

## **CCIT Advisory Committee Meeting January 20, 2016**

### **Attendees:**

Keith Archibald; Sandra Beck; Susan Biszewski-Eber; Alberto Contreras; William Cross; Muslim Gadiwalla; Steven Marcinek; Chris Paul; Harold Schomaker; Daniel Scott – TBTF; Sharon Setterlind.

Minutes from November 18, 2015 were approved.

**Executive Videos** – Sharon started to work on this with SPC personnel. Met with new group last week. They are willing to do whatever needs to be done. Need to decide 4 or 5 committee members to highlight. Tell them what we want in the content as well as define the script. They will guide us and do the film. Sixteen full members was too much. Committee members will be highlighted on a volunteer basis. These videos can be finished by the time we do Career Exploration.

Sharon asked for volunteers. We have a clip completed on Myra that needs to be looked at. Volunteers: Steve, Chris and Keith. Harold will have to think about it. We already have Myra so that may be enough.

Steve: We need to have clear message as we are here to help the community and the school. Do we need more committee members? No, the videos should be designed more towards students. Need to develop a couple of questions spotlighting this on our CCIT webpage.

Bill thinks the videos should be more based on: Introduction, Who I am, What's my job, How to get my job, What do I do for the school.

**Need a call for action:** We need to ensure that CCIT curriculum prepares students to be a part of the community that this committee is a part of.

**Scholarship Program:** Need help reviewing and making selections. Students enroll for the scholarships if they meet the criteria through the Foundation. CCIT has a couple of faculty members already to be on the committee and would like some Advisory Committee members on this committee. Just before registration for fall is when we need selection of students. CCIT needs help in assistance in selecting students.

Need some brainstorming on how to get more funding. Also need come up with some ideas on what needs to be done to get companies to provide some scholarship dollars for CCIT students. Need to have CEOs be vested in our school to be interested in donating money. We need to schedule events.

**Flex options classes:** A new idea to enroll some students online and some in class. We need video conferencing equipment that works correctly for this to work live. However, most of our students work and are not available at all times to have classes live online. The age group is dropping though. The popularity of the program is that high school students are looking at our programs and are looking for in-class teaching. Will need volunteers from CCIT full-time faculty for flex option classes starting in Fall 2016.

**Mentoring:** Not started this yet. How does this differ from career assistance? This is crossing over with career ready preparedness plan. There have been big starts with this and Keith just needs to modify it. Susan: look at students that graduated with BAS that are not employed. These would be the students that need to be mentored. Bill thinks this should be done at the internship program at the 2-year level. Let's call it student advising. Have we asked students what they want for a mentoring program? Sharon thinks we would have to get advice from legal, which is why merging into the internship program works better. Muslim and Steve will help Keith with the Mentoring ideas.

**What services are we proposing to offer?** Let's schedule a roundtable discussion and invite students to see how it goes. We will ask some of the executives from the committee to speak and answer questions that student's may have. Have a formal agenda and a moderator. This is what we do at the career expo, but this is on a much larger scale. Sharon said this can be done at the Seminole Campus to accommodate a large group of people.

**Enterprise Capstone:** Do we want to do anything different? The format changed this last time. We removed the enterprise experience and replaced with an executive interview. The reason was the number of students. Not enough companies are volunteering. We need to solicit more companies to assist with this. Would all members here be willing to do this for Fall 2016? We have six members here now. Any objection? Should we go back to a 16-week Capstone instead of 8?

Steve: We need a menu and an estimate of hours of what is needed to get these companies to volunteer. Don't keep asking the same companies for the same thing every semester. It needs to be switched up. Dan agrees. Let's make a schedule with all the events and the time needed. Dan is very supportive with SPC and wants to participate more. Need to invite more students to social events and let them work the executives.

Should we get a quick summary profile of the committee members to match them up as being class speakers?

**Capstone Enterprise Experience:** Fall 2015 - Consisted of - Individual Case Study; Team Case Study; Final Case Study.

Initial meeting with executive and/or with the executive team. A final meeting to receive results. Then there are interim contacts with the team and/or his designee.

Last fall we had 18 executives over a 2-night period who served as evaluators. We averaged 12 evaluators for each night. Students made a presentation on a case and evaluators used a rubric. They were numerically summed and graded on that.

**Career Expo:** April 14 at Seminole Campus. Chris Paul will work on getting keynote speaker, a panel and tables. . Sharon will take care of advertising. Narrow down, what subject matter will keynote speak on. Panel just needs 4 people. Chris might want to contact Sandy Decarlo and Rosaria Pipitone from SPC to assist with the Career Expo.

We need help to get local companies to this expo to be represented at a table, i.e., WellCare, BayCare, Raymond James, PricewaterhouseCoopers, Tech Data, Ceridian, Home Shopping Network, etc.

**Apprenticeship Grant:** We have the apprenticeship model that needs to be built. Need to tell Sharon what would she have to do to hire an apprentice? Needs to be a full-time employee of the company for one full year. You get an allocation of dollars to train person. Take that allocation back to CCIT programs. Chris has an employee with an AS from SPC that he would like to enhance his skillset. Sharon will put together a list of instructions for this and will send it out.

Next meeting May 20<sup>th</sup>. SPC President will be speaking. Held at EpiCenter for a breakfast.