



**Computer Information Systems**  
**Department Meeting Agenda**  
 Thursday, May 22, 2014

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

Guests: Paul Kittle

Approval of April Meeting Minutes	Minutes were approved	Rich
<b>Action Items</b>		
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 Sustainative 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

CIS Classrooms	Division wants to let other departments use some of the CIS Classrooms. Vic and Barry will discuss this proposal with Joumana.	Barry
Course Modifications	All modifications should be ready for the Advisory Meeting.	Barry
Next Meeting	Department meeting: August 22 3pm Adjunct meeting - June 26 - 7pm	
<b>Monthly Reports</b>		
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	<b>Anna</b>
Academic Senate	Changes in STRS	<b>Barry</b>