

**Lethbridge Community College**  
**Computer Information Technology Advisory Committee**  
**MINUTES**  
Wednesday, October 16, 2002  
Lethbridge Community College - Canbra Room (CE1305)

**Present:**

Jimm Valentinsen, Wayne Krywolt, Susie Kennedy, Terry Allred, Christine Skow, Matt Lynch, Ron Dubien, Stephen Graham, Rae Neufeld, Don Reichert, Barry Robinson, Karen Wojtowicz, Bryan Hood, Tim Symes, Neil Sheets, Karen O'Dwyer, Student Reps - Jake Waiboer and Barry Gergel.

**Regrets:**

Tim Frantz, Sheryl Williams, Ian Wormsbecker (now living in Ottawa).

**Welcome:**

Jimm called the meeting to order and welcomed guests, inviting each to introduce him/herself.

**Approval of Minutes:**

Minutes of April 4, 2002 were reviewed. Matt moved to approve the Minutes as presented and Ron seconded.

**New Business:**

**New Calendar Information:**

Susie submitted copies of the new Calendar information to everyone. The Calendar has been put on line. The new curriculum has been approved by academic council and included. A professional writer was hired by the College to write program descriptions and did a great job. The CIT web site does not show changes yet but will eventually link with the LCC site for the most up-to-date course information.

**CIT Orientation:**

Susie submitted an information sheet on the CIT Orientation - September 2002. The first week of classes were spent in a CIT orientation discussing curriculum outcomes including courses which comprise the program. Orientation for both first and second year students covered field work with Alumni who gave the student perspective about fieldwork and Karen Wojtowicz coming in to give her perspective as an employer. Orientation to Learning (what's expected - read books, do homework) was provided by the Learning Centre. The Lab orientation covered access to labs - log in, webct access, e-mail and servers.

Staff found the orientation useful; it helped everyone settle back in. Field work orientation was definitely a positive - it was an area with a lot of questions and concerns. Jake (student) agreed - he was here all summer and found that the Lab information was good.

Students need to know up front what the program is all about so they can make good decisions about what they are doing here.

**New Course Outcomes - Update:**

**CIT 259 - Advanced Internet Systems (Barry Robinson):**

Barry submitted a report identifying and describing popular methods to secure a LAN that is connected to a public network. He discussed the advantages and disadvantages of SOHO and personal firewalls and identified the difference between WAN, RAS and VPN technologies.

**CIT 272 - E-Commerce Administration (Neil Sheets)**

Neil submitted a first draft of outcomes for CIT 272. This course is a highly specialized course which will focus on the back-end of e-commerce. This administration course will build skills in the area of portal-management, Internet security and software available for advanced web-based solutions.

Discussion as to what is meant when we refer to E-commerce: what does it mean to put up a web portal; is programming included, if so how much programming is enough; proprietary as far as company concerned; is this the language the college is looking for. The outcomes should be broad but specific to the course. Stephen Graham confirmed that it looks like it covers everything they do from this kind of site in their office and that he couldn't see where it's missing the mark anywhere.

More discussion re looking at e-business shopping, different contexts in business, business transactions, data warehousing, systems of site, what context are you talking about.

Susie suggested the course covers Administration not business - what happens behind the scene.

Discussion re: E portion and business portion. The tools and techniques cover everything the customer needs . The issue is how is it attached to the business side. We also have a web- based course which provides the student with appreciation of how courses bring together concepts of web and business .

Neil indicated that this course has not clearly been defined but they are really building the framework to hang other pieces on.

Susie suggested that this needs a smaller focus group to develop and define the scope.

**Action:** Neil will get a group together in the next few weeks. Christine volunteered to be in the group.

### **CIT 263 - Oracle Forms and Reports - Sheryl Williams**

Sheryl was absent from this meeting (as she was teaching a night class), and as such was un-able to provide input on the only new CIT course being taught this semester.

Input from Jake (student): To split into streams is exciting. On the database side the course seems pretty good; there is lots to do and lots to learn. You are getting away from programming but not getting away. Oracle seems pretty good.

### **CIT 157 - HTML and Web Publishing - Christine Skow**

This course has not been updated for awhile. Using new text "Weaving a Web Site - Programming in HTML." There are some chapters on Java. Would like to beef it up and do more programming. Web Programming book. Glosses over different programming. We do web sites for not-for-profit organization as well. Christine would like to do more scripting and programming. Suggested having seminars at the end - have experts come in and show PHP, Java Script, etc.

### **CIT 270: IT Seminars - Susie Kennedy**

This is a 2-credit course as a co-requisite to fieldwork. It is not as integrated with the rest of the program as it could be. Susie will be teaching this semester (hourlies have taught in the past). She would like to see if she can mesh outcomes and goals - anyone who wants a job should have one. (Would like to motivate students.) Students will job search and prepare a portfolio.

