*Present: Department of Defense – Alonso Curiel, Atomic Group – Roberto Wong, Homeland Security Investigations – Kevin Panganiban, AeonTG – John Matlock, SEO Savvy – Mark Hawks, Port of Long Beach – Bob Gill, Drew Schneider, Nyariana Maiko, Edward Galang, PGWIN – Nicolas Lippa, Long Beach City College - Anthony Pagan, Miriam Lynch, Garrett Whelan, Dena Laney, Karen Thurston, John Craig, Ele Thompson, Harry Meas, Lorraine Blouin, Melissa Infusino, Maria Andrade-Hernandez, Veronica Rodriguez, COSW Student – Grace Park*

**Welcome and Introductions**

Garrett Whelan called the Computer and Office Studies’ Advisory Committee meeting to order at 5:34 p.m. Garrett Whelan welcomed everyone and thanked them for attending. He provided an overview of the Computer and Office Studies Department, including Business Communications, Office Applications, Cyber Security, Cloud, and Web Development, Computer Science, and Database.

**Programs**

1. Karen Thurston presented on the **Cloud Computing** certificate program. This Certificate will focus on how to operate and configure Amazon’s Cloud Services to support a database.

The Certificate encompasses four core courses based on Amazon Web Services’ (AWS) cloud environment :

* **COSN 250: Cloud Computing in Amazon Web Services**

*Propose Adding/Incorporating:*

* + - Identify & mitigate ethical concerns associated with cloud computing course
  + **COSN 251: Database Essentials in Amazon Web Services**

*Proposed Changes:*

* + - Need to align the catalog description with the outcomes and objectives or vice versa. The course description in the catalog seems more relevant to a Cloud program. These outcomes/objectives focus less on AWS Cloud and more on database theory
  + **COSN 252: Application Development in Amazon Web Services**

*Proposed Changes:*

* + - Substitute “Certified Cloud Practitioner” for the “Certified Solutions Architect – Associate” exam. Only students with one year of AWS work experience would be eligible for the Solutions Architect exam.
  + **COSN 253: Security in Amazon Web Services**

*No changes at this time*

**ACTION: Recommendation to approve course changes.**

John Matlock from AeonTG motioned to approve proposed changes to the existing Cloud Computing Certificate. The motion was second by Bob Gill from the Port of Long Beach. The vote passed unanimously.

Bob Gill from the POLB asked if students get management experience of AWS, Azure, or both? Per Karen Thurston, students get AWS experience; however, Garrett Whelan’s course will be Azure focused in the future.

1. Karen Thurston presented on the creation of a new **Cloud Computing Associate of Science Degree**. In addition to the four (4) cloud computing courses listed above, the AS Degree will include the following proposed courses:
   * **COSN 205: UNIX/LINUX Fundamentals**
   * **COSS 271: Network Security Fundamentals**
   * **Programming Language course (C++, JAVA, Python)**
   * **General Education Courses**

**ACTION: Recommendation to approve the creation of new courses and new AS Degree.**

Mark Hawks from SEO Savvy motioned to approve the proposed creation of a new Cloud Computing Associate of Science Degree. The motion was second by Edward Galang from the Port of Long Beach. The vote passed unanimously.

1. Garrett Whelan presented new course changes to the **Computer Security and Networking** certificate/degree programs that might require a Server+ (CompTIA introductory certification) course that can be created in the future if needed. Garrett stated that LBCC is an NSA Center of Academic Excellence, and none of these changes will affect this designation.

***Proposed new courses:***

* Scripting for System Administration & Cyber Security
* Server+

***Proposed course changes:***

* COSN-230: Windows Server class
  + Move from Server 2016 to Azure

**ACTION: Recommendation to approve the creation of new courses and course changes.**

Edward Galang from the Port of Long Beach motioned to approve proposed new course creation and existing course changes. Robert Wong from Atomic Group seconded the motion. The vote passed unanimously.

**ACTION: Recommendation to approve changes to Certificate of accomplishment:**

Roberto Wong from Atomic Group motioned to approve proposed changes to the Certificate of Accomplishment. The motion was second by Bob Gill from the Port of Long Beach. The vote passed unanimously.

