## Computer Information Systems
### Department Meeting Agenda

**Thursday, May 22, 2014**

<table>
<thead>
<tr>
<th>Barry Andrews</th>
<th>John Blyzka</th>
<th>Anna Degtyareva</th>
<th>Elaine Emanuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shui-lien Huang</td>
<td>Mary Johnson</td>
<td>Rich Patterson</td>
<td>Bill Roche</td>
</tr>
<tr>
<td>Vic Zamora</td>
<td>Jai Mehta</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Guests:** Paul Kittle

### Approval of April Meeting Minutes

<table>
<thead>
<tr>
<th>Minutes were approved</th>
<th>Rich</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Items</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Department Chair Election

Vic and Barry were elected as department co-chairs

**Division Dean**

### Library Report

Paul explained what the library can do for students and faculty in terms of tutoring and book databases.

**Paul**

### DL Sustentative Substantive Change Proposal (DL certificates)

Mary explained the new process for approving certificates and courses.

**Mary**

### Fall 2014 computer and software needs

All requests for new software and hardware should be sent to Vic.

**Vic**

### Fortifier time and locations

Fortifier will be held at Elaine’s house at 2pm

**All**

### SLO’s updates

SLOs for the new Lab courses must be completed by the end of the semester if they were not done in the fall

**Barry**

### CISB15

New book from Cengage was adopted. There are no standard assignments. Everybody has to create their own.

**Shui-lien**

### Spring Schedule

Barry will submit the Spring Schedule by May 30. Future years will be rolled over unless there is a valid reason for a change. Joumana would have to approve any changes.

**Barry**

### High School Articulation

Department decided that High School students don't have to be taught Office 2013 in order to take the articulation exam. They will have to use Office 2013 when they take the test.

**Barry**

### Microsoft Software for students

Students don't have access to certain software. They will have to use Virtual machines.

**Barry**

### Industry certificates in the course Descriptions

Barry and Vic will talk to Joumana about legal issue.

**Barry**
<table>
<thead>
<tr>
<th>CIS Classrooms</th>
<th>Division wants to let other departments use some of the CIS Classrooms. Vic and Barry will discuss this proposal with Joumana.</th>
<th>Barry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Modifications</td>
<td>All modifications should be ready for the Advisory Meeting.</td>
<td>Barry</td>
</tr>
</tbody>
</table>
| Next Meeting | Department meeting: August 22 3pm
Adjunct meeting - June 26 - 7pm | |

**Monthly Reports**

| VTEA | Anna will send the approved budget to the department | Anna |
| FA | Issues with the new academic calendar. A new task force will be formed to revise the calendar. A retirement/tenure tea will be held on May 27, 2pm Elaine will be the new representative for the FALL | Anna |
| Academic Senate | Changes in STRS | Barry |