

**CTEC ADVISORY COMMITTEE MEETING MINUTES**

**Friday, February 7th, 2020 \* 8:00-9:30am**

**GHL 213 (Ellis F. Dunn Community Room)**

**Members Present**: Aaron Johnson (Vice Chair), Intel; Patrick Earl, MSVC USA, Tom Strobehn, Fastech Solutions; Paul Yee, SHARP

**Clark College:** Robert Hughes, Department Head and Professor; Adam Coleman, Professor; Bruce Elgort, Instructor; April Cannon, Advising; Armetta Burney, Interim Dean – WPTE; SueAnn McWatters, Program Specialist – Advisory Committees

Aaron Johnson called the meeting to order at 8:04am and introductions were made.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of *February 7th, 2020* were presented for approval. Paul Yee motioned for approval. It was seconded by Tom Strobehn and was unanimously approved.

**NEXT MEETING DATES**

The next CTEC Advisory Committee Meeting will be held in fall **Friday, December 4th, 2020 at 9:30am.**

The winter term meeting will meet on **Friday, February 5th, 2020 at 8:00am.**

The spring term meeting will meet on **Friday, May 7th, 2020 at 8:00am.**

**ANNOUNCEMENTS FROM THE COLLEGE AND/OR DEPARTMENT**

Armetta Burney and Bob Hughes gave the following announcements:

COVID has been a significant event for everyone. She thanked the CTEC faculty for pivoting so quickly and expressing the willingness to move forward. They moved all of the classes to 100% modality quickly and efficiently.

The college is currently in a huge budget deficit of $5.4 million. The college has gone through an entire budget process over the past month in a half. We received the presentation yesterday about what the impact has been or will be. 86% of the college budget is made up of salaries and benefits. We couldn’t do budget cuts without making changes to our structure and eliminating positions. This will mean massive changes for next year. A few highlights from executive cabinet include the elimination of two VP positions; Economic and Community Development and The Office of Planning and Effectiveness. Those staff members will be shifted into other departments. They are also eliminating two dean positions; Student Affairs and the Dean of STEM. The STEM unit will be shifted around to the other units that remain. There will be some changes to our unit (WPTE), but there is no firm clarification of what yet. Other faculty, administrative exempt, and classified positions have also been eliminated. Administrative exempt will not receive any increases and they will also need to take leave without pay one day a month.

There is also potential of further cuts. There isn’t a confirmation of when or if it will happen, but there has been discussion about additional cuts sometime next year.

**PROGRAM UPDATES**

**Slide 1: Spring Quarter 2020**

* Nine Week Quarter
  + Began April 20 after a two-week faculty prep
  + All 29 CTEC classes delivered online
    - Most with Zoom components
    - Curriculum changed as needed

Everything has been delivered online with some exceptions.

Spring quarter will be the last quarter to offer the capstone. The help desk courses has substituted in place of the capstone.

Tom Strobehn spoke on bringing back the capstone as he thought it was highly beneficial to the student and the members as they were able to see how much the student learned and knew. The capstone encompassed a theory, students would then take the theory to test and then implement or correct it based off the results.

*Impact of COVID on CTEC*

**Slide 2: Impact of COVID on CTEC Curricula**

* Greater adoption of GMetrix Resources
  + Used to use a program called Measure Up which had practice tests for the MTAs, however they weren’t adapting quick enough
  + GMetrix incorporated a unit called LearnKey which included practice tests, labs, and simulations. It covered a wide range of topics from programming, hardware, software, databases, etc.
  + They offer the MTAs, MOSs, CompTIA (IT Fundamentals, A+, Net+ and Security+)
* MTAs currently on hold
  + Exploring Pearson online
    - Bob Hughes explained that the project they are doing will expire at the end of June.
    - They suggested two different models; one where they proctor and one where the program proctors.
  + The MTAs are proctored tests. It is difficult to do so online, however there is discussion about being able to do it.
    - Some of the computer labs on campus will be open once Phase 1 opens so there is a possibility of utilizing that space for proctored tests.
  + Looking towards in-person at SHL (Scarpelli Hall) by appointment when restrictions lift
* CTEC 200 & 201 Help Desk Technician
  + Online projects for Spring 2020
  + Classes on hiatus until Winter 2021

Tom Strobehn stated that the proctored tests should be able to be done. In other scenarios he’s heard about, they just had to show the room with the camera and had the mic turned up. Adam Coleman explained that there are virtual machines for the students. The proctors will use them to be able to watch them.

Bob Hughes spoke on the reason the program is able to create these opportunities with GMetrix and the MTAs. The legislative funding that is taken place from the state library initiatives has allowed them to continue their current curriculum. The software costs hundreds of dollars and has been very beneficial for the students. He encouraged the committee members to assist the contact at the state library to help her promote the funding for this department.

*Review of Program for 20-21 Catalog*

Bob Hughes explained that they got most of their approvals in. There were a few delays because of ctcLink. There will be a lot of work in the future with Office of Instruction on the program map and other documents.

**RESPONDING TO THE PANDEMIC**

Robert Hughes started a discussion with the industry members on how they are handling/dealing with the pandemic. What lessons are members learning out in the field that the program needs to present to our students?

