

**Lethbridge College**  
**Computer Information Technology Advisory Committee**  
**MINUTES**  
**Tuesday – October 12, 2010**  
**TE 1202 – Sunflower Room**

Present: Jimm Valentinsen, Jim Campbell, Ken Chapman, Calvin Koskowich, Matt Lynch, Fergus Raphael  
Students: Chris Toth (2<sup>nd</sup> Year)  
Faculty & Staff Rita Halma, Terry Allred, Debbie Baggs, Marty Boogaart, Max Dufour, Daryle Niedermayer, Barry Robinson, Kelly Gorrill (Admin Support)  
Regrets: Dennis Sheppard, Timothy Frantz, Stephen Graham

**1. Welcome & Introductions:**

Jimm welcomed everyone to the meeting, and round-table introductions were made.

**2. Adoption of Agenda:**

Addition to the Agenda:

- 9. Program Review
- 10. CIT Solutions Group

**3. Adoption of Minutes (March 23, 2010):**

A motion to approve the Minutes of March 23, 2010 was made by Cal Koskowich and seconded by Ken Chapman. The motion was carried.

**4. Business Arising from the Minutes:**

There was no Business arising from the Minutes.

**5. Enrollment Update:**

Rita distributed an attachment of the CIT Enrollment Update for Fall of 2010 and went over the results that were tabulated. The CIT group has stayed relatively stable in the last few years which is a good thing looking at the economy and some struggling programs.

**6. College Wide Update:**

Student services/Registrations & Marketing are developing a GPA (General Program Assessment) plan to accommodate easy access for our students and getting information out to other areas and promoting our programs to create more applications and getting our enrollments higher.

Distributed Learning – some of our courses are available through distance and some at this point are not. We are trying to set up courses for distance availability. All courses currently use Angel.

**7. Student Feedback:**

Chris reported that the System Design class is very exciting, and that things are good overall so far. Most of the students are in sync with what is going on – we do have some stragglers that are falling behind. Students do not understand why they need business courses and just want computer courses. It may be helpful if the non-CIT instructors related their material more towards CIT. The goal is to make the students understand why non-CIT classes are needed.

Chris commented that “working at the College over the summer was an experience for me and the Business writing course was beneficial. At the time that I was taking this course I didn’t know how valuable it was going to be – so students in their 1<sup>st</sup> year don’t understand how the Business courses are going to be beneficial to them. Maybe hearing from someone that came from our program (a guest speaker) telling some stories relating to the benefits of the Business courses within the CIT program. They may listen to a guest speaker more so than an instructor.”

Should we adapt the non-CIT courses to the learners? We are trying to satisfy the Industry and the students at the same time. There has to be a way to have the curriculum set up to make the students understand what the program is about before applying to take it – can we say that the way the curriculum is set up on the program web page is the best way possible? Could some students get the wrong idea before applying for the program to what this program entails?

What can we do differently that could satisfy everyone?

## 8. Program Marketing:

### a. College Website

We have created new brochures for the program. The chair and Barry did some High School visits to promote our programs. We have a new website – trying to make things more user friendly. A suggestion was made to add CIT specific testimonials and video to the website.

### b. Career Conference

School of Business has two tables set up for the Career Conference. Computer Information Technology has one table for information and some Technology displays that Terry will be setting up. If you have any ideas for our technology table – any kind of interactive ideas – we would appreciate your thoughts.

High Schools have in the past promoted our Career Conference to their students. Bus loads of students' grade 10-12 came from different areas. This has been reduced in recent years, high schools tend to favor offering their own career conferences.

## 9. Accreditation:

### a. Celebration

Rita thanked everyone for their involvement with the CIPS Re-Accreditation process. We have been Re-Accredited by CIPS, it was a lot of work, but paid off in the end. Ken Chapman gave his commendations to the Faculty and others who were involved. We will be having a get together to celebrate this award.

### b. Program Review

Debbie Baggs noted that CIT is up for Review this year and we will possibly start the process in December. The final date for this review could be May or June of 2011. We will be receiving input from Students, Faculty, Advisory Members and compiling all the feedback to make recommendations if necessary.

## 10. New Directions & Opportunities:

### a. PC Service

A proposal to start a one-year certificate in PC Service has been put forth, but no response has yet been received. The intent would be to use some (as many as possible) existing CIT classes, and create an alternative for students who prefer a hardware focus instead of programming. The other benefit could be the opposite effect, where students who take hardware and excel may wish to go on to CIT and earn their diploma.

### b. Systems Administrator is in progress.

### c. Virtualization

Currently, students re-image their computer(s) in the sandbox lab before, and often after, their lab classes; this process can take up to 20 minutes at the beginning and end of their lab times. To help reduce time taken from our teaching/lab time we are looking at upgrading our storage infrastructure, with a move towards virtualization as a medium to long term goal. Dennis has some money set aside for this.

Max mentioned that as we move towards teaching virtualization to our students, it might be wise to look at offering curriculum aimed at allowing students to write vendor certification exams – such as those offered by VMWare and Citrix. The discussion then briefly moved towards certifications in general, and some of the potential pitfalls of offering such curriculum. Where practical it would be nice if our graduates had the knowledge needed to write some certification exams.

### d. CIT Solutions Group

Some of our past System Design projects are still being utilized on campus but aren't currently being supported. There are other areas within the College that offer potential student projects but our IT Services department has indicated they don't want the burden of offering support for custom software. Barry suggested that a "CIT Solutions Group" be created, with the intent of managing new projects on campus, as well as maintaining new projects on campus, as well as maintaining (and offering ongoing support for) past projects. The solutions group would most likely be setup for on-campus support only.

## 11. Other – How can we identify the students that are at risk in the program, especially at the start of their second year? How do we "kick-start" these students?

## 12. Next Meeting Date & Time:

Thursday – March 24, 2010 (Changed)

6:00 – 8:30 PM

TE 1202 – Sunflower Room

**Meeting Adjourned: 8:30 PM**