

**Lethbridge Community College**  
**Computer Information Technology Advisory Committee**  
**MINUTES**  
Wednesday, April 2, 2003  
Lethbridge Regional Hospital - Parkade Meeting Room

**Present:**

Jimm Valentinsin, Susie Kennedy, Wayne Krywolt, Christine Skow, Neil Sheets, Terry Allred, Lynn Laventure, Jean Valgardson, Don Reichert, Tim Frantz, Rae Neufeld, Karen Wojtowicz, Bud Haycock, Matthew Lynch (Student Reps: Barry Gergel and Jake Waiboer).

**Regrets:**

Brian Hood, Stephen Graham, Sheryl Williams, Tim Symes, Ron Dubien, Jesse Patching (Student Rep)

**Welcome:**

Jim called the meeting to order, welcomed guests and invited introductions from everyone.

**Approval of Minutes:**

Minutes of January 29, 2003 were reviewed and accepted as they were.  
Moved by Matthew. Seconded by Christine.

**IT Seminar Update:**

Advisory Committee members participated in reviewing resumes. Resumes were delivered and returned in a timely manner. Students were pleased. Barry and Jake indicated that for the people who did submit resumes they were excited to get the comments from the reviewers and most went back and retooled their resumes. They received very valuable feedback.

General Discussion: Out of 50 students 17 did not submit resumes. Generally resumes from CIT students are of really high quality. Students tend to undersell the CIT program on their resumes (first page covers work experience unrelated to IT and second page - 2-year CIT program at the College). Some students did not mention that the CIT program is a CIPS accredited program. Discussion on how important CIPS was. Wayne tried to set up a local chapter of CIPS about two years ago - will probably try again. It can be difficult to become certified (I.S.P. designation) - high academics as well as experience is required. Should try to generate more interest with first-year students. CIPS provides money to start up student chapters. To have a student chapter students have to participate (Calgary has very active chapter). There are also other organizations that give accreditation.

Three industry people did practice interviews with students (Joe Feller-City of Lethbridge, Stephen Graham-EFG Solutions and Matthew Lynch-IGC).

Matthew and Jake thought it was a worthwhile process. Feedback was informative. Susie said that students said they got good pointers and she noticed self esteem went way up after the experience.

One CIT270 class left – one lawyer and one accountant are coming in as a team to talk about working on a Contract basis or operating small business.

**Activities in May:**

Will schedule some of the things that we are working on for evening.

*Activities:*

Susie will attend the CIPS annual conference in May.

Christine will be teaching in May.

Neil will be teaching throughout the summer.

We want to look at every course outline in May to ensure outcomes are matching and that they are complete and correct. Review number of assignments and exams – perhaps curb attrition – especially in the 1<sup>st</sup> semester.

Need to examine student course-load on an ongoing basis. Need to be constantly evaluating whether we are achieving course outcomes. Need to coordinate assignments and exams. Noreen Volk (former CIT instructor) used to have a big calendar and all faculty would put assignments, exams, etc. That may even out the workload for students a little. We can use electronic calendars to share our assignment and exam information as a faculty group.

*Program Development:*

HTML – Christine wants to do some work with students creating a personal website for their portfolios (develop structure in HTML, resume in English, project in Access). By the time the students get to the IT seminar they are not stuck with putting together their portfolio in the last two weeks.

Review of textbooks – Christine has been doing a good job of updating. Neil not able to find a good text – but would prefer to use on-line information, otherwise he would have to buy four different textbooks.

Barry: Importance of google to existence- students must use the web effectively to get the job done. Students are not expected to know everything but need to learn enough to find the answers. Barry had a textbook for one of his courses but nobody opened it because most of the information was on line.

We might get together as a Committee to discuss textbooks.

**Action:** Book a Wednesday night and let Advisory Committee know and see who can come.

**Tour of the Hospital:**

Rae and Bud conducted a tour of the hospital. Rae gave everyone an overview of Chinook Health Region (CHR) – all health services in southern Alberta – Taber to B.C. border, south to U.S. It includes 12 hospitals – acute care and continuing care. There are 26 lab collection sites. Most of the Physician’s offices are connected to the CHR facilities. IT is centralized at the hospital – provides services to everyone. Integrated system from birth to death – financial/clinical records. Info Systems department has 27 full-time staff – two streams application – software; technical and operations – hardware, servers, network. Staffing – application team requires CIT diploma or degree from university (prefer CIT diploma because it’s more hands-on). The department doesn’t do programming but requires a programming background and systems analysis and problem-solving are also important. On the operations side, staff must be more technically oriented.

