Computer Information Systems
Department Meeting Agenda
Thursday, May 1, 2014

In attendance:

Barry Andrews	Mary Johnson	Elaine Emanuel	Fran Kowalski
Shui-lien Huang	Rich Patterson	Marilu Prehn	
Vic Zamora	Jim Gau	Paul Mercier	

Approval of April Meeting Minutes	Minutes were approved online	Rich / Anna
Action Items		
Welcome	Vic welcomed our adjuncts who attended our meeting	Vic
All classroom computing needs, changes, or problems must be reported to helpdesk@mtsac.edu or Ext 4357. No exceptions. Help desk available up to 10 pm.	Vic made this announcement to all CIS faculty	Vic
All changes to classroom computer technology must be documented and CIS dept informed.	Vic made this announcement to all CIS faculty	Vic
e-PIE – instructional equipment and professional development – also add to VTEA	Barry used out time together to further document our needs on the CIS e-PIE document for inclusion into the division requests and e-PIE reporting.	Barry
Program employment (or transfer or work/study) tracking system – proposal?	Vic asked if any of us had ideas for or leads for a tracking system for tracking our students who transfer and/or are involved in work/study programs.	Vic
4-year review at stage 5 by May 31. SLO input done by 5/15/2015 or deactivated	This new policy is that every course has to be at stage 5 by each May 31st to guarantee being in the next catalog. For any course sent to the EDC, check to see if the SLO(s) have been updated. Have until the following May to update.	Barry
Distance Learning Student Evaluations also for traditional. Email by Terri Long	The division will send a list to faculty who need student evaluations which will then be sent to LLC's Loralyn Isomura.	Vic/Mary
Kaiser update, ESL conference reminder	Barry made reported that two additional CIS students have been hired by Kaiser Permanente. Barry also reminded all of us of the upcoming ESL Career day conference on May 14th and made mention of those who were presenting.	Barry

Mountie Academic Plan (MAP); auto awarded for declared major; inform Financial Aid	Faculty were reminded to have students inform their academic counselors of any academic plan changes and get their goals changed.	Barry
Textbooks – Office 2013 – affects CISB 15 plus Word, Excel, PowerPoint, Access courses. Textbook orders due May 30. eBooks?	Department decided to go ahead with installing and using Office 2013 for the Fall 2014 semester. Textbook order forms were passed out to be returned to Vic by May 30th, 2014.	Vic/Shui-lien/ Elaine/John
Summer 2014 and Fall 2014 schedules	Both these schedules were discussed. Chairs are still evaluating the hours, etc.	Vic / Barry
Syllabus recommendations by Senate Task force	Vic reported that there is a task force at work through the Academic Senate to make recommendations for items to be included in all syllabi.	Vic
Seats for Continuing Ed for Fall 2014.	The department decided not to open any of our courses to Community Ed students at the present time.	Vic
Include industry certification to course descriptions	Barry reported that it would be a good idea to add into the course descriptions whether a course aids students in preparing for industry certification exams.	Barry
Gmail, Google Apps w/ 30 GB for students after May 18 – include in CISB 11 or 15?	The department agreed that we should introduce Google Apps to students, since they will all have access (in both CISB 11 & CISB 15).	Vic / Elaine
Next meeting: May 22 – Chair elections – nominations to dean	Next meeting date was set. Department Chair elections will take place. Nominations should be sent to the division dean.	Barry
VTEA	No report given	Anna
FA report	No report given	Anna
CIS club		Jim
Senate	College is considering replacing TracDat. International Student Counselor…	Barry