

## Exhibit 5

## 1. Advisory Committee Meeting Minutes

CHAIRPERSON: William Burke, Chair		
MEETING DATE: October 20, 2016	MEETING TIME: 5:30pm-6:30pm	MEETING PLACE: Sabine 218
RECORDER: Patricia B. Martinez	<i>Patricia B. Martinez</i>	PREVIOUS MEETING: March 24, 2016

## MEMBERS PRESENT:

## OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
William Burke, Health & Human Service Commission (CITRO), Regional Info Technology Manager, Adjunct	Joe Corrales, Professor of CIS/COSC	Patrick Lee, Interim Dean of Career and Technical Education
Brian McDaniel, Department of Air Force, Air Force Reconnaissance Agency—Lackland AFB, Chief of Command, Control Communications & Intelligence (C4I) Systems Management, Adjunct	John Dunn, Interim Chair/Associate Professor of CIS/COSC	Sharon Carson, Director of Workforce Programs Development and Performance ( <b>Not able to be present</b> )
Arnold Galloway, HVHC Inc., Senior Security Analyst	Steve Hicks, Professor of CIS/COSC	Patricia B. Martinez, Administrative Services Specialist
Richard Cavin, Valley Telephone Cooperative, Network Manager ( <b>Not able to be present</b> )	Dr. Neven Jurkovic, Professor of CIS/COSC	Sid Perez, Academic Program Specialist ( <b>Not able to be present</b> )
Ivan Chestnutt, MITRE Corporation, Project Lead/ Lead Information Systems Engineer,	Lee Ross, Professor of CIS/COSC	Elizabeth Tanner, VP of Academic Success ( <b>Not able to be present</b> )
	Brian Sanders, Assistant Professor CIS/COSC	Angela Garcia, CE Workforce Training, Administrative Services Specialist, ( <b>Not able to be present</b> )

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
Continuing Business:	Mr. Dunn welcomed everyone.	John Dunn
	Purpose of this meeting is to help ensure our department curriculum creates a workforce for our community that is ready to meet the needs of local employers.	John Dunn
	Have representatives from business, government, and community organizations review our curriculum,	

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	identify industry trends, and discuss the future of the CIS/CS program provided by Palo Alto College	
	Introductions	John Dunn
	Approval of the minutes from Spring 2016 meeting.	John Dunn
New Business:	Chair Election	John Dunn
	Curriculum—on going changes	John Dunn
	Diversity Survey	John Dunn
	New this semester	John Dunn
	Closing the loop/new discussion	John Dunn
Curriculum Decisions:	Curriculog software and Alamo Institutes updates	John Dunn
Other:		

## MINUTES

Key Discussion Points	Discussion
Old Business:	<p>Mr. Dunn welcomed everyone to the meeting. Mr. Dunn stated the reason for the meeting was to ensure that Palo Alto College's Computer Information Systems/Computer Science Department curriculum helps to create a workforce that is ready to meet the needs of local employers. We have representatives from business, government and community organizations to help us to review our curriculum, identify industry trends and to discuss the future of the Computer Information Systems/ Computer Science program provided by Palo Alto College. Mr. Dunn stated that we appreciate the input the Advisory Committees provides us.</p>
Continuing Business:	<p>Mr. Dunn asked the Advisory Committee to review the Spring 2016 minutes. He gave the Advisory Members time to review the minutes. Mr. Dunn asked if there were any changes needed. Mr. Dunn asked for a motion to approve the Spring 2016 minutes. Mr. Burke motioned to approve minutes. Mr. Mc Daniel seconded the motion. The Spring 2016 minutes were approved as written. Mr. Dunn thanked everyone for reviewing the minutes.</p> <p>Mr. Dunn informed that we would be electing a new chair of the Advisory Committee at this evening's meeting for 2016-2017. Mr. Dunn informed that the Advisory Chair could be repeated if the current chair is interested. The Advisory Committee members present nominated Mr. Burke to continue on as Advisory Committee Chair. Mr. Dunn asked Mr. Burke if he would accept the nomination for Advisory Committee Chair. Mr. Burke agreed. Mr. Burke will be Advisory Committee Chair for 2016-2017.</p>

Mr. Dunn asked the Advisory Committee members to please fill out the Diversity Survey. Please turn it in to Patricia. This information will not be shared. It is not mandatory, but it proves that we have the right amount of representation on our Advisory Committee. This information is for state audits.

Mr. Dunn asked if anyone knows of anyone that would be interested in joining our Advisory Committee to let him know. He said send him their information. He would contact them.

Mr. Dunn informed us that the changes we had been working on to get our degree plans down to 60 hours were approved. We now have all our programs down to 60 hours. We have 8 certificates now. Mr. Dunn stated because of the Advisory Committee's input the A+ certification preparation marketable skills award is now part of our degree plans. On the A+ certificate the classes that are on there are ITSC 2439 (PC Help Desk Support), ITSC 1305 (Intro to PC Operating Systems), ITSC 1425 (Personal Computer Hardware) Mr. Mc Daniel asked how this was going. Mr. Mc Daniel asked if we have been successful with students getting their certification. Mr. Dunn informed that this is the first semester for this certificate. We have not had any graduates yet.

Mr. Dunn informed that we do have students in all of these classes. Our certified advisors are watching very carefully the students' transcripts. The advisors are watching to see when the student is close to completion. Earning this certification is considered to be a graduate. Mr. Dunn thanked the Advisory Committee members for their input to get this certificate started.

