



Computer Information Systems
Department Meeting Minutes
 Thursday, April 3, 2014

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

Approval of march Meeting Minutes	Minutes were approved	Anna
Action Items		
Lab report	Virtual machines can now be accessed by all students.	All
ESL Career Conference Presentation	John, Mary, Elaine and Rich will make presentations	Barry
Administrative Assistant Certificate and Degree follow-up	Barry distributed an updated list of courses for the degree and certificate. The Department approved it.	Barry
Cengage Conference	There were a lot of interesting topics discussed at the conference. The Department should think about "Flipping" the courses. We will continue to discuss.	Shui-lien
Office 365	Elaine will discuss adopting Office 365 with Joe to determine the pros and cons.	Elaine
Articulation with high schools	The Department decided that high schools can still use Office 2010 to get ready for the articulation exam.	Barry
Role of adjuncts in department decisions	Barry and Vic will work on developing rules and will discuss them during the next department meeting.	Barry
PIE Data	The department started collecting data for the PIE report and will finish at the next meeting	Barry