

**CE Program Advisory Committee Meeting
Computer Information System (CIS)
Computer Sciences (CS)**

**Date: November 4, 2022
Zoom Virtual Meeting Room, Orange County, CA
Meeting Convened at 3:30 p.m.
Meeting Adjourned at 5:00 p.m.
Facilitators: Aurea Lawson/Brian Anderson**

<u>COMMITTEE MEMBERS</u>	<u>EX-OFFICIO</u>
<p>Brian Anderson, CEO, Telecomprehensive Solutions Neda Arab, Senior Program Director, Vital Link April Barnes, President, Vital Link Natalie Camunas, Web Content and Social Media Manager, Digital Mountaineers William Van Deusen, CEO, Founder, Think Tek Zachary Hill, Chief of Staff, Tomorrow's Talent Aurea Lawson, Career Exploration Program Manager, Vital Link Christopher Nelson, President, Reflex Marketing Donn Silberman, Founding Director, Optics Institute of Southern California</p>	<p>Hatice Ayden, Instructor, OCC, CCCD Pam Barvarz, Professor, OCC, CCCD Brandon Brown, Coastline Community College Dominic Bulone, Teacher, NHHS Melissa Carpenter, Internship & Workforce Development, Cypress College Brandon Currin, K12 Pathway Coordinator, NOCROP Amy Choi-Won, NOCROP Kevin Crossett, Teacher, HBHS Steven Deeley, Professor, Santiago Canyon College Elaine Devlin, K14 Career Pathways Coord., OCC, CCCD Gabriella Emsberger, Professor, OCC, CCCD Sean Fletcher, Teacher, THHS Stephen Gilbert, Professor, OCC, CCCD Will Guevara, Teacher, NOCROP Roy Hull, Teacher, Esperanza HS Justin Jang, Instructor, OCC, CCCD Nadia Khodadadi, Project Manager, OCDE Lisa Knuppel, Dean of Business & Computing, Career Education. Career Services Eddie Lavrov, Teacher, FVHS Tom Metcalf, NOCROP Claudia Montoya-Andrews, Director, Career Education, Coastline Community College Maureen Roye, Director of CTE, River Springs Charter School Kellee Shearer, Career Counseling Coordinator, LBHS Lisa Skipper, Admin. of Instructional Programs, NOCROP Lisa Snowden, Career Coordinator II, NMUSD Kyle Vu, Teacher, HBHS Minh Vu, Teacher, Valley High School, CTEP Jer Wai, Teacher, Oxford Academy Maryann Watson, Professor, OCC, CCCD</p>

ADVISORY COMMITTEE MEETING SUMMARY

1. Welcome & Introductions

- Event: Vital Link and CTEoc- ICT Regional Advisory Board
Recording on: <https://youtu.be/sfnmdallHIE> under CTEoc portal
- Aurea Lawson welcomed educators, presenters, and advisory board attendees to the ICT Regional Advisory Board, and presented an overview of the meeting that included:

- College panel discussion on Communication Technology and Information Systems moderated by Zachary Hill
 - Zachary Hill from Tomorrow's Talent introduced himself, asked the following college panelists to introduce themselves and to confirm their respective titles and roles at their respective colleges:
 - Steven Deeley, Business Professor, Department Chair Business and Computer Science, Santiago Canyon College
 - Dr. Brandon Brown, Assistant Professor, Coastline Community College, CCCD
- Industry panel discussion on Industry Standards and Needs moderated by Brian Andersen
 - Brian Andersen, founder of Telecomprehensive Solutions, to introduce himself and ask the following industry specialists to introduce themselves and confirm their respective titles and roles at their respective companies:
 - Christopher Nelson, Founder, President of Reflex Network
 - Will Van Deusen, CEO and founder, Think Tech Inc.
 - Natalie Camunas, Web Content & Social Media Manager, Digital Mountaineers
 - Donn Silberman, Founder, Optics Institute of Southern California
- Panel Discussions and presentations were based on the following topics:
 - Emerging trends and changing standards in the industry and in the classroom
 - Evolution of the Workforce in 2022
 - New materials, products, or workplace methods being developed
 - Current and future job market
 - Skills alignment with entry-level positions
 - The most important job skills wanted in an employee
 - Weaknesses in skill sets of current job applicants
 - The level of in-house training available in the industry

2. Review and Reaffirmation of Existing Certificates and Degrees

- The following certificates offered by the CIS/CS program were reaffirmed:
 - Computer Information Systems, Associate in Science Degree
 - Computer Information Systems, Certificate of Achievement
 - Web Design, Certificate of Specialization
 - C ++ Programming, Certificate of Specialization
 - Computer Science, Associate in Science Degree
 - Computer Science, Certificate of Achievement
 - Java Programming, Certificate of Specialization
 - Python Programming, Certificate of Specialization
- The OCC program would like to make changes to the previous Business Information Worker Certificate by reducing the units and by changing the title of the certificate to "Office Assistant I."
- The committee approved the change to reduce the number of units in Business Information Worker Certificate and to change the title of the certificate program to Office Assistant.
- The industry members approved the addition of a new certificate to be called Office Assistant II if/when curriculum for advanced skills in office applications is developed.