* Computer Networking Technician
* MS Windows Networking Technician
* Cybersecurity
* Replace COSN200 with COSN 5 computer hardware fundamentals

This Certificate is less than 16 units, and much easier for students to attain certificates along the way. Certificates will remain stackable. All classes are now core parts of the Cyber Security Transfer degree.

**ACTION: Recommendation to approve proposed new Information Technology Administrator Certificate**

* COSN 5 – A+ Class
* COSN 10 – Network + Class
* COSN 205 – Linux Fundamentals
* COSN 225 – Windows Client Fundamentals
* COSS 271 – Networking Security Fundamentals

These courses will allow students to complete the program in one year. They are the foundational skills needed for entry-level jobs in the IT field. COSN 5, COSN 10, COSS 271 – map the CompTIA certificate.

AND

**ACTION: Recommendation to approve new AS Degree and Certificate of Achievement in Information Technology Cybersecurity**

Bob Gill from the Port of Long Beach motioned to approve the creation of a new AS Degree and Certificate of Achievement in Information Technology Cyber Security. The motion was second by Nyariana Maiko from the Port of Long Beach. The vote passed unanimously.

Except for scripting class, all course needed are in place:

* **COSN 10 - Computer Networking Fundamentals**
* **COSN 5 - Systems and Networking Administration (A+)**
* **COSS 271 - Introduction to Information Systems Security**
* **Three electives**
* **Scripting class**

After completing these courses, students can transfer to Cal State San Bernardino. There is a limited number of Universities that offer a Bachelor’s degree in Cyber Security.

1. Dena Laney provided an update on the Web Development Program. The program is growing and has an increase in female enrollment. The program is project-based and collaborative among students. Dena introduced Grace Park, who is a second-year student in the Web Development Program. Grace shared her portfolio and the project she created using UX/UI software.

**ACTION: Recommendation to approve new course: COSW ### - UX/UI Fundamentals in Web Development**

Nyariana Maiko from the Port of Long Beach motioned to approve a new UX/UI Fundamentals in Web Development course. The motion was second by John Matlock from AeonTG. The vote passed unanimously.

Students taking this 3-unit course will learn concepts and approaches toward improving the user experience and user interface for mobile and website development. Students will learn how to assess a site’s usability, conduct user research, build wireframes and prototypes, and apply UX/UI principles to site design and development.

**ACTION: Recommendation to approve new Certificate of Achievement: Front End Web Developer**

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| **Required Courses** | **14 units total - 2 semesters** |
| COSW 10 - Beginning Web Development | 4 units |
| COSW 20 - Front End Web Development | 4 units |
| COSW ### - UX/UI Fundamentals in Web Development | 3 units |
| COSW 240 - Intro to Content Management Systems | 3 units |

Mark Hawks from SEO Savvy motioned to approve the proposed new Certificate of Accomplishment – Front End Web Developer. This was second by Edward Galang from the Port of Long Beach. The vote passed unanimously.

**ACTION: Recommendation to approve updates to AS Degree/Certificate of Achievement: Web Development core courses**

Kevin Panganiban from Homeland Security Investigations motioned to approve the proposed updates to the AS degree in Web Development: remove COSA 50 Intro to IT Concepts & Applications and add COSW 230 Web Development Frameworks. The motion was second by Mark Hawks from SEO Savvy. The vote passed unanimously.

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| **Current** | **Proposed** |
| **COSA 50 - Intro to IT Concepts & Applications**  (propose to Remove) | COSP 7 - Programming Concepts & Methodologies |
| COSP 7 - Programming Concepts & Methodologies | COSP 7 - Programming Concepts & Methodologies |
| COSP 38 - Database Concepts | COSP 38 - Database Concepts |
| COSW 10 - Beginning Website Development | COSW 20 - Front End Website Development |
| COSW 20 - Front End Website Development | COSW 30 - Web Development with PHP/MySQL |
| COSW 30 - Web Development with PHP/MySQL | COSW 200 - Introduction to JavaScript & jQuery |
| COSW 200 - Introduction to JavaScript & jQuery | **COSW 230 - Web Development Frameworks**  (updated course to be added to required courses) |
| COSW 240 - Intro to Content Management Systems | COSW 240 - Intro to Content Management Systems |

Edward Galang from the Port of Long Beach asked if there are courses geared toward Secure Web Development. Dena stated that security is discussed in the PHP course; however, no security courses are currently required for web development students. Industry all agree and recommend that at some point, security, troubleshooting, and vulnerabilities be included in the curriculum. Dena will speak with faculty and ensure security fundamentals are included in courses.

