**CITRUS COMMUNITY COLLEGE**  
**I.T. Advisory Council**  
**Friday, October 23, 2009**  
**8:00am - 10:30am**


<table>
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<th>Agenda</th>
<th>Discussion</th>
<th>Recommendations &amp; Action Items</th>
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<td><strong>Welcome and Introductions</strong></td>
<td>Jim Lancaster, Dean of Career, Technical and Continuing Education, welcomed the I.T. Advisory Council to the second I.T. Advisory meeting. The primary goal of this meeting is for continued input, and to confirm that we are following the advised direction from the last advisory. The Council introduced themselves. A sign-in sheet was circulated.</td>
<td><strong>Minutes approved</strong></td>
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<td><strong>Minutes</strong></td>
<td>A copy of the minutes was sent to the Advisory for review following the April 3, 2009 meeting, and once again a copy was distributed for review and approval. The minutes were approved.</td>
<td><strong>Minutes approved</strong></td>
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<td>Status of Recommendations From Spring '09 Advisory</td>
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<td>Jim discussed, in detail, the up-dated status of the recommendations made by the Advisory at the April 3 meeting.</td>
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Marti DeYoung gave a brief synopsis on Tech Prep, a federally funded initiative that helps high schools to sequence courses to college career technical education programs. At Citrus College, partnerships with K-12 school districts are in place, course maps have been reviewed and approved by faculty, and high school instructional personnel will meet with faculty to discuss program and course level student learning outcomes.

With the current tight budget, faculty and staff hiring has been frozen which limits our I.T. course offerings. When the budget allows, there is a highly qualified pool of adjunct applicants available.

A large part of the meeting was dedicated to the Advisory’s primary recommendation to rewrite and update the courses for SLO’s, and validate the curriculum before it is sent on for approval.

We were unable to create an independent IT cost center which is still included within Engineering/Drafting, although IT receives the lion share of the budget. Copies of the budget were distributed.

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<th>Marti will continue to work with our high school partners and Citrus faculty on programs and student learning outcomes</th>
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<td>Jim will continue to pursue an IT cost center with fiscal services</td>
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### Continued Advisory Status of Recommendations

IT is now a separate subject in the catalog rather than being linked with Engineering. The Information Technology heading makes it easier for students to find classes in this growing discipline. By having an independent IT discipline, research data can be more accurately evaluated. A handout on enrollment trends was reviewed which shows a positive interest in the subject, higher enrollment, and an increase in course retention and success rate. With the continuing higher demand in IT, we would like to increase course offerings. The demographic data was reviewed and discussed. IT is continuing to see an increase in female students. Our goal is to improve upon this increase in the non-traditional student. By having our own data, it will be easier to focus on the areas that require improvement.

The recommendation by the Advisory was to consolidate CSIS (focus on software) and IT (focus on hardware) into one discipline which serves as a more efficient method of instruction. The VP of Instruction is currently advancing this idea of housing the two together as a more cost efficient program.

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We will continue to monitor the program to increase total enrollment, the number of non-traditional students, and student success rate.
Program Map

The class schedule and program map were reviewed and discussed. The program map guides the students on when courses will be offered, which allows them to efficiently plan their program completion, as well as, assisting the division in planning semester course offerings. It is important to maintain both an evening and daytime program.

Curriculum Certificates Courses

As recommended by the advisory:
IT courses were reviewed - two new courses were created and four were rewritten.

A newly revised IT Certificate: the old certificate had 4 classes eliminated and added business, ethics, IT and several electives. The certificate is ready to go to the Curriculum Committee for approval.
Jim asked the Council, if they agree that the certificate requirements is sufficient for a student to obtain employment.
Required: 104, 107, 108, 109
Other Options – Future Additions: Technology in Entertainment, Recording Arts, Lighting Design.

An advisory suggestion was to add an Introduction to Business/Marketing course, and Philosophy 110 rather than Philosophy 108, which is more beneficial in the industry. However the elective offerings should be specifically tagged with which area of the industry it most applies - a more customized certificate.
The group stressed that students must be offered courses in storage, virtualization, rendering, high-band networks, and security in order to be current with industry standards, which will eventually include the growing entertainment industry.

Most importantly, the Program Outcomes are the following, broadly defined, Student Learning Outcomes that students should achieve when finishing the IT Program: employment in the IT industry, diagnose, troubleshoot, installation, and certification.

Courses will be created to meet these criteria. Advisory strongly agree, but suggest that the certificate wording be specific to the IT industry.

Internships are not feasible for this program because of strict security policies.

The Council reviewed and updated in detail every IT course for submission to curriculum review. Bruce will continue to update and submit the Advisory’s suggested course additions, deletions and repeatability. They would like Apple and Macintosh technology to be incorporated into the curriculum.

Each course required updating and the Advisory strongly recommended several new courses to be written: IT 110 Virtualization, and IT 120 Certificate Exam Preparation. Leigh explained that the Virtualization course requires licensing, software and a prerequisite of strongly recommended network experience. Phil Parker from Extreme Networks offered our Citrus IT

Bruce Stoner & Leigh Buchwald will update all courses and submit changes to curriculum.

New IT courses must be written to keep up with industry needs.

Leigh & Bruce will continue to write the IT 110 & IT 120 courses.

Leigh will continue to follow-up with Phil Parker on certification exam.
| New Building Proposal | Jim shared the plans for a future proposal on a 36,000 square foot building that would incorporate the Med-Heavy Duty Truck Lab, Motorcycle Lab, Alternative Fuels lab, Heating/Air lab, IT Lab/storage area/lecture room, and Engineering Technology. The third floor will be a working laboratory with solar panels, wind dynamics, and control rooms to run networks/audio visual. The concept is to have open walls where students can run experiments that require large areas. If the state budget clears, there is a possibility of a renovation to begin in five to seven years. |
| Industry Feedback, Needs and Recommendations | The Advisory complimented us in our rapid progress with incorporating their suggestions from the last Advisory meeting. They all agree that it makes them feel valued as Advisory members and will continue to assist the Program. |

**Submitted by:**
Lois Bottari

Meeting adjourned.