

**COMPUTER SUPPORT INFORMATION TECHNOLOGY ADVISORY COMMITTEE - MINUTES**

**Friday, May 10th, 2019\* 8.30am – 10.00am**

**JSH 248**

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

**Members Absent:** Patrick Earl, MSVC USA; Jeffrey Hoy, PeaceHealth; Ryan McCandless, Robert Half Technology;

**Clark College:** Bob Hughes, CTEC Department Head/Instructor; Bruce Elgort – CTEC Instructor; Douglas Helmer, Michael Ashton – Larch Corrections; April Cannon, Advising; Rosalie Roberts, Director of Outcomes Assessment; Cathy Sherick, Associate Director of Instructional Programming and Innovation; SueAnn McWatters, Program Specialist - Advisory Committees

Committee Vice Chair Aaron Johnson called the meeting to order at 8.40am and introductions were made.

**Minutes of the Previous Meeting**

*The minutes of October 26, 2018 were presented: Paul Yee made a motion to approve the minutes as written. This was seconded by Tom Strobehn and was passed unanimously.*

**Next Meeting Date**

The committee will next meet on **Friday, October 4th, 2019 at 8:00am.**

**Office of Instruction Announcements**

Cathy Sherick made the following announcements:

She presented the Professional/Technical inserts that were distributed to the community through The Columbian newspaper.

Cathy Sherick provided a brief update about what is happening on campus with Pathways work, the publication of the insert in February, the upcoming transition from our legacy computer system to the People Soft system that will be used statewide and pending budget decisions. Committees are asked to curtail scheduling meetings during the last two weeks of October to allow for this switch.

Due to low enrollment the campus will see a significant budget reduction in 2019-20, with programs being eliminated. This will incur additional faculty and staff cuts. Cathy’s position is one that will be eliminated, ending June 30, 2019, so this will be her final advisory meeting.

Bob and the committee thanked Cathy for all of her work with the committees and the college.

**PROGRAM STATUS (Appendix A)**

**Slides 1-4: Your Advisory Committee**

* The web design and the computer technology were sharing courses throughout the program. However it has recently changed into Digital Media Arts and has been approved as a vocational degree. The hope is to have a link with the WSU Vancouver’s Digital Media and Culture program. There won’t be a shared department. The suggestion is to let DMA have their own advisory and then also a department advisory that will have Computer technology and web design. This will be the LAST CSIT advisory and convert to a CTEC advisory.
* There will no longer be any certificates offered in the DMA program
* This committee will oversee two computer support programs (one being a certificate in CTEC layered into a degree and also Web development which is layered as a certificate into a degree)
* There is potential that NTEC might eventually combine with CTEC

**CURRENT ENROLLMENTS**

**Slide 5: Current Enrollments**

* 29 students that are enrolled
  + The AAS is no longer in the catalog however any student in the last 7 years will transfer to the AAT.

**NSF GRANT FOR ADVANCED TECHNOLOGY EDUCATION**

**Slide 6: Informational Application for NSF Grant for Advanced Technology Education**

* ATE NSF Grant that is currently going through the process right now. This would specifically be for casting and creating educational pathways from k12 through cybersecurity BAS with an emphasis on educational and industry partnering for developing “IT Technicians”
* Hopefully, the program will start seeing students as soon as 2021.
* If any members would like to be involved, please contact Bob Hughes.
  + Aaron Johnson volunteered
  + Tom Strobehn volunteered

**INFORMATIONAL SKILLS CP – LARCH CORRECTIONS (DOUG AND MICHAEL)**

Doug Helmer receives an allotment of FTEs and a report of where SBCTC would like to see the main educational skills being offered.

Michael Ashton has the business program. It now has a full year program with 3 certificates. There is potential to combine these two programs.

There are several assets at Larch:

* Fantastic faculty
* 74 network computers, 14 TB of storage, and 1 GB network

Larch received canvas about four years ago. Their network is completely offline except within their own facility.

Larch offers the IT skills certificate of proficiency. If a student completes all the courses, they will receive the same type of certificate as the main campus. There will be a short term certificate so that students can receive something (20 credits, information technology core) and if they continue, they’ll receive a second certificate (20 credits), and if they continue further along with the general education, they’ll receive the full certificate. The projection will hopefully have about class sizes of 20-24 students.

Michael Ashton explained that there is a lot of turnover just with the role of corrections but that the one year certificate still produces about 10-12 students. And as more complete, the more that students come in and do stay in.

Tom Strobehn asked what the students will be getting from this certificate once they are out of corrections. Douglas Helmer explained that they will receive the key skills. Larch’s aim is to provide skills they haven’t had while in corrections and also another tool set that will work them towards an option to work towards an AAT at the main campus. Tom explained that many of the companies don’t allow employees with a felony due to HIPA and the government compliances. He spoke on not wanting to be put into a position where someone has put in the time and effort and then they aren’t able to hire them because of these rules. Doug stated that this issue is particularly why they decided not to go the route of Network technology or programming.