Question for Dena from Nyariana Maiko from the Port of Long Beach: Do you know what caused the shift in the increase of females in this industry? Garrett Whelan stated that numbers in Cyber Security have slightly increased; however, female enrollment in Computer Science has gone up to almost 50%.

1. John Craig provided an update on the Database Management Program Associate Degree and Certificate of Achievement. No new courses are being introduced to the program. COSA 50 & COSN 251 are fundamental classes that will help new students build a foundation and serve as a refresher for students already in the industry.

**ACTION: Recommendation to approve changes to Associate Degree: Database Management**

Roberto Wong from Atomic Group motioned to approve proposed changes to Associate Degree in Database Management. This was second by John Matlock from AeonTG. The vote passed unanimously.

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| **Current** | **Proposed** |
| BCOM 15 – Business Communications | BCOM 15 – Business Communications |
| COSA 2 – Critical Thinking Using Computers (remove) | COSA 50 – Intro to IT Concepts & Applications (add) |
| COSA 25 – MS Access for Windows | COSA 25 – MS Access for Windows |
| COSN 205 – UNIX/LINUX Fundamentals | COSN 205 – UNIX/LINUX Fundamentals |
| COSP 38 – Database Concepts | COSN 251 – Database Essentials Amazon Web Service (add) |
| COSP 237 – Database Programing with SQL | COSP 38 – Database Concepts |
| COSW 30 – Web Development PHP/MySQL (remove) | COSP 237 – Database Programing with SQL |
| General Education courses | General Education courses |

The AS degree is 60 units. It focuses on core database concepts and will use the Oracle Academy curriculum. It provides students with practical knowledge of information systems and applications that support database systems' design and management. Practice of Structured Query Language (SQL) is provided using Industry-standard language structures on enterprise-grade database management systems. The Database Management program covers database concepts, including database administration, database technology, database cloud implementation, and selection and acquisition of database management systems.

**ACTION: Recommendation to approve changes, courses, and units in Certificate of Achievement: Database Management**

John Matlock from AeonTG motioned to approve proposed changes to the Certificate of Accomplishment in Database Management. This was second by Bob Gill from the Port of Long Beach. The vote passed unanimously.

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| **Current** | **Proposed** |
| BCOM 15 – Business Communications | BCOM 15 – Business Communications |
| COSA 2 – Critical Thinking Using Computers (remove) | COSA 50 – Intro to IT Concepts & Applications (add) |
| COSA 25 – MS Access for Windows | COSA 25 – MS Access for Windows |
| COSN 205 – UNIX/LINUX Fundamentals | COSN 205 – UNIX/LINUX Fundamentals |
| COSP 38 – Database Concepts | COSN 251 – Database Essentials Amazon Web Service (add) |
| COSP 237 – Database Programing with SQL | COSP 38 – Database Concepts |
| COSW 30 – Web Development PHP/MySQL (remove) | COSP 237 – Database Programing with SQL |

The Certificate of achievement is 28 units that mirrors the AS degree. It provides the knowledge and skills required for data management professionals. This Certificate will prepare students for a variety of roles suitable for an entry-level position in database related employment. The program provides students with hands-on experiences in enterprise standard database management systems. Students learn to use the SQL database programming language, create database objects, plan, organize a database around a business need, normalize a relational database system, and provide in-house and cloud-based database solutions. Students may earn industry certificates as part of this Certificate.

Roberto Wong from Atomic Group asked when students take Tableau or Power BI courses? Per John Craig, in the COSP 38 class, there is one Power BI assignment. All LBCC students have a license to Power BI that is included with their enrollment.

**Announcements**

Garrett Whelan stated that he would like to have a conversation with Dena about system hardening, web programming, and security. Roberto Wong from Atomic Group asked if LBCC has a formal internship program. He would like to connect with students and provide opportunities. Melissa Infusino from LBCC provided a quick overview of services provided via the career center and internship program. Melissa provided her contact information and will reach out to everyone with more information about internships. Industry would like to ensure that students be well versed and have actual skills that match their resume. Garrett Whelan provided his contact information for anyone interested in becoming an adjunct faculty member.

Meeting adjourned at 7:15 p.m.