New Business:

Mr. Dunn informed the Advisory Committee that our CIS five-year program review received the highest possible rating of exemplary. Mr. Dunn thanked everyone involved. Mr. Dunn said that Mrs. Ross was the team leader guiding everyone to get things done. The Advisory Committee was one of the reasons for this rating. It was a lot of work to put together.

Mr. Dunn informed now we have a Field of Study for Computer Science. This is brand new. It is strictly for Computer Science. The Field of Study takes out the core classes and leaves in our computer classes. After students complete this then they are ready to go to the university. This is the whole idea behind this. We have a lot of students going for the Field of Study. This will transfer but it is not included in the graduation numbers. Mr. Lee said this is guaranteed transfer. Mr. Dunn stated this is a good thing for our students. Mr. Dunn asked if there were any questions. No questions were asked.

Mr. Dunn informed that new this semester we have some major changes to our Cisco program. Mr. Dunn asked Mr. Sanders to inform us of the changes. Mr. Sanders said that we have been using the same rubric of ITCC for approximately 8 years. Cisco changed the curriculum a couple of times a few months ago. Mr. Sanders said the course descriptions did not align in regards to what we are teaching. We need to teach to the new exams, certifications, etc. The new courses have the new descriptions. This brings it back in line. It is a lot of work to do.

Mr. Burke asked if this was part of Cisco's improvement to the hardware. Mr. Burke asked if the curriculum has to change because of the hardware is a little different. Mr. Sanders answered that it has something to do with that. Mr. Burke asked if we need to buy new hardware. Mr. Sanders answered no; he said it was due to a little bit of software and a little bit of hardware. Mr. Sanders said a lot of it is moving some things to less emphasize and emphasizing other things more as the industry is changing. Mr. Sanders stated it is more redundancy and more security. Mr. Sanders said he has to rewrite the Cisco courses. Mr. Dunn informed that all the changes will go in to effect September 1, 2017.

Mr. Dunn asked if anyone would like to address anything we have been doing right now or anything that is coming up in the spring. Mr. Mc Daniel said as an observation it seems like very recently he sees a lot of things advertised for programming. He says there seems to be a big push on getting people interested in coding. Mr. Mc Daniel asked how this is affecting our programming classes here.

Dr. Jurkovic answered the programming classes have been growing these past few years. Dr. Jurkovic stated that he used to be the only one teaching programming classes. He said he could barely make his load. He said now Mr. Hicks and Mr. Sanders are teaching programming classes also. Dr. Jurkovic stated that we have the largest population of Computer Science students in all of the Alamo Colleges. Mr. Sanders believes part of it is because we teach students to think like a programmer versus just coding. Mr. Dunn stated this is an industry trend.

Mr. Dunn asked what the Advisory Committee members think of our certificates. Are we covering pretty much what we need to be covering? All Advisory Committee members agreed what we are covering is fine. Mr. Dunn pointed out the brochures that were in our packets.

Mr. Dunn informed that we are advertising for a new chair. Mr. Dunn informed that he will teach one more year. He said if the Advisory Committee members know of anyone that would be interested to let them know. The chair position is posted on our website. Mr. Dunn will continue to be Interim Chair for the Spring 2017 semester.

Mr. Galloway also informed us that his company is hiring experienced IT people. He said his company has some mid-level openings. He said one position is for an IT Help Desk manager. He said this is a high volume job. An IT Bachelor's Degree is required. Background experience is also needed. He said if we know of anyone that is interested he can give us the website. Mr. Dunn asked Mr. Galloway to forward the information to Patricia. Then we can send it out to everyone. Mr. Burke said his company needs a Systems Analyst 4. The current person in this position retired.



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<p>Curriculum Decisions:</p>	<p>Mr. Dunn informed that all updates to the curriculum are now in our new system Curriculog. Curriculog is a new software program that is supposed to make our lives easier. In WECM we have a lot of new changes we have to input. This will be a major push to get all these changes updated by Spring 2017.</p> <p>Mr. Dunn informed that we are also going through our Alamo Institutes. Mr. Lee explained what the Alamo Colleges is trying to do is align certain degree fields into six specific categories. Then we will align the degrees, sequence the degrees by semester, and try to align those with job pathways. Mr. Lee said Computer Science is in Science and Technology Institute.</p> <p>Mr. Lee said what we are doing is going through the process of aligning the degree plans what are referred to as the advising guides now to the Institutes. With the AASs' they are pretty well defined according in terms of sequencing by semester. We will have a common sequencing across all of the AASs'. Once this is done and we are done with the commonality of the sequencing we will go on to the next step and formalize the Institute further. Mr. Sanders asked what the end effect to the student is.</p> <p>Mr. Lee answered that primarily this is for advising purposes. He said our department has been sequencing the AAS's' by semester for years so a student knows what to take. The goal is to really do more for the ASs' and the AASs' on the academic side to kind of duplicate what we are doing already. Sequencing provides students with what would be a roadmap in the ideal situation. If the student knows where to transfer to and is a full-time student this is what you would do semester by semester. This would be the sequencing that we would recommend to the students as an advisor and Institution.</p> <p>The goal for the CTE side is basically to formalize and make a common template for what we are already doing. It is important to adopt that format and use that. Mr. Dunn stated that he hopes this helps the students because it is a lot of work to format this. Hopefully it will be good for the students.</p> <p>Next meeting tentatively scheduled for March 23, 2017.</p> <p>Meeting adjourned at 6:10pm.</p>
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CHAIRPERSON SIGNATURE: <i>Nm T Burr</i>	DATE: <i>11-9-16</i>	NEXT MEETING: March 23, 2017
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