

# Department of Computer Information Systems (CIS)

## Advisory Board Meeting

Date: April 26, 2018 9:00 AM

Location: MBA 304

Attendees: Kevin Laird, Director, Director, Information Technology ,KPMG  
Debbie Goldwater, Director, IT Architecture and Security, UCLA  
Jorge Mata, CIO LACCD  
Fouad Jilani, Director, IT, Wedgewood Inc.  
Sandy Coffey, Director of Enterprise Architecture, Farmers Insurance  
Steve Lantz, Director, IT Infrastructure & Operations, Torrance Memorial Medical Center  
Dr. Virginia Rapp, Dean, Business Division  
Randy Harris, CIS faculty  
Richard Perkins, CIS faculty  
Monica Chaban, CIS faculty

The meeting began at 9AM with Dr. Rapp welcoming and thanking everyone for their participation. After introductions, the agenda and materials packet were described.

Conversation started with a discussion of cloud computing and its future in the IT world. It was discussed that businesses are moving to cloud storage and software, and that the basic threshold for a person's technical skill set is getting higher and higher. The California Cloud Computing Workforce was discussed and the curriculum development that is occurring in that area was discussed in depth. The advisory board indicated that CIS should develop that curriculum and an accompanying certificate as quickly as possible.

The also discussed that curriculum needs to be constantly evaluated and developed to keep up with the direction technology is moving in. That said, it was agreed that curriculum also needs to be approved faster, and re-evaluated every 2-3 years. Of the 12 proposed action items from last year, half of them were accomplished, along with additional items presented at this meeting. The board, knowing the time and effort it usually takes, was impressed that so much curriculum was developed/revised within the past year.

### REVIEW OF COURSES

The first task focused on a final evaluation of our courses. Over the past several years, the board has recommended changes to courses and programs, and they either have been approved by the Chancellors office, or are in queue pending approval. The courses were reviewed and the new courses were presented (CIS 119, CIS 120, CIS 121, CIS 132, CIS 84, CIS 137). CIS 13 was discussed and it was suggested that course content be added covering PII and HIPAA compliance in the security module.

## REVIEW OF PROGRAMS

### A.S. Degree

All of the tracks were reviewed and agreed upon, and the board discussed and recommended adding cloud computing as a future track. For the cybersecurity track, the board felt that perhaps CIS 40 and/or AJ 142 should be added, as they are in the certificate and make sense for the track. It was also recommended that in the Mobile and Web Programming track, CIS 30 be eliminated and replaced with CIS 28. It was further discussed that CIS 30, Introduction to Ecommerce, may have exceeded its lifetime and should either be inactivated or moved to the Business department. CIS 19, Internet, Social Networking, and the Web, then came under review. The advisory board recommended inactivating that as well. The rationale being that students are coming in with the basic skills covered in the course. They grew up with the internet, the web, and social media. Though these two courses (CIS 30 and CIS 19) made sense 8-10 years ago, they now are obsolete for today's generation of students.

### Computer User Support Specialist Certificate of Achievement

Business 28 and 29 were discussed. The board felt effective communication skills are absolutely necessary in this career. The only consideration was that the pre-requisite for Business 28 (English1A), would require the student to take an additional courses. The question arose as to if Business 28 could possibly be replaced by Business 27, which is similar, or if the pre-requisite for Business 28 could be changed to a recommended preparation.

### Computer Systems Applications Certificate of Achievement

The intent of the certificate was discussed, especially as to where it would lead a student to, in the job market. Originally, it was designed to give students a background in CIS, but the tracks of study are now better defined in other certificates. It was suggested that the "user support" and "programming" tracks be eliminated, and that the certificate place more emphasis on common office software. Implementing that change would make the certificate very similar to that of the Business Information Worker certificate. The board recommended inactivating this certificate once all of the specialized certificates were in place.

### Business Information Worker Certificate of Achievement

A comment was made that a better title could be developed, however it was explained that it wasn't by choice, as this is a global certificate, offered by many schools under the "Doing What Matters" program.

### Cybersecurity Certificate of Achievement

A question was asked as to the inclusion of the AJ course, and it was explained that it was in agreement with that department several years ago. The board felt that the course was a good one to add and approved the content of the certificate

### CISCO Networking Administration Certificate of Achievement

The board felt the courses were appropriate and approved the inclusion of CIS 137.

### Business Programming Certificate of Achievement

The board noted that CIS 19 and CIS 30 should be removed. It was recommended that CIS 30 be replaced by CIS 80 and that CIS 19 be replaced by CIS 119.

### Database management

The board felt the inclusion of CIS 18 and CIS 119, though not database related, were good additions to the certificate.

### GUIDED PATHWAYS

Guided pathways provide students with maps that suggest specific course sequences. Guided Pathways for three study tracks were proposed by the board:

AREA	1 <sup>ST</sup> SEMESTER	2 <sup>nd</sup> SEMSTER	3 <sup>rd</sup> SEMESTER	4 <sup>th</sup> SEMESTER
<b>Programming</b>	CIS 13 and CIS 18	CIS 16 and CIS 132	CIS 133 and CIS 134	CIS 136
<b>Database</b>	CIS 13	CIS 28	CIS 29 and CIS 84	CIS 80
<b>Cybersecurity</b>	CIS 13	CIS 137 and CIS 119	CIS 121 and CIS 122	CIS 120

### CERTIFICATES OF ACCOMPLISHMENT

Developing and offering Certificates of Accomplishment is a way to introduce a student to a career field. They are intended to be a subset of the Certificates of Achievement, and would be something a student could earn by taking as few as 2-4 courses. The following ideas were proposed:

Certificate of Accomplishment	Courses
<b>Small Business Networking</b>	CIS 13, CIS 137/CIS 11, CIS 40
<b>Office Administration Applications</b>	CIS 2, CIS 13, CIS 26
<b>Website Creator</b>	CIS 13, CIS 132, CIS 133
<b>Database Developer</b>	CIS 13, CIS 28, CIS 29/80
<b>Cyber Forensics</b>	CIS 13, CIS 119, CIS 120, CIS 137

### MARKETING CAMPAIGN

In the past the board has discussed the challenges of marketing CIS programs. Last fall, the CIS department applied for a CTEA grant (CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT) and was awarded \$20,000 in funding for CIS marketing purposes.

CIS has worked with El Camino Colleges' publications department to develop a CIS Logo, and to strategize marketing efforts. Additionally, CIS developed an Excel/Access reference card to give to all CIS 13 students, to be used not only as a reference, but as an effort to have the students help market as well. Copies were distributed to all board members. New CIS tri/four fold flyers will be created, as the ones CIS currently has are obsolete. Part of the funding has gone toward these efforts.

CIS faculty have received 3 proposals to develop digital marketing strategies. A demonstration of ElderTree's and Substance Media's demo product was shown. The board agreed that the production by Substance Media was the best and recommended the department use that firm.

- 1) Fifty & Five: to develop a social media and geofence/email campaign – estimate \$10,000
- 2) ElderTree: to develop a video, email/geofence, card display – estimate \$56,600
- 3) Substance Media: to develop 7 mini-videos – estimate \$17,200

The board felt the email campaign might be a waste of money, as students rarely read email anymore – it's all about social media and texting. The mini-videos will be used in Facebook campaigns and also at college fairs and outreach events. As these estimates are high, and the remaining funding is not enough to cover the estimates, it was suggested we try to get the price lowered. Steve Lantz will provide some rough costs from TMMC.

### **In Summary**

This was an excellent meeting with many action items for moving forward. The board was thanked for their time and contribution. The meeting adjourned at 11:30AM.