The tour covered the Pharmacy, Medical Imaging, Laboratory and Information Systems, as well as a demo of Telehealth and lasted approximately 1 ¾ hours.

Jim thanked Rae and Bud for the tour.

**Fieldwork Statistics:**

Lynne passed around notes. For the first time in 5 years Lynn has everybody placed prior to the semester end. The Lethbridge Community Network Project offered many placements this year. Lynne has done excellent job.

**Registration for Next Year:**

So far we have 45 students going into second year. Applications to date are 22 with a target of 70. This time in 1999 we were full with waiting list.

*Discussion:*

The biggest challenge that we are addressing from last year is to modify our recruiting campaign so that we are recruiting year round and looking at different ways of reaching markets. Some of the key things we need to address as to

having presence which involves marketing rather than advertising. One of the things we would like to do is strengthen ties with alumni so that we have the alumni representation. With regard to the decrease in applications, it is a question of weathering it out.

**Committee Membership:**

Committee membership should remain constant to next year. Current members are entering the third of three-year terms. It was recommended that we look a little more to the private sector for committee members. One suggestion was to look at people in Calgary .

**Action:**

If you have any recommendations for advisory committee members, please e-mail or phone Susie.

Susie gave Barry and Jake letters from LCC President, Dr. Donna Allan thanking them for serving on the CIT Advisory Committee.

**Committee Chair:**

Everyone agreed that Jim should continue as Chairman. Jim is fine with that. (Wondered if there was any parliamentary thing we needed to do - Jim accepted.)

**Student Reports:**

Jake: It's been a good semester. The IT Seminar class was awesome (the Advisory Committee helped). It turned out to be an excellent class; the resume preparation was good. Having this class a semester sooner would make it a smidge better as students are working at the last minute to prepare to enter the workforce.

*Discussion:*

- When we had the IT class in the fall, students didn't take it seriously !
- The problem is that the portfolios are done and students are done the final semester - no time to focus on job hunting.
- Suggested that the class should be at the beginning of the 4<sup>th</sup> semester - January/February (eight weeks).
- Or ... split it across the third and fourth semester - last eight weeks of third and first eight weeks of fourth semester.
- Get the portfolio done in first little while when things aren't so crazy and you can use it for job searches prior to the semester end.

Jake ended with saying thanks very much for allowing him to be a part of this committee. "I don't know where I'm going to be in the future but if I'm around I would be willing to help out the group. "

Barry said he didn't have much more to add. "I had the pleasure of doing this for a couple of years." He enjoyed the experience. He said that going back to school was a hard decision to make but the right one.

**Note:** Each course should have a detailed class outline – showing week-by-week schedules. CIT has (but what about ENG, ACC, MKT, BUS, etc?).

Jimm thanked the students for their input and presence and told them it was very useful and valuable.

**New Business:**

Tim Frantz mentioned that the Southern Alberta Technology Council is sponsoring two tables for CIT students to present their projects at the Chamber of Commerce Mix and Mingle – small business fair on April 16<sup>th</sup>, from 5.30 to 7.30 p.m. at the Ramada Inn Hotel. If you are free we would like to see you there. The next day the monthly Southern Alberta Technology Council is meeting at City Hall and asking those four teams to present their projects (meeting at 11:30 a.m.) Everyone is welcome to attend.

ASET Certification: Looking at a new accreditation with ASET. It could be important for us to have this professional designation.

Jake thanked the Advisory Committee for what they do for the students (marking their resumes and doing interviews). He said he could not give enough praise and that the students value it a lot. (Barry agreed.)

Wayne brought up the changes happening within the College. He mentioned that with all the stuff that was in the press we would appreciate the Committee's help in promoting the CIT program. The CIT program is not affected; the only difference is that it will be working out of a different center. CIT will rejoin the Centre for Applied Management. The program and everything continues on as is. There is a sense of uncertainty – people are implying that other programs are affected but be reassured that CIT is doing well and we appreciate the member participation.

Jimm thanked everybody and asked to set a date for the next meeting.

The date for the next meeting is set for Wednesday, October 22<sup>nd</sup>, 6:00-8:00 p.m. We will have it on campus.

Tim moved meeting be adjourned. Seconded by Rae.