



**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
<b>Action Items</b>		
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: <ul style="list-style-type: none"> <li>- Additions/modifications for CISD14</li> <li>- HTML, Javascript and CSS course approval</li> <li>- Upgrade to Windows 8, Office 2013 and VS 2013</li> <li>- Progress in SLO</li> <li>- Virtual machines</li> </ul>	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		
<b>Announcements / Reports</b>		

VTEA	There is \$17000 left in VTEA money that can be used for conferences.	Anna
<b>Monthly Reports</b>		
FA Report	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.	Shui-lien
CIS Club	CIS Club got \$3000 from the Business Division. There are several competitions in the near future and 13 committed members are in the club.	Jim
Senate	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.	Barry