Computer Information Systems
Department Meeting Agenda
Friday, August 22, 2014

MT. SAC
Mt. San Antonio College

Barry Andrews	John Blyzka	Anna Degtyareva	Elaine Emanuel	Jim Gau
Shui-lien Huang	Mary Johnson	Jaishri Mehta	Rich Patterson	Bill Roche
Vic Zamora	Paul Mercier	Marilu Prehn		

Approval of May 22, 2014 Meeting Minutes	The minutes were approved	Anna
Action Items		
Approval to use unused CIS budget funds for cybersecurity team expenses	Department approved the use of funds	Barry
Date for CIS Industry Advisory Committee Meeting	The meeting will be on October 9. Bill Roche and Jaishri Mehta will be the new co-chairs of the Industry Advisory Committee.	Vic
Request for new full-time instructors	Department approved the request for one full-time instructor who specializes in Database/Programming	Vic
Faculty to teach CISD 21, CISD 31, CISB 31, CISB 51 etc.	John can teach SQL; the other classes are already being taught by part-time instructors	Barry
Changes to Winter and Spring schedules and reasons for drop in enrollment	Barry will work onmaking changes to the schedules and will discuss the changes with the department.	Barry
Allow articulated school instructors to take articulation exams in the Fall?	Articulated school instructors will be able to see the test before it is administered	Barry
Work Experience Coordinator at $35/hr. for 19 hrs. per week	Division is going to hire a Work Experience Coordinator to help the	Vic

	department with internships and job placements for students.	
Faculty Absences must be reported to Division, including conferences	Vic reminded everybody about the standard procedure for reporting absences	Vic
SLO	Must be completed for all classes	Vic
Email Syllabus (BusDivSyllabus@mtsac.edu) & Office hours by September 5		Vic
Check room assignments and DL Orientation meeting on Searchable Schedule		Vic
Students registering for different lecture and lab combinations - VERIFY	Department decided to keep a Wait List only for Lecture classes	Vic
Standard Rubrics for CISB 11 and CISB 15	Paul and Jai will discuss developing a standard rubric for CISB15. Barry will email part-time instructors to see if they have rubrics for CISB11	Paul
Next meeting: September 4		Barry