# Computer Information Systems

## Department Meeting Minutes

Thursday, October 3, 2013

Barry Andrews | John Blyzka | Anna Degtyareva | Elaine Emanuel | Jim Gau
---|---|---|---|---
Shui-lien Huang | Mary Johnson | Rich Patterson | Bill Roche | Vic Zamora

### Approval of Sept. 18, 2013 Meeting Minutes

**Anna**

### Action Items

**Lab report/Virtualization**

The computers in the classrooms are very slow in the evenings. Faculty should call the Help Desk or submit a ticket online to expedite solving technical classroom issues.

**All**

**Agenda for IAC meeting**

The following topics were suggested:
- Additions/modifications for CISD14
- HTML, Javascript and CSS course approval
- Upgrade to Windows 8, Office 2013 and VS 2013
- Progress in SLO
- Virtual machines

**Barry**

**Approve CISS 27 course modification**

Jim is changing CISS27 to reflect current competition topics. Department approved the changes.

**Vic**

**Update on approvals required for course prerequisites.**

Vic will create a matrix to show which courses are due and will distribute it to the department.

**Barry/Vic**

**Jury Duty**

Vic and Rich might have Jury Duty. Faculty should inform the Division Office if they are called for Jury Duty.

**Vic**

**Courses up for 4-year review in 2014**

Barry distributed a handout with the list of courses that are due to be reviewed. CISP21 was added to the list for 2 year review.

**Barry**

**Winter book order forms**

Barry handed out Book orders. They should be returned by October 18.

**Barry**

**Adjunct evaluations**

Faculty were assigned to evaluate part time instructors.

**Barry**

**CISB61**

The course is deactivated.

**Barry**

### Next meeting: November 6

**Announcements / Reports**
<table>
<thead>
<tr>
<th>Monthly Reports</th>
<th>VTEA</th>
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<tbody>
<tr>
<td><strong>FA Report</strong></td>
<td>Eric Kajumagi, Linda Chen and Joan Sholar are running for the VP of FA. FA supports Marlen Garcia for the board. If faculty want to participate in the pilot study for student evaluations, they have to email the FA President. Department voted against the changes to the Dental Ins and to the creation of the Commencement Task Force.</td>
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<td><strong>CIS Club</strong></td>
<td>CIS Club got $3000 from the Business Division. There are several competitions in the near future and 13 committed members are in the club.</td>
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<td><strong>Senate</strong></td>
<td>If Eric Kajumagi is elected as the FA President, he will be stepping down from the Senate in December and the VP of the Academic Senate will serve as the President.</td>
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