The Comparison IT Certification handout shows the similarities of the business certification once students are in the program. Students are able to move into other certificates once they’ve completed. Paul Yee spoke on the possibility of them getting out early and how they will complete. Doug Helmer explained that they would finish out at Clark College.

There was some talk about business students being more dedicated and having longer term goals.

Aaron asked about evidence elsewhere that this has been done. Doug Helmer is currently in the process of gathering data.

In some respects, this IT idea was built out of the business program. Michael explained that the business program at Larch is geared towards entrepreneurship and getting the skills they need to start their own business. The computer support idea further propels and adds merit because we’re training them to power users. Successful entrepreneurship relies heavily on computer skills and knowing how to use them to your advantage.

Cathy also agreed that this adds a level of confidence to their life. Learning how to learn and deliver that level of material is crucial to their long term skills set and survivability on the outside. The idea that we’re doing the felony hiring where small businesses and nonprofits will hire them due to low budgets. If they have these skills sets, it’s a great return on investment.

Helmer has suggested to the business admin department that it would be great to have a workshop where businesses are analyzing that risk management and how it affects the business.

Tom: prereqs? Some issues are that IT techs who think they are IT and cause more problems and then also working with nonprofits where there are still certain rules and compliances they need to follow.

* Helmer: ENGL&98

Aaron: could this be involved in the curriculum? Students need to understand that they will need to steer clear of certain businesses and are viable to help certain clients and some where they will not be able to. They will need to be very clear and honest about their past.

Cathy asked about guest lectures and potentially bringing Tom or someone like Tom that can talk about the issues he deals with or use skype. (Tom’s role, attourney, etc.)

* Helmer: absolutely.

They’ve added keyboarding BTEC100 and BTEC 150.

Added Project management in to the business program (MGMT 126).

Larch will also be getting lap tops. Will not have cell phones.

Helmer would like to have an informational packet to offer to students so that they can see the pathways and barriers they might face.

10 page documents of the program that can be presented to the committee to approve it.

**Aaron motioned to recommend to move forward with the creation of this document to be reviewed, Tom seconded, and was unanimously approved.**

**ACTION ITEM:**

* **SueAnn/Doug will send out the IPar once completed to the Advisory Committee**

**CURRICULA AND STAGING UPDATES**

*IT Skills Certification*

CTC has been very under-utilized. Next year, Clark is going to try and get some programming in there that has more focus. IT Skills will be staged at CTC. Courses will run on opposite days so that students can take the entire curriculum at CTC. Scheduled between 12:-4pm and 4 days a week to hopefully help attract those high school students.

Bob explained that there is a significant want and need for this. Please spread the word. The schedule is up online.

*Robotics and Artificial Intelligence*

Bellevue College has their whole two year degree and has worked with Clark to do a test run of the curriculum.

Bruce Elgort will be offering the curriculum this quarter; CTEC&280: Special Projects. They are currently about 5 weeks into the quarter. He spoke on what projects and curriculum they have worked on so far. The hope is to offer this course to all the CTEC students. This is also a simulation for the advanced manufacturing center and there is potential for something like this to start.

Tom stated that this should continue to be offered because this is the future. This definitely needs to be pushed.

*Outcomes Assessment*

Bob stated that we will need to do some revised and new outcomes as there are none right now.

Rosalie Roberts has been working with faculty on outcomes assessments, which means that she researches the effectiveness of programs.

How to effectively organize/condense these skills into program-level outcomes that are feasible and meaningful for the field (knowing that technical skills are the most important).

Nontechnical skills/knowledge/abilities that graduates need to succeed

* Verbal/written communication skills (interviews, working with customers, effective negative messages/saying no)
* Project management skills and understanding roles/leadership relationships and structures
* Information sharing/status updates
* Teamwork
* People skills
* Creative problem solving/multi-tasking/triage
* Time management/triage
* Lifelong learning/resourceful/able to self-teach/knowledge workers/pro-active
* Self-awareness/meta-cognition

If a person has some strength from above, do they need to manage their brand?

* Tom stated that it’s self-learned and needs experience. Extroverts seem to have the list above.

What could Bob be teaching students that do not have the list above in order to help them get to the point of the above list?

* Communication is key
* Interpersonal skills
* Dealing with challenging relationships

Rosalie hopes that as Bob works on the outcomes, he can come back to this and apply these.

**GOALS AND WORK PLAN 2018-2019**

*Industry Cert Funding Revisited*

Cathy spoke on the Perkins funds and how to get nontraditional workers in these roles. There will be money available. We have to leverage this with the industry. If students get these certifications, are students walking into these jobs faster, are employers hiring them, etc.?

**INDUSTRY UPDATES**

Tom suggested having the meetings more than twice a year, potentially 3 times a year.

**October 4th, 2019**

**February 7th, 2020**

**May 8th, 2020**

**2 hours 8-10am**

The meeting formally adjourned at 9:57am.

Prepared by SueAnn McWatters