COLLEGE OF COMPUTER AND INFORMATION TECHNOLOGY
ADVISORY COMMITTEE MEETING
DATE: November 4, 2011 8:00 – 10:30 am

Members in attendance:

Chris Paul (Chair), Dr. Sharon Setterlind (Dean), Gary Abernethy, Bill Barzen, Dan Brown, Cindy Brown, Alberto Contreras, Joseph Cuenco, Susan Biszewski-Eber, Muslim Gadiwalla, Ron Greenwald, Nathan Heinze, Doug Riccardi, Nancy Russell, Harold Schomaker, Maggie Tymms, Darlene Westberg.

Topic	Discussion/Recommendations	Action
Welcome/ Introductions	9 Advisory Committee Members (ACM) 4 CCIT Faculty + Dean & 1 Academic Chair (FAC), 2 SPC CCIT Staff, 1 SPC College Wide Internship Coordinator.	All present signed in and Dean Setterlind welcomed all in attendance.
Announcements	Advisory Committee Meetings will generally be held in November, April and June with the major report completed for July submission.	• Meetings will consist of a general update, sub-committee status updates, discussion and feedback on process and any other business.
Open Discussion	Dean Setterlind spoke about the issues the CCIT Advisory Committee will be helping to find solutions. • The Advisory Committee needs to keep things moving and the sub- committees need to meet more often. In the past main meetings would take place in October, April and June. Each main meeting was used to get things started again so not much has been accomplished. • CCIT cannot offer classes in all modalities every term, need input from ACM on how to overcome this obstacle. • At the All College Day Sharon attended a session with Rigoberto J. Rincones-Gomez, the National Director of Data Coaching, Achieving the Dream, Inc. He spoke about how students are taking too many courses to complete their degrees. It is taking students 3 years to complete an AS or AAS degree and 6 years to complete a BS or BAS degree. • Sharon is a member of the Student Life Plan Committee which is working on student success by looking at	• Student Life Plan Committee is working on how to help students achieve success.

	scheduling and advising.	
Old Business	• The Charter was reviewed. • The Charter states that the Advisor's role is to inform the FAC, Dean, etc. what the community needs from the college. The Committee must meet at least twice during the year. • To be part of the Advisory Committee for SPC you receive a letter from Dr. Law with an invitation to participate. • The minutes from the June 29th meeting were reviewed for approval.	• The Charter was adopted with an amendment at the June 29, 2011 meeting. • M. Gadiwalla moved to approve June 29, 2011 minutes, H. Schomaker seconded motion. Vote: Yes - all, No – none. Motion carried, minutes approved.
New Business	• C. Paul spoke about his goals and focus for the group: bring consistency to the process, communicate with advisors, Encourage Advisors to attend meetings, Faculty act as leads and Advisors will advise. • Three sub-committees were formed. 1- Assessing Occupational Need, 2 - Community Relations and 3 - Review Programs. • Sub-committee 1 members are C.Brown, J, Just, D. Riccardi, M. Smith and H. Schomaker. Shane Hamilton will be the faculty leader for sub-committee 1. This group will review job titles, job descriptions, job skills and student recruitment model. • Sub-committee 2 members are A. Contreras, J. Cuenco, T. Francisco, S. Marcinek and C. Paul. Sandra Beck will be the faculty leader for this group. Sub-committee 2 will review internships/placements, events/clubs & organizations and educators in industry/industry with educators. • Sub-committee 3 members are G. Abernethy, D. Brown, M. Gadiwalla, G. Roth and Y. Thornton. We still need a faculty leader for this group. Sub-committee 3 will evaluate internal and external curriculum, determine equipment/facility & resource needs.	• C. Paul will be in contact with advisors on a regular basis to make sure they stay connected. • Sub-committees will meet more frequently and the full CCIT Advisory Committee will meet 3 times a year to receive reports on sub-committees progress, status and open items. • A work area will be set up in SharePoint for each sub-committee. • Each faculty lead will be responsible to keep the members on task. Each group will be responsible for the development of goals and objectives, organization, and the development of a one year action plan for their sub-committee and creating milestones/deliverables. •
Date of Next Meeting	Date and time of next meeting to be determined.	Dean will contact C. Paul and all other committee members once meeting date is determined.
Adjournment		Adjourned at 10:30am