Members Present
Jennifer Parish (BPCC)  Stan Wilkins (BPCC)
Chris Shaw (BPCC)  Lynn Brown (BPCC)
Chris Rondeau (BPCC)  Jason Cooper (BPCC)
Dalia Gumeel (BPCC)  Cynthia McCreary (BPCC)
Achla Agarwal (BPCC)  Kevin Smith (Logic Nation)
Al Shaw (BPCC)  Sandra Partain (BPCC)
Adam Hofslund (BPCC)  Zac Burson (Bossier Parish Schools)
GB Cazes (CIC)  Angie White (NLEP)
Eddie Horton (BPCC)  Denise Chambers (BPCC)
Laura Godrich (BPCC)  Michelle Fayard (BPCC)
Steve Miller (Software Services)  Jack Russell (Northwestern)

Members absent

Meeting minutes

Call to Order: Meeting began at 11:30 a.m. by Laura Godrich. She welcomes everyone and expresses her gratitude for all who came to the meeting. Stan Wilkins is encouraged by all who has attended the meeting. He tells the members that their input and suggestions are greatly appreciated. The members feedback help enhance our programs and that we value this relationship with the board.

Roll Call: Roundtable introductions begin.

NSA and DHS
Chris Rondeau speaks about the acceptance award last May (CA2Y) was received in December. He submitted information about the CNNS. He discusses the NSA and DHS internships. NSA interns will go to Washington. CIS students to NSA in May and the DHS will have an internship conference on March 21, 2013. Updated and the master syllabi was revamped. The certificate hours remained the same.

Center of Academic Excellence for 2 year colleges
Laura speaks about how students can obtain the Center of Academic Excellence certificate at graduation and that the certificate hours have remained the same through all of our changes.

Committee on National Security Systems 4011-4016
Chris Shaw and Chris Rondeau speak about Network Security is growing. We are becoming network and programming focused. We now have all six CNSS certifications (4011-4016). The discuss turns towards the certifications.

**Status of the Program**

*Learning Outcomes/Enrollment/Graduates/Certifications*

Tom Hopkins provides the board with a status update. The members review the learning outcomes (the learning outcomes can be found in the supplement). The learning outcomes allow us to use this as tool to evaluate the number of students enrolled and the remaining students in our programs. We can gauge the success of our programs and students. He continues by speaking about tasks and skills the students should have by the end of our programs. The tasks and skills is our last step in the evaluation of our classes and programs. Our degreed students have proved to be industry/job ready. Our percentage on the summary sheet is different due to Banner. He explains that the graduation level is not on the summary sheet; however, Laura will go over this later in the meeting. Kevin asks, “What happens to the student, do we get feedback from their employers?” Tom tells the members that we do keep track of our graduate after graduation. Students are evaluated before and after graduation; which includes employer feedback.

We are seeing a low success rate with the certifications. Certification costs is covered under Financial Aid and student often retake certifications, however, they pay for the retake themselves. Lynn Brown offers the board a tour of the Testing Center. There is a brief discussion about students’ motivation regarding certification testing and about two programs about money being a motivating factor for security programming growth. Zachary comments about how dual enrollment students like the face to face classes for programming. GB asks, “How many graduates are on track? Knowing the number of network students on track will help companies. Kevin would like to see more information about graduates. Members discuss how graduates need to effectively communicate and ask appropriate questions.

Laura provides information about BOR requirements and the need to change the Networking and Programming curriculums. Kevin talks about low numbers and offers suggestions for marketing our programs. Laura mentions that Linda Sonnier has an Open House once a semester and that we can do this as well. Jack Russell discusses how Northwestern send their students to National and State conferences have speakers and that they come to his school once month. Laura tells the board about Eddie Horton’s Cyber Club, Lunch & Learn, Open House, and speakers are great tools for recruitment. Stan speaks more about the BOR requirements for low graduates. Tom refers back to the summary and states that the summary does needs more clarity.

**Degree Updates**

*Consolidation and course updates*

Network Security

Eddie Horton provides information about Network Security curriculum. There is one error on the unofficial curriculum sheet. He refers to the 2nd semester Security elective (CIT 101) that Network+ instead of A+. A+ will be first and allow the students to have a successful attempt that can boost their morale/esteem with certification testing. Students will then take Network+. 
Cisco helps student with preparation. Eddie continues to offer information for TCA in Cisco and Cyber. Kevin asks about online classes and if this is a self-paced course. He also asks if the course has refresher. Eddie tells the board that there are tools to help the students (e.g. Test Out, videos, and labs this tool allows the students to be self-paced). A discuss about how to raise funds to help pay for certifications (e.g. federal, CBT, etc.).

