faculty input) to determine where emerging technologies such as the use of gaming and Web 2.0 technologies would add to the instructional value. (Indicator 50). The courses for this are: CITA 110, CITD 120, CTF 110, CITN 120, CIP 110, and CITW 150
- **Indicator 38 will be worked on in June.**
 - Hire new instructors for advanced programming courses and for courses in the Computer Repair and Support curriculum. (Indicator 38)