Computer Information Technology
Advisory Committee Meeting
May 22, 2020   9:00-10:30am
Zoom Meeting ID: 604 750 231
Minutes

Attendance
Committee Members: Josh Chin, Kimberly Ellis, Mark Hernandez, Norm Herron, Arthur Monreal, Salvador Perez, Michael Rios, Tony Williams and Hillary Wolfe.

Rio Hondo College: Vanessa Chavez, Igor Daza, Jan Duncan, Brenda Harlow, Shin Liu, Rudy Rios, Gita Runkle, Gary Van Voorhis and Steven Yee.

- **Meeting called to order:** Gita called the meeting to order at 9:09am.

- **Welcome and Introductions:** Gita welcomed everyone. Self-introductions were made by all.

- **Dean's Updates**

  - Enrollment
    - CIT had over 14% growth in the fall of 2019 and Spring 2020 growth was over 32% growth. Summer's showing a 31% growth.
    - Increase could be a result of students not wanting to pay the high cost of attending a university if it's all remote.
      - Josh Chin - How does the reduction in income over 15% impact your budget for the long haul in addition to the budget cuts coming from the State of California as well?

      - Gita Runkle - We don't yet know the exact numbers, especially with our apportionment levels. So with taxes not being due until later in the summer, the state's not going to officially know what our budgets are going to look like yet. We'll probably be well into the new year before we find out what our budget is. If our budget is cut, then we may not be able to serve all the student demand. Another complication is that when the economy is down, people go back to school to upskill and to get ready to go back into the workforce. We do anticipate at some point we'll see an even bigger surge in student demand because of a down economy.

      - Arthur Monreal - We get a lot of people in our center saying they may need some training for different industry sectors. I have a feeling that when we reopen as a state that there's going to be a lot of people who will be permanently losing their jobs and we'll have an increase in enrollment not just at the America's Job Center, but also the colleges.

- Josh Chin - We've been losing contracts, even though we're in cyber security. We've not been immune to the economic downturn. I'm observing from the different interactions with different clients and different people, it's like they're going through the seven stages of grief. Here's this shock that has set in and then this denial and anger and bargaining, depending where you are in the in the life cycle. It's very unique and I think we're still seeing that even here there's this bargaining kind of process trying to rationalize. I'm hoping classes will come physically in person versus a virtual model.

- COVID-19
  - President Dreyfuss announced Fall 2020 will be remote
  - Some students are struggling with the transition to online courses.

- Budget Cuts
  - Rio Hondo College is preparing for a possible 15% budget cut overall.
  - Rio Hondo has a freeze on ordering supplies and is cutting back on consultants.
  - Classes with less than 20 enrolled may be canceled.

- Career Prep Badges
  - Series of 7 online Career Prep Badges (free) were created by our embedded counselor, Vanessa Chavez:
    - Resume
    - Cover letter
    - Interview preparation
    - Networking
    - Professional Associations
    - Informational Interviews
    - Internship and Work etiquette
  - Once students complete the series, students can receive a sash to wear at graduation
  - Roughly 40 students participated in the badges this year

- Strong Workforce Program (SWP) Regional Project – NetLab Hub & Cybersecurity
  - Our CIT department has been the lead for this SWP regional grant with 13 other participating colleges.
  - Grant goals
    - Employer Engagement / Unite LA
    - Built regional NetLab Hub (virtual lab)
    - Created and expanded cyber curricula
    - K12 programming (e.g. Cyber Patriot, which Josh Chin helped to lead efforts for RHC)
    - Professional Development
  - Grant ends 12/31/21
  - Expecting a huge decrease in SWP funding next year. State announced a possible 60% reduction in SWP funding.

- **Program Update / Vote**
  - Brenda Harlow proposes the following programs' courses being converted to online: Cloud Computing Practitioner, Ethical Hacker and Cybersecurity Technician.
    - Shin Liu motioned to accept. Arthur Monreal seconded. All were in favor. None were opposed.
  - Brenda Harlow proposes to delete the Office Technologies (Business Information Worker) program from the catalog.
    - Michael Rios motioned to accept, Arthur Monreal seconded. All were in favor. None were opposed.
  - Brenda Harlow proposes to create the following Noncredit courses for Office Technologies.
    - NBIZ 001 Introduction to Computers
    - NBIZ 002 Keyboarding and Word Processing
    - NBIZ 003 Microsoft Word Essentials
    - NBIZ 004 Microsoft Excel Essentials
    - NBIZ 005 Microsoft Outlook and PowerPoint
    - NBIZ 006 Microsoft Access Essentials
      a. Shin Liu motioned to accept. Arthur Monreal seconded. All were in favor. None were opposed.
  - Brenda Harlow proposes to create the following Noncredit certificates for Office Technologies
    - Computer Fundamentals
    - Computer Skills for Business I
    - Computer Skills for Business II
      a. Gary Van Voorhis motioned to accept. Shin Liu seconded. All were in favor. None were opposed.
  - *The following item was not voted on during the meeting. After the meeting, an email was sent to 9 of the attending external members for a vote.*
    - *Brenda Harlow proposes that we modify the Systems Administrator Certificate of Achievement and Associate of Science degree to include Cloud Architecting and Cloud Operations courses as options to the programs. The results of the vote were: 5 approved and 4 abstained. None were opposed. Motion passed.*

