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| Attended by |
| Callie DedoreCharles LaBornClyde MillerJeff JonesJoe Maruschak | Matt BartonMel BartelsRudy VenturiScott NobleScott Van Den Elzen | Joseph ColtonDon EastonBrian BirdPaul WilkinsPam Farr | Gerry MeenaghanChris RehnKhristina Fuller |

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| Action Items |
| Person Responsible | Action Item | Deadline |
| Gerry | Fix website listing for Matt Barton. Bring white out to 5/10 meeting to amend name tents for Jeff Jones and Rudy Venturi |  |
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Upcoming Agenda Items:

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| Meeting Date | Thursday May 10th 5-6:30 PM | Location Downtown Campus Rm. TBA |
| Agenda Item | Time Needed |
| Farewell to members reaching end of service term  |  |
| Election of Vice-Chair for 2018-19 |  |
| Scheduling of Fall 2018 meeting |  |
| Completion of Action Matrix |  |

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| Future Discussion Topics |
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| Agenda Thursday, November 10 |
| Agenda Item |
| 1. **Convene** – Advisory committee members and guests (5:00PM, Gerry)
2. **Introductions (~**10 minutes, Gerry)
	1. *Briefly introduce yourself, your company/position.*
3. **Approval of Minutes** (~5 minutes, Gerry)
4. **Business/Discussion** (~15 minutes)
	1. Approval of new members, Joe Maruschak, Mary Taylor, Rudy Venturi, Aaron Martins, Callie Dedore (Gerry)
	2. Review of membership list, committee handbook, terms of service, process at conclusion of service term (Gerry)
	3. Call for volunteers for / appointment of Chair / Vice Chair
		1. Rudy Venturi – Chair (2017-18)
		2. Scott Noble – Vice Chair (2017-18) 🡪 Chair (2018-19)
	4. Department news
		1. New course/certificate approvals: Front-End Development, Cloud Computing, Game Art (Brian, Don, Paul)
		2. Other department news (Chris)
5. **Goal-Setting, Action-Planning** (~40 minutes)
	1. CIT CAC Roles and Responsibilities Statement Review & Discussion (Chair, Committee)
	2. Action Matrix Draft Review & Discussion (Gerry, Joe)
6. **Member news** (Committee, as time allows)
	1. An opportunity for members to share significant information about their company’s or organization’s status, current happenings, hiring updates. (CITAC Members)
7. **Next Meeting** (6:25PM, 5 minutes, Chair)
	1. Spring meeting: Thursday, May 10, 5-6:30, LCC Spilde Center, Room TBA
		1. Spring agenda to include:
			1. Farewell to members reaching end of service term
			2. Election of Vice-Chair for 2018-19
			3. Scheduling of Fall 2018 meeting
			4. Completion of Action Matrix
8. **Adjourn** (6:30PM)

Items in Blue were not addressed due to time. |

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| **III. Approval of Minutes** |
| DiscussionMinutes approved |
| Decisions | Approved |
| Action Items | Person Responsible | Deadline |
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| **IV. Business Discussion – approval of new members** |
| Discussion* New Members Approved: Joe Maruschak, Mary Taylor, Rudy Venturi, Aaron Martins, Callie Dedore (Gerry)
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| Decisions | Approved |
| Action Items | Person Responsible | Deadline |
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| **IV. Business Discussion – Chair/Vice-Chair** |
| Discussion* Approved Rudy Venturi – Chair (2017-18)
* Approved Scott Noble – Vice Chair (2017-18) 🡪 Chair (2018-19)
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| Decisions | Approved Appointments |
| Action Items | Person Responsible | Deadline |
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| **IV. Business Discussion – Department News** |
| Discussion* A new Cloud computing course has been approved and will be offered next year. This will center on on premise visualization, azure, reasons for cloud computing and drawbacks, etc.
* A new Front End Web Development Career Pathway has been approved including courses on HTML, CSS, Object Oriented programming, etc. This pathway includes the new 2nd term JavaScript course we are offering Spring term including content on React
* A new Art Option off the Gaming degree is in the approval process. It will fill a need for training in the digital art side of game development. This is a partnership with multimedia and we already have some students taking the gaming dev. capstone class who are focusing on art. This allows the teams to produce higher quality work when artists are paired with programmers.
* The CIT Dept is working with the high schools to look into making a broad exposure, equitable exposure intro to computers class, one that has broad appeal to those not interested in Computer Science
* The high schools would also like to build a CTE program off of it (a set of 3-4 high school classes a student could take to gain a specific skill set)
* UO is not involved in this because they are focusing on AP Computer Science which they have funding for.
* Want to make the course fun and target groups that don’t see themselves as computer science people
* The committee recommends a course that has broad appeal and is fun for students who are not nerdy or geeky guys
* The idea is to eventually push this down to the middle schools.
* The committee suggested getting the course to double as a high school math requirement
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| Decisions | Put on spring agenda |
| Action Items | Person Responsible | Deadline |
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| **V. Goal-Setting, Action-Planning** |
| Discussion* Members of the advisory committee would like more clear direction on the purpose of the committee and what actions they can do for the CIT dept.
* Joseph Colton would like information on what software programs businesses are using and what to teach students
* Matt Barton said it isn’t about specific programs. He would like to see a larger understanding of the Business end of things (not performing updates that involve shutdowns in the middle of a busy work day, etc.)
* Critical thinking is important
* Keep in mind a 2 yr. degree is only two years, it prepares students for a junior standing job and the company will train them further
* Department’s largest needs are enrollment and retention
* Also a problem with Salem not understanding that students come to get skills not degrees and leave when they get jobs regardless if they have finished degrees
* Committee members could reach out to Salem
* Committee members agreed that degrees often get students the first phone call, but then skills need to be verified
* Sub-committees will meet before spring meeting (5/10) to look at Perkins data as it relates to Recruitment/Enrollment/Retention and decide what areas we need to focus on:
* Gerry Meenaghan (Perkins, Retention)
* Mel Bartels (Perkins, Recruitment)
* Paul Wilkins (Perkins, Recruitment)
* Joe Maruschak (Perkins, Retention, Recruitment)
* Scott Noble (Perkins)
* Jeff Jones (Perkins)
* Scott VandenElzen (Perkins)
* Rudy Venturi (Recruitment)
* Brian Bird (Recruitment)
* Don Easton (Retention)
* Joseph Colton (Retention)
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| Decisions |  |
| Action Items | Person Responsible | Deadline |
| Perkins subcommittee meets to review Perkins numbers, derive priorities, rationale, numeric benchmarks and targets, and pass on findings to Retention and Recruitment subcommittees. Retention and Recruitment subcommittees meet thereafter and before 5/10 to develop actionable ideas to be presented at 5/10 meeting.  |  |  |