Programmer-Analyst
Dalia Gumeel explains that we have changed the degree to be one major with two concentrations (e.g. network security and programmer). She asks to members to review the handouts. She points out 30% is programming (e.g. CIT 112, CIT 130, internship, problem solving, and CIT 102). Usually students take CIT 102 and find out whether they desire to be a programmer. We have eliminated CIT 105 and replaced it with CIT 112. Students can obtain a certification in this class. The difference in the program was CIT 112. We are adding (CIT 102) scripting, introduction HTML class and remove Dreamweaver (CIT 130). Programming will have some network in the curriculum. Eddie explains that these changes allow us to offer a well-rounded program. Laura agrees but explains that we are a Cisco Academy and that we will still have Cisco incorporated in our curriculum. The third component is our TCA that focuses on Networking. The TCA will be comprised of Network+ and all four Cisco classes. GB speaks about a rise in the need for big data analyst and data centers engineers will be a high value. Eddie mentions Hitachi and that they use Sandbox and Storage network equipment. In addition, he mentions that we could consider adding a TCA for this (e.g. Data).

Sandra Partain explains that the TCA is not restricted as an AAS is under the BOR guidelines. Stan agrees with her. Zachary suggests that we offer CIT 105 to high school students. We can market the class. He mentions that the TCA can help high school students.

Angie encourages Kevin to help get large companies to attend our advisory board meetings. Angie tells Eddie that Tech companies can talk with Eddie about his Cyber Club students. Board members discuss how large corporations have representatives that go to schools and offer mentorships/pre-internships. Achla believes students can benefit from having at least one programming class. Programming can help the students build their logical thinking. Jack Russell is encouraged by the problem solving class and utilizing tools such as action diagram, flow charts, and logic design. Our faculty agrees with Jack. Tom discusses our use of Alice. Jack Russell mentions the increase interest in mobile apps. Laura and Dalia co-taught their class had 24 apps in eight week course. The students loved this aspect of the class (e.g. Eclipse and Java).

Laura asks for a motion to review and approve program consolidation, length and curriculum by Jack and 2nd by Kevin—all approved with no opposition.

Laura asks for a motion to review and approve program learning outcomes by Jack and 2nd by Kevin—all approved with no opposition.

**TAACCT Grant**
Jason Cooper offers a brief description about the TAACCT. Please refer to the iBest pamphlet. Jason explains that the iBest model will be incorporated with Network, Industrial Technology, Digital Gaming, and Healthcare. We had begun a pilot program this spring. TAACCT had
their advisory board on 3/18/13. There is a great support system in this program (Denise Chambers and Cynthia McCreary). This support system helps increase the student academic success. Members discuss the TAACCCT grant and if the grant will help with other programs on campus. Jason mentions that the grant wants mechatronics in it, however, there is a group reviewing where and how much involvement will be needed.

**Accreditation updates-ATMAE**
Chris Shaw offers information regarding our two year report has turned into a three year report. He refers the members to the handouts. We are making changes to help turn a P/N to C. We should be compliance by Spring 2014. Laura thanks the board for the help and support with our accreditation effort. Chris asks member to please fill out the two surveys in the packet.

**Internship updates**
Laura discusses our internship classes. Chris Rondeau and Dalia Gumeel are involved with our interns. Our students are flexible and are learning a great deal. Dalia talks about how the interns are learning about interviews, teamwork, communication, presentation, projects, network security, etc. The students have visited Caddo School Board and we have great success in placement of our interns. However, we still need the board to help with placements.

**Graduate and student feedback**
James White and Adam Hofslund are graduates and provide feedback. Adam likes how the program has developed. James White likes the mobile app aspect.

**Partnering with high school (CIT 102 and 150) and National Guard**
Kelly has been teaching all of the Cisco classes for the high school students (CIT 102 and 150). Tom taught the high school students in Fall 2012. Laura tells the board about the National Guard and the CIC partnership. Eddie Horton and Chris Rondeau will be teaching these classes and we are happy to have the opportunity to do so.

**Adjournment**
Laura Goadrich expresses her appreciation of all attendees and their constant support. Meeting adjourned at 1:30 p.m.

Minutes submitted by:  *Michelle Fayard*
Minutes approved by:  *Chris Rondeau*