- **Open Discussion / Additional Input**
  - Gita Runkle: Tony Williams has put some great feedback in the chat. He was inquiring about trends on the rise and what we are doing to keep up with those trends. Some trends that we've been talking about internally were topics like Data Analysis and Forensic Accounting (the latter combines CIT and Accounting). A challenge with that is resources. To get the Cloud and the Cyber programs up and running has been a tremendous amount of work for our faculty and we've been really thankful to have Brenda as a new hire to help with these efforts. It takes a lot of resources to create curriculum, launch it for the first time, and build up enrollments. We've got the cyber program up and running in the first couple years and it is now starting to be more on autopilot. We are still working on getting the cloud program up and running and

building decent enrollment. Once the cloud program is in good shape, we can focus on new curriculum to meet rising trends in the workforce.

Brenda Harlow: We have few ideas that we've been putting on the back burner and I would love to hear from industry in terms of what are those trends that you're seeing that we as a college could be more proactive about. Data Science is definitely one of the things I've heard a lot of my students talking about. There's a lot of students who just enjoy that whole mathematical plus programming aspect of it. Another one that I've heard a little bit about is Machine learning. I had a student in my Python class do a whole Machine learning project to create a program that would create a calculator program. Cyber is the big one and Cloud is starting to be more up and coming. We had 25 high school students complete the first year of the two-year programming classes and they'll be taking the Cloud classes this coming fall.

Joshua Chin: Have you considered Data Analytics and teaching students how to story tell based off data.

Brenda Harlow: Yes, I have. That's something that's been tossed around for the last couple of years here. Every year I have at least three or four students who want to do Data Science. I want to do Data Analytics.

Steven Yee: Industry Cloud Computing is really big in government. The reason why that is happening is the cost of hardware is up. The ways to resolve that is to head towards Cloud Computing, which now offshoots our hardware purchases and allows us to flex and scale to go up and down as necessary. We're needing a lot of help in that area. There's not a lot of talent in that because it's relatively new. All of our data servers and application servers are moving toward Cloud.

Tony Williams: It would be good to look at the current trends and the demand that we're seeing now for the virtual remote workers and the area that's impacting as far as the Tele Health industry.

Brenda Harlow: Yes, IT healthcare. It has its own special place. It does require the same skill set but a slightly different ability to be able to look at the data and understand HIPAA and what rules surround that data.

Tony Williams: Yes, compliance from different industries is something that's interesting that people need to know and it will become more prevalent as the industry continues to evolve. I think security is another one that needs to be looked at, specifically because that's a continually evolving sector of it as well.

Gita Runkle: We'll definitely keep those in mind. I think CIT has greater challenges compared to other divisions due to our curriculum is constantly changing. It's hard for us to adjust especially when institutions of higher education tend to move slowly – it can take up to a year to create and approve curriculum. Also, students can take two years or sometimes three or four years to finish their studies. Creating new curriculum is front and center on our internal strategic plan. Not only is it important to meet industry demands, but we noticed that when we have new curriculum, we have better enrollments. It's a growth strategy.

The other question Tony asked about was gender diversity, the industry trends that you noted in the chat (25% female) are pretty similar at the college. In 2018-19, which is our most recent complete academic year, we had about 27% female to 73% male. We definitely need to do more to attract more gender equity in CIT. It's something that we've tossed around in the past. Rudy mentioned things like a girls camp that Coastline College is doing right now for a K12 Cyber competition called CyberPatriot. That is something that we'd love to do.

When I first joined the team in 2017, our enrollments were down heavily. We focused on getting our enrollments back up to a really stable place. Now that our enrollments are finally stable and growing. We are starting to turn a little bit more internal in terms of what can we do to really focus on ensuring our students are successful and persist through the programs and what supports they need. You're absolutely correct about us needing to increase the number of women in our CIT programs. It's definitely something we will be keeping our eye on moving forward and try to explore some low-cost ways for us to do some programming around that.

Tony Williams: It almost needs to be a social corporate responsibility issue that needs to be incorporated into the structure of the way we think or we market.

Gita Runkle: Absolutely. I'm curious if you've seen any kind of good successful approaches either in industry or in schools?

Tony Williams: If you look at one industry, it's obviously that the healthcare industry has really been a leader as far as quality. If you take some examples from the way that they've operated, it's actually improved their industry significantly, bringing diversity into the medical industry.

Gita Runkle: Thank you all for your great feedback.

- **Chair of Committee**
  - Salvador Perez volunteered to be chair
    - Duties would be to help prepare the agenda and lead the meetings.

- **Closing Comments**
  - Gita thanked everyone for all of their time today.

- **Next Meeting –** Will be next year.

- **Meeting Adjourned:** Gita adjourned the meeting at 1:54pm.