CIS Program Advisory Board Meeting Minutes
Date: 10 a.m. - noon, Thursday, February 5, 2015
Location: Room 218 Student Technology Center – Augusta campus

Agenda Item	Discussion	Outcome	
Welcome and Introductions	IT Professionals: Jay Collier, Kelly Rickert, Deedee Reardon, and Barbara Bachman Unable to attend: Natasha Moiseenko, Brian Huntley, and Melody Weeks CIS Faculty: Henry Felch, Larry Whitsel, Diana Kokoska, Greg Jolda, and Mark Goodridge Special Guests: Dean Brenda McAleer and Honda Hirosuke, Associate Director of Assessment		
Brief CIS Program Report	Coordinator Kokoska gave a brief update on the CIS program. She highlighted the changes that were underway for the CIS program based on recommendations of the Program Advisory Board at the last meeting. • CIS220 Hardware and Software was removed from the core • CIS303 Management Information Systems was removed from the core (The courses were not eliminated – they may be offered on a more limited basis) • CIS221 Unix was added to the core • CIS110 Computer Fundamentals was added to the core A lively discussion around program offerings, soft skills, etc. followed. Two items in the discussion that may prompt further review were		

	• Fast-tracking the degree process with additional test-outs or portfolio reviews. • Adding a concentration in systems analysis / business analysis		
Update on the Shared Security Degree	Dr. Henry Felch updated the Board on the status of the Shared Cyber-Security degree, the progress of the degree, and plans for implementation.		
Virtualization Labs	Dr. Henry Felch explained to the Board how virtualization was being used to provide hands-on labs for students in CIS. He described our two environments – the VMWare instance and the Advanced Computing Group at Orono. Dr. Felch mentioned the outdated hardware for our VMWare instance and possible options.		
Mainely Tech Women	Coordinator Kokoska described the newly formed Mainely Tech Women Committee, an outgrowth of the System Student Success Committee. The Mission is to "promote educational, networking, career, and collegial opportunities for girls and young women in Maine sparked by technology." Any interested women were invited to join.		If there is anyone who is not a member yet and would like to join, please email dkokoska@maine.edu. Meetings are held via polycom or a "Meet Me" line so locations should not be a problem.
Internships	We talked briefly about preparing for internships and job interviews, and Jay Collier pointed out many organizations are no longer requiring printed or digital résumés – opting instead for LinkedIn endorsements.		Coordinator Kokoska has asked Jay Collier for more information with the possibility of offering LinkedIn instructional sessions for students in CIS.
External CIS Program Review	Dean Brenda McAleer and Honda Hirosuke, Associate Director of Assessment, outlined the process of the CIS External Program Review, which will be a day-long event in late March or early April 2015.		Coordinator Kokoska asked for volunteers to serve on the External Program Review Committee.

	Coordinator Kokoska handed out a DRAFT agenda of the day-long event.		Barbara Bachman Kelly Rickert Jay Collier have volunteered to form the Committee along with an external academic institution (yet to be determined).
Adjournment	After a light luncheon, the meeting was adjourned at noon.		