

INFORMATION TECHNOLOGY DIVISION MEETING

April 3, 2007 12:30 pm

Room 407B

Meeting Minutes

Those in attendance:

Vicki Gibson	Tom Ashby	Kathy Cupp	Tim Green
Doug Gregory	Al Heitkamper	John Helton	Sara Mathew
Anita Philipp	Brett Weber	Mary Williams	Gary Dominguez
Mike Reeves	George Maxwell	TC Coleman	

Those absent:

Haifeng Ji MaryGrace Berkowitz

Dean Gibson opened the meeting at 12:30.

Professor Weber shared with everyone that CNSS4011 was approved. The students who complete AAS.CS/CYBERINFO will be certified upon their graduation.

Dean Gibson reminded everyone of the upcoming Advisory Committee Meetings;

- CS Advisory Committee: April 6, 9:00 am – 11:00am,
- Cyber Security Advisory Committee: April 13, 11:30am - 1:30pm

Dean Gibson also reminded all of the due dates for requisitions to be approved. Since the approval procedure typically takes about a month, she asked everyone to pay close attention to the following due dates.

- May 11: all requisitions for \$15,000 and greater
- May 25: all requisitions for \$5,000~\$14,999

The procedures for Cooperative Alliances were discussed. First, Dean Gibson mentioned that there will no longer be a Database Management Degree; it was deleted from the catalog, until they can articulate course by course with us for our Database Emphasis. The necessity of the procedure on how to articulate the courses with the technology center we have to have prerequisites for some of our courses for them to be approved. We have to be very careful to articulate the courses with technology centers'. The Mapping Sheets, the method we have been using to articulate the courses are not quite working now. The new procedure needs to be established to articulate the courses. The first meeting on Procedures for Cooperative Alliances is scheduled on Thursday, April 5 at 12:30. All CS professors need to attend the meeting except those attending ITAA. Professor Philipp is the lead for this meeting. Dean Gibson also mentioned that there are notebooks for syllabi and course requirements for all the technology centers' courses in Molly Henderson's office.

Web Design and Web Development Certificates are waiting for the final approval. Dean Gibson and Professor Philipp will attend the board meeting on May 21 along with Dr. Aquino.

The Video for high school visits should be complete by April 27. Kay is now working the timeline with Tim Whisenhunt.

The first High School visit would be scheduled on April 13 to West Moore HS. Professor Helton shared with us the schedule (every Friday until this semester's over and a week after that, and a couple of days after Memorial Day) and what kind of demonstrations will be performed. He also asked everyone to let him know if anyone is interested in participating. Professor Philipp asked what if we could use the HS fund to purchase the equipment we need for the HS visits, such as a projector. Dean Gibson answered that since the grants are not awarded that way, we could not use these funds.

The new 1 credit hour course, "Success in College and Life" will be automatically added for every AS and AAS degree in the first semester. Dean Gibson told us if any changes need to be made, it has to go through the curriculum committee.

"Administrative Procedure No. 3048, Safety and Security of Students, Employees and Visitors" were handed out as Fourth Quarter Health Training material. Dean Gibson clarified the situation of last Friday's tornado warning and explained how the IP phone should work in the future event.

Dean Gibson told everyone to read over the Network Acceptable Use Policy carefully and send suggestions and concerns for improvement to Professor Green.

Dean Gibson reminded that the Assessment week is here this week. She wants everyone to make sure to check both sides of the global test, and to stop by our division's presentation at CU3 if you have a chance. Dean Gibson showed her appreciation for those who are helping out with assessing the class. Also she mentioned that Dr. Perry will appreciate your feedback to help improve this event next year.

IT Division needs representatives from 9 am to noon on Wednesday, April 11 for "Check it Out". Dean Gibson circulated the signup sheet that one person will be responsible for 30 minute slots to help students on degree checks.

Copies of Grade Sheets and Attendance sheets are handed out. Dean Gibson asked everyone to send an e-mail for suggestions to improve these sheets by Thursday afternoon so she can bring them to her meeting with the Deans this Friday.

Dean Gibson asked all to send any information regarding recognition for the faculty luncheon by Friday.

Learning Community will be the big thing this Spring 08, Professor Williams and Professor Philipp are working on the community for IT for Beginning Programming and Web design. We volunteered to do CS1143 with the new learning management system. Dean Gibson asked everyone to let her know if someone interested in doing a Learning community after Spring 08.

Coffee Kiosk will be located in the main building near the stairwell on the ground floor. Although Dr. Aquino tried to get it here in the Library building, it didn't work out.

Dean Gibson asked us to share with our students the Critical Thinking workshops.

- Tuesday, April 17 and Thursday, April 19 12:30-1:30 room 3E4 AH
- Thursday, April 26 and Friday, April 27 2:00-3:00 room 3P0 MB

Early Warning by Mary Turner and Kari Workman will be for the next division meeting.