Discussion: Perhaps students could submit resumes to members of Advisory Committee who could critique the work and give feedback. Each member has his/her own criteria and students get valuable feedback before they apply for fieldwork positions. Introduction of FOIP issues re students putting their names on the Resumes (perhaps students could sign waiver or could use student IDs or no names). Students need to be advised that's the way the course works and if a student has objections we need an alternate plan at the beginning of the course. With FOIP we need to respect rights of students and not make them feel coerced. Also, people doing reviewing would agree to FOIP regulations. It was suggested FOIP not a major issue but should be addressed. Having Advisory Committee members reading resumes beforehand could result in potential hiring of student. It was suggested that Susie not proof them before they are sent out. From the student viewpoint, Barry has no problem sending his resume out and would appreciate feedback.

Further discussion covered such issues as cover letters. Are students responding to a job ad, are they real jobs students applying for? Every employer has different set of expectations (students need to be aware of this) so there is different feedback from different businesses.

Suggestion that businesses (perhaps four or five people on panel) provide simple reference points - priorities. Three or four points that students would be rated on. Could also set up forum of interviewing. The more industry participation the better the course. Having speaker from industry might be another avenue (e.g. Ken Chapman - CIPS). It's all about employability skills and all about getting a job. Any suggestions, please call Susie.

### **Response to Streaming in the CIT Program - Faculty and Students:**

#### Database vs. Programming

Discussion: Jake opted for Data base. He is wondering about future scheduling. As it is now, Barry teaches a networking class and Susie has a class following. The networking class needs time to set up and there is not enough time between Susie and Barry's class to do more than downloading and uploading. Suggestions: Could book lab for two hours and make course two hours long; Schedule a spare between the two classes; could schedule Barry's class for end of the day. If the student needs more time he/she can stay longer. Barry suggested he could increase lab time and have more effective use of lab time (less downloading and uploading).

Discussion re programming/database split - was it 50/50? (Jake went on line to see where the jobs were before making his choice. Also, it's good to have a choice.) Students were streamlining before. Barry (student) finds having two divided as positive. For someone who likes programming and is more focused on programming there won't be students who don't want to program in classes. However, certain common courses could be taught together (System Analysis and Design) as both groups would take their different perspectives to the course and make it a stronger representation. (Is possible to put them all together in one class?) Some Advisory members did not agree - thought that the smaller class is much better. The college allows a good student-instructor ratios. Could also look at having courses taught in Commons with two instructors. We need to be creative within the framework of what we have. Could be possible changes in January for next year.

**Seminars for CIT Students and Alumni - Matt Lynch:** Matt has done three seminars. He would like to see an environment created where students, alumni and Advisory Committee can share knowledge. All specialize and have skills in certain areas but could learn other things. Everyone has different skill sets and Matt is doing seminars on his specialization. . CIT needs to focus on different technologies that are hot and interesting - little

tastes as we go along - things to put on resume - things to let them get excited about - side projects to help keep them focused. Knowledge changes so fast and we are all scrambling to get the next skill. We can help each other. Anyone can attend, anyone can conduct a seminar. One suggestion was to have some coverage of older technologies, e.g., COBOL, etc. Industry should be involved as they are the ones dealing with the programs or activities on a daily basis. It helps the daytime course as well. Certificates are created for each seminar that can go in the student portfolio. Discussion re: sending out notices to advise everyone of seminars; could this be part of curriculum development; may want to include or identify certain topics (programming, database, networking, etc.); labs can be set up to cover anything; so far only second year students invited but if students have html first year students could be invited as well. Could do seminars for high school students (at the High School or at the College) to create marketability for our programs. Jimm mentioned that the Police Station is planning to do training sessions for their staff. Could possible work that in with the seminar idea. Anyone interested in attending or conducting a seminar should call Matt or Susie. Marketing initiatives and issues to go on next agenda.

**Action:** Jimm/Susie

#### **Fieldwork Update - Report from Lynn Laventure:**

Lynn printed an ad in the Lethbridge Herald thanking the businesses who took practicum students last year. She is sending out letters to previous employers to see if they would take students in fall. There are 55 students looking for field placement.

There are six positions up - two with Jimm and four with Lethbridge Community Network. We were able to place everybody who applied for practicum last year. General feedback from employer evaluations was very positive. Student feedback: one student said it was the best thing he ever did. Another student, not positive at the end of exam went to the hospital for his field work and ended up getting employed there.

#### **Student Reports - Barry and Jake:**

Jake, having already expressed comments and concerns thanked the committee for inviting him into the group. He is looking forward to the next meeting. So far good.

Barry - agreed and didn't have a lot more to add. Mentioned that from the student's perspective, he appreciates people in industry taking time out of their schedules to be a part of the Advisory Committee and make sure that the program is on the right track. Makes him feel that the program is going in the right direction. It is important that industry is a part of this.

Jimm thanked the students on behalf of the Committee and asked if there were any new items.

**Next Meeting:**

The next CIT Advisory Committee Meeting will be held on Wednesday, January 29th, from 6:00 to 8:00 P.M., in IB1132 (the new Instructional Building).

**Adjournment:**

Meeting was adjourned at 8:30 P.M.