

## CIT Program Meeting

10-2-09

In attendance:

Karl Dietrich, Virginia Werner, Marvin Harris, Steve Smith, Don Sheets, Mark Jaeger, Dan Rafail, Gary Heisler, Joe Werner, Cameron Dean, Jean Welsh, Jonathan Pulling, Rebecca Lawson, Dennis Pippet

Facilitator: Karl Dietrich

Note taker: Sheri Best

CIT faculty full-time hire justification document is finished now. Thank you to Gary and Virginia Werner who worked on finishing this document.

The advisory committee breakfast was last week. It sounds like there will be a number of businesses that will be going to Windows 7.

We should look at going to Windows 7, and offering some courses for next fall semester. We need to begin thinking about what we need to do in order make CITF108 and CITF110 Windows 7 compliant. If we plan to do this we will need to make sure that we budget for development in the next budget cycle.

Dan Rafail will begin to work on a plan to roll out Windows 7.

Jonathan Pulling will work on getting a Windows 7 compliant computer in the CIT area so that the faculty can begin getting familiar with Windows 7. This can be put in Dan Galbraith's old office.

The Advisory Committee breakfast had a very low turnout. This could be because we did not have breakout sessions during the past two semesters. The economic downturn could have had an impact on attendees. We received around 10 RSVP's for the meeting. We sent invitations, an e-mail, and a telephone call reminder and yet we still had the low turnout. We need to make sure the advisory committee members know how much we value their input.

Perhaps we should have Al Walker and Lois McIntosh assist us in getting some new businesses to take part in our advisory committee. Another idea is to have some CIT faculty tag-along with Al and Lois to talk about our program.

We might want to consider having some kind of newsletter that would come out quarterly to advertise what we are working on and market some of our graduates.

We are planning to have CITF120 stay the same for the time being, but we should review the objectives of CITF200 and what curriculum has it listed as a requirement. It is a good idea to continually look at our courses, but we are not planning on making any changes to these courses during this cycle for course changes. If enrollment is good and the classes are still serving its purpose we should continue.

As we are adding new classes we need to look at all of our courses and make sure that the courses still fit with our curriculum, and we may need to make some hard decisions. We should also look at our enrollment as part of this process.

For now we will continue with these courses in their current state.

### Information Technology Certificates of Completion

We have 3 different certificates with the name Information Technology in them and this is very confusing. Several of these have not had much activity in the past few years. Perhaps we need to look at name changes, or re-packaging these.

Perhaps we need to market these more to our students. We have a number of students who could apply for one of these certificates, at no cost to them while they are working toward their Associates Degree. It would be nice if some of these certificates feed easily into some of our other associates degree. Perhaps Michigan Works might be interested in some of these certificates.

- a. Information Technology
- b. Information Technology Job Readiness
- c. Information Technology Foundations

The Information Technology Job Readiness certificate may not be serving its original function. Perhaps we should talk to Lois and Al about what courses would best help to serve the function of Job Readiness.

What is the cost to us of having certificates that have low numbers in them?

The group voted that the Information Technology Job Readiness certificate name should be revised. We like the name Computer Readiness in the Workplace. We would like to have CITA 110 replace the CITF 110 in this certificate.

The Information Technology Certificate name should be changed. We like the name Computer Technology Basics.

### Course Equivalencies

We need to really look at revising this list. We still have some CAB and CABS classes listed as equivalencies to our current courses. We would like to have the CAB and CABS classes taken off the equivalencies. Virginia will be working on this list.

CITF140 (Ethics) needs to be available as an online course.

We would like to organize a meeting with Lansing-headquartered insurance companies to support their IT training/employee needs. Invite the leaders of their IT and HR departments (or their representatives) from the following companies: Accident Fund, Jackson National Life, Auto Owners, Delta Dental, Farm Bureau, and Michigan Miller's (are there more?).

Perhaps we should go to these companies individually. We should invite Al Walker and Lois McIntosh to participate in these. We could have an ongoing online advisory committee meeting. We should have our Lawrence Technology and Northwood partners invited to participate with us in these meetings.

BMIT Advising and Career Fair –November 11, 2009 2-6 in 2<sup>nd</sup> floor of Gannon.

There is some type of Career Fair for Michigan Works on Friday October 16, 2009 1-4, we need to find more details on this information.