

**INFO SYSTEMS ADVISORY BOARD**  
**Meeting Minutes**  
**September 29, 2017**

**ATTENDANCE**

Mark Barnes, DACC; Kelley Cervantes, VVEDS; James (Jim) Eyrich, U of I; Kathy Franklin, DACC; Mike Gragert, Watchfire Signs; Dave Kietzmann, DACC; Jeff Primmer, DACC; Paul Strain, CDW Corp; Kevin Stroud, Nexlan; Sherry Waggaman, DACC; Scott Williams, Danville Dist. 118; Jeff Wise, DACC; Richard Woodard, Woodard's Computing

**REPORTS**

**OLD BUSINESS**

The changes to the Computer and Network Administration degree were completed this year.

**NEW BUSINESS**

Computer Programming

Changes to the Computer Programming degree will be minimal this year. Kathy will possibly be adding an SQL (database administrator) class, the consensus from the business partners was not solid. It was determined Kathy should add SQL Server Reporting Services (SSRS) to the current INFO 285 (Database Concepts:SQL) class and cover Agile/SCRUM in an existing class to introduce students to the concept. Both computer classes will be moving the INFO 245 (Employment Seminar) to first semester so that students will be prepared with resumes and interviewing skills when they go looking for internships or jobs. Students start looking for employment even while they are in school. It was suggested that Carla Boyd speak to the INFO 245 class about resume writing and interviewing.

Computer and Network Administration

There will be minimal changes to the Computer and Network Administration degree. The students are learning WIN10, however none of them have taken the WIN10 certification yet. Both computer degrees have 2+2 programs with Southern University. The instructors would like to work on articulations with EIU, Illinois State, and Indiana State. Tech Club continues to grow and Jeff allows students to count their Tech Club hours as internship hours.

Cisco

No changes will be made to the Cisco courses or Certificate. The classes uses the most current equipment necessary. There will be an upgrade to equipment in the near future. These upgrades are driven by Cisco and will cost upwards of around \$50,000. Dave Kietzmann asked that this equipment request be written out to be included in the Perkins funding. Students are encouraged to take the CCNA, but it is not required unless the student is asking to do a proficiency in the course.

Essential Employability Skills

Kelley asked the business partners what their needs are regarding “soft skills.” Discussion included instruction on cell phone etiquette, eye contact with supervisors and customers, being a self-starter, taking notes, being able to write an excellent resume, how to do a Skype interview, and having a professional dress code, communicating cogently, learning to talk to people and not down to people, and using a professional email address.

**ITEMS FROM THE FLOOR** Some trends to follow are Cloud based services and Amazon Web Services.

**DATE of NEXT MEETING** TBD

**MINUTES SUBMITTED by:** Respectfully submitted,

*Lisa J. Osborne*

Lisa J. Osborne  
Administrative Assistant  
Business and Technology