Aaron Johnson spoke on there being a struggle with collaboration. It is much more difficult to have that informal interaction. For students, it’s important for them to understand how to reach out proactively so they things don’t fall off the radar. Moving forward, knowing how to work as a team to finish a project, as well as clearly communicating updates. He suggested the need for students to know the separation of work life and home life, especially in this remote situation. There is potential opportunity for future gatherings in terms of meeting up with new coworkers to departments in order to put a face to the name. It is easier to work online knowing who they are.

Paul Yee agreed with Aaron. Working from home remotely is definitely taking a lot more time than meeting in person. He suggested other forms of collaboration tools that would make things easier for students.

Tom Strobehn stated that his experience has been the complete opposite, except the piece about blurring the lines; knowing when to start/stop work. As for collaboration and communication, it’s been wonderful. He suggested Microsoft Teams as well as Discord. He knows what tickets are in progress, there’s a lot of discussion, etc. They miss more of the physical interaction. People are starting to adapt, however the schools are struggling a bit. Most businesses have adapted with Zoom for meetings. Google Suite has been another helpful tool. Paul Yee promoted Microsoft Teams as his business utilizes it as well. He suggested getting the students familiar with it as the program is highly Microsoft promoted. The other issue he struggles with is accountability; holding people accountable with the tools in place. Students need to learn the self-discipline to make sure that they are focused on working and not getting too distracted by personal/home life.

Patrick Earl’s organization has about 4000+ employees and overnight, they went to online. They also use Microsoft Teams, so adjusting to that was very difficult. However, it has been very easy to collaborate. With moving online, he’s noticed that they’re a lot more organized and focused on what they need to get done. As far as with the students, understanding the different mode that they’re in and preparing for it.

Bruce Elgort has been using the break out rooms in Zoom. It’s been working out very well. He’s also been using a program called Excalidraw, which is collaborative white board drawing with shapes and colors. There is also another program called Padlet, which is a brainstorming tool that allows students to pose questions throughout the lecture so that he doesn’t get distracted by the chat in Zoom. They are able to post images and code. He has also adapted his courses through Panopto so that he can update the class recordings so that the students can watch them, but they can also search for key words throughout the presentation via transcriptions. The biggest challenge has been the users/humans, not the programs. PPI is important as we tend to forget about it in this situation.

**PROGRAM LEADERSHIP TRANSITION FOR 20-21**

Bob Hughes spoke on dealing with some staffing issues. Bob and Adam Coleman have been working closely together to make the transition as seamless as possible. Everything will be much different next year with the STEM unit dispersing. There might be some potential with the Computer Science students being more involved with the CTEC courses and program. The program would love to get a few new adjuncts for upcoming fall and winter quarters.

**OVERVIEW OF ADVISORY MATTERS AND STATUS**

Bob Hughes stressed the need for a presence of active, professional web development members that don’t teach for Clark. Where do the members want to see the committee head towards?

Patrick Earl would be happy to help find someone.

Adam Coleman let the committee know to forward any potential members to him or SueAnn McWatters.

Tom Strobehn requested more membership than just the four of them that have currently been serving.

SueAnn McWatters suggested bringing in a student. Bruce Elgort agreed with the suggestion. It would be great to hear their experience and what they are working on. Tom Strobehn would like to hear the perspective from the students about designing the curriculum. This could also help that data mining idea. Paul Yee asked for some presentations of their work would be nice to see.

Aaron Johnson also spoke on working with the high schools. Adam Coleman said that the program is called Running Start but there is also another program called College in the High School where students can earn college credit from taking courses in the high school.

**GOALS FOR 2020-2021**

Adam Coleman spoke on keeping an eye on the program and potentially updating the curriculum in the future. The committee has been instrumental in the development of the AAT degree.

Aaron Johnson hopes to work more into the State Library funding and create a letter in support of this for the program. He also wants to do a longitudinal study on watching where the students go after they graduate and using their feedback to help improve the program. Having that data would help enforce the funding for the program, the impact of the curriculum, and knowing where graduates go.

Tom Strobehn agreed on the tracking database. It will help the committee as well as the college on what needs to be improved, drop, or needs to come in. It will also be interesting to see how many students go into the industry that they graduated with a degree or certificate from.

The committee discussed what it would take to create something that can track students. There is nothing formal that the college offers, but faculty do informally keep track. Social Media seems to be the key to this. Bruce Elgort explained that we are somewhat bound by the college and their rules. The members suggested a LinkedIn profile that the students need to create before they leave/graduate, however Bruce explained that some just don’t use it or keep it up to date.

**INDUSTRY UPDATES**

Patrick Earl spoke on the tech jobs not disappearing. His organization just posted a bunch of new positions. There was a realization of moving to online and see that it does work. His company is creating a group to go recruit and find new employees.

Tom Strobehn talked about the support function of those companies has been starting to fade. Because of this pandemic, the smaller businesses are shutting down, which affects his organization as they won’t need his services as much. All of this remote work has created new discussions of the physical assets; why does he need a building?

Bob Hughes thanked the committee members and their willingness to allow the college to search the right solutions through their knowledge and experiences. He is so thankful for their support and encouragement.

The committee thanked Bob for this time on the committee and his work in the program.

The meeting was adjourned at 9:51am.

Prepared by SueAnn McWatters