3. Program Outcome Data

- Review of Program Level Outcomes (PLOs)
- Biennial Program Review
- Employment Outcome Data
- Perkins Program Core Indicators

4. Review and Ratification of Last Advisory Committee Recommendations

- Last Meeting Date: November 6, 2020
- Notes review from last committee meeting

- Review of Progress of recommendations

5. New Curriculum and/or Program Proposals

- Curriculum
 - Proposed changes to the previous Business Information Worker Certificate were reviewed with the intention of making the program outcome clear to potential students and employers and making it faster to complete. Changes ratified by the committee are as follows:
 - Change the certificate title from Business Information Worker Certificate to a new title, "Office Assistant I."
 - Reduce the unit value and required classes in the new certificate entitled Office Assistant I by removing the 091 Keyboarding Speed and Accuracy class, which we no longer offer (retaining Keyboarding 1 and 2) and remove other classes so that a separate "Office Assistant II" Certificate may be offered.
 - Equipment/Facilities

6. Work-Based Learning Opportunities

- Overview of existing work-based learning elements of program and gaps or needs
 - Internship classes desired
 - Have students work on soft skills and interpersonal skills
 - Teaching students to focus
 - Know what job opportunities are out there for students and inform students of them- let students about the money they can make in the field
 - Teach students to network
- Advisor recommendations and referrals for new internships or apprenticeship opportunities
 - Microsoft offers virtual training days for both students and faculty that include certification tests.

7. Industry Update & Employment Trends

- Emerging technologies and industry developments impacting instructional programs
 - 5G with its security concerns, its needed infrastructure and the need to understand what's going on with Artificial Intelligence (AI)
 - Evolving Software Defined Networking (SDN)
 - Each specialization in the field has different skills/knowledge needed
 - Automation
- Industry hiring practices and trends
 - Hiring people that can collaborate and communicate effectively
 - Hiring people that critically think and that can solve problems independently
 - Hiring people Interpersonal skills and communication
 - Hiring people that can focus
 - Looking for people that listen well and speak well and area organized
 - Looking for people with cloud computing and visualization skills
 - Levels of employment
 - Not as many internships as before COVID
 - Looking for people with a positive attitude and good aptitude and education
 - Looking for people with empathy that can do customer services
 - Looking for people with patience
 - Businesses will give employees the technical skills if they are good communicators with soft skills
 - Understanding of JavaScript and knowledge of Python needed for many entry-level positions, and C++
 - Employers are looking for students with experience
 - Job demand in Cybersecurity
 - Looking for people with knowledge of Office 365 and suite of products that come with it Azure 365 skills

- Incident management needed
- Hiring people with Cybersecurity training
- Hiring people with an understanding of Networks
- Interested in Web accessibility
- Hiring people with a mastery of things they are passionate about
- Industry looking for people with good math skills
- Want graduates that have knowledge of some tech software language
- Desire Data Management to APIs
- Looking for Networking skills for linking networks and knowing how to troubleshoot

8. Summary of Committee Recommendations

- Reaffirmation of all existing program certificates and degrees
 - The following certificates offered by the CIS/CS program were reaffirmed:
 - Computer Information Systems, Associate in Science Degree
 - Computer Information Systems, Certificate of Achievement
 - Web Design, Certificate of Specialization
 - C ++ Programming, Certificate of Specialization
 - Computer Science, Associate in Science Degree
 - Computer Science, Certificate of Achievement
 - Java Programming, Certificate of Specialization
 - Python Programming, Certificate of Specialization
 - The committee approved making changes to the previous Business Information Worker Certificate by reducing the units and changing the title to “Office Assistant I.”
 - The committee approved offering a new Certificate called “Office Assistant II.”
- New or Revision of Curriculum/Classes or Program Structure
 - The committee ratified changes to the previous Business Information Worker Certificate. Changes ratified by the committee are:
 - Change the title of the Business Information Worker certificate to “Office Assistant” to more accurately reflect the occupational outcome of the program for both students and employers.
 - Reduce the unit value of the certificate by removing the 091 Keyboarding Speed and Accuracy class which is no longer offered (retaining Keyboarding 1 and 2)
- New Equipment/Technology
- Other recommendations for program improvement
 - Emphasize security/cybersecurity for all computer users in all academic disciplines
 - Prepare students for talking to employers and companies – business communications training.
 - Have students do apprenticeships and internships as part of the programs to more effectively prepare them for the “real world” of working.
 - Have high school students and college students go on field trips!

9. Closing Remarks –

- a. **Thanks to all advisors and attendees for participation. Meeting Adjourned at 5:00pm.**