Meeting began at 2:00 pm.

Tom Hopkins opened the meeting and everyone introduced themselves.

Tom began with explaining what the Advisory Board is all about. We have one big advisory board meeting in Spring and the Subcommittee meetings are held in the Fall.

**Division Highlights**

*The Committee on National Security Systems*
This year we were awarded two additional certifications for our program. We now hold credentials on NSTISSI 4011 National Training Standard for INFOSEC, CNSS 4012 National Information Assurance Training Standard for Senior System Managers, CNSS 4013 National Information Assurance Training Standard for System Administrators, CNSS 4014 National Information Assurance Training Standard for Information Systems Security Officers.

As of August 15 we have submitted the paperwork to request certification in the last two areas which are NSTISSI 4015 National Training Standard for System Certifiers and CNSS 4016 National Information Assurance Training Standard for Risk Analysts.

We received the CAE2Y in June 2011. The CAE2Y (Center of Academic Excellence for the Two Year University) is college wide. This past year BPCC was awarded CAE2Y and we are the only CAE2Y school in Louisiana and also one of only about 24 in the nation.

*E-reader Grant*
The division has been awarded a $60,000 grant to test e-readers in the classroom. With this grant money we will be getting 50 iPAD and 50 Galaxy Tablets to test e-books in the classroom. After the study is over we will look to use these devices in our newly developed mobile apps course.

*NSF/ATE Grant*
We are currently working on the paperwork to submit to the National Science Foundation to become a Regional ATE center. If awarded this grant the funds will be used to enhance/develop a robust dual enrollment program to help expose middle and high school students in the areas of STEM. STEM is used to get high school students more interested in this.

*ATMAE*
We received ATMAE Accreditation in Spring 2011. The board reviewed and voted in Fall 2011.
The new report will be due in September 2013 and the board will vote in November 2013. It is almost time for us to submit the updates for ATMAE. As part of this endeavor they asked that we create a survey to help us track student preparation. Please take some time to complete this survey for students that have served as interns. It can be found at: https://docs.google.com/spreadsheet/viewform?formkey=dDI3Ulq1ZndXMEF2bm1Sek1LWDJIcIE6MQ#gid=0

Curriculum Review

Short Term Goals
The current short term goals are as follows: Have industry present their real-life experiences to the students in their coursework, Develop internship opportunities for System Administration students and Create promotional materials that relate the degree program to occupations in industry. We need more internship opportunities. Bill Allred mentioned that he has a need for someone. He will get with Tom to go over more details of the person needed.

Discussion was made about adding a 4th Short-Term Goal. This goal would be: Encourage student participation in competitions and organizations to network with others. The decision was agreed on to add this goal to the short term goals.

Long Term Goals
The current long term goals are as follows: Increase enrollment in the program through student recruitment in area high schools, Develop more certification opportunities, Increase contact with high school through dual enrollment programs and Develop laboratories that will combine tasks across disciplines (networking, network security, etc)

Internships
Bill Allred asked if there are internship opportunities here at BPCC for our students. Laura mentioned that Adam Hofslund was hired in Computer Services. Sandra Partain has been talking with representatives at Willis Knighton and has thrown our name out there as a possible internship. This would give our students in our program an hands on opportunity.

Program Outcomes & Curriculum
Tom went over the Program Outcomes and explained how each of them are used (see the handout). Next, went over the curriculum for this degree. Are there any updates or changes that need to be made to enhance the program? Changes to the degree plan, Certificate changes or updates (which certifications would you like future employees to hold) or Languages (which programming languages will be serve your industry). Ty Cook gave out a handout with his suggested changes for the program.

Tom concluded the meeting with telling everyone that if they had any ideas or suggestions to email him.

There were two items left for later email discussion.
1. The advisors wanted a chance to look over the curriculum in more detail before offering any suggestions on changes.
2. We need to look over Ty Cook's recommendations and see what changes need to be made and respond to those items.

Tom Hopkins adjourned the meeting at 3:30 pm
Agenda

AAS - Information Systems Administrator Subcommittee
9/13/2012
2:00pm-3:00pm

2-2:05  Introductions

2:05-  Division Highlights
2:10

The Committee on National Security Systems
This year we were awarded two additional certifications for our program. We now hold credentials on:
- NSTISSI 4011 National Training Standard for INFOSEC
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As of August 15 we have submitted the paperwork to request certification in the last two areas:
- NSTISSI 4015 National Training Standard for System Certifiers

Center of Academic Excellence for the Two Year University.
This past year BPCC was awarded CAE2Y. We are the only CAE2Y school in Louisiana and one of only about 24 in the nation.

E-Reader Grant
The division has been awarded a $60,000 grant to test e-readers in the classroom. With this grand money we will be getting 50 iPAD and 50 Galaxy Tablets to test e-books in the class. After the study is over we look to use these devices in our newly developed mobile apps course.

NSF/ATE
We are currently working on the paper work to submit to the National Science Foundation to become a Regional ATE center. If awarded this grant the funds will be used to enhance/develop a robust dual enrollment program to help expose middle and high school students in the areas of STEM. (We
would love to have you be part of the industry support for this grant. Please let us know and we can provide more details)

2:10-2:20 **ATAME**

It is almost time for us to submit the updates for ATAME. As part of this endeavor they asked that we create a survey to help us track student preparation. Please take some time to complete this survey for students that have served as interns. It can be found at:

https://docs.google.com/spreadsheet/viewform?formkey=dDI3U1g1ZndXMEF2bm1SekJWDPJlclE6MQ#gid=0

The other elements we must review for ATAME are course outcomes from the year.

2:20-2:50 **Curriculum Review**

1. Review Short & Long Term Goals.
2. Review Learning Outcomes
3. Review current curriculum.

   Are there updates or changes that need to be made to enhance the program.
   - Changes to degree plan addition/deletion/modification
   - Certificate changes or updates (which certifications would you like future employees to hold)
   - Languages (which programming languages will be serve your industry)

**Internships**

Each of our programs cap with a internship to help students gain real life experience. If you business would like to help with this process please let us know. Also we are always looking for new businesses to partner with for internships. If you have suggestions please let us know.

2:50-3:00 **Wrap up and Closing remarks / Comments Suggestions**

Attachments
Pg 5 - Advisory Committee Charter
Pg 6 - Long and Short Term Goals
Pg 7-8 – Learning Outcomes and Current Curriculum
Pg 9 - Ty Cook’s Recommendations
Advisory Committee Charter
Charter for Cyber Information Technology

I. Purposes

The Committee is created for the purpose of working with the Cyber Information Technology Division and shall limit its activities to advising on matters that directly concern the instructional program. The specific purposes of the Committee may include the following responsibilities:

--assist in placing students at employment sites
--determine necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations in the community
--facilitate cooperation and communication between the program and the community
--assist in program evaluation and improvement
--assist the program in setting priorities, including participating in ongoing planning activities of the program

II. Committee Charge

The advisory committee is expected to offer recommendations for instructional programs and to provide information relevant to policy about the instructional program to the administration and instructors.

III. Membership

Members serve voluntarily and will constitute a cross-section of the community including BPCC faculty, staff and students, local industry, secondary and university representatives. Membership will be reaffirmed at the annual spring meeting.

IV. Procedural Rules

Meetings: The committee will meet at least one time a year. Written notices of upcoming meetings will be mailed to members at least ten days before a meeting.

Subcommittees: A subcommittee will be created for each of the degrees and certificates in the Cyber Information Technology Division. Membership to the subcommittee will consist of a volunteer subgroup of a minimum of three members from the full advisory board. These subcommittees will meet as needed independent of the full advisory board to make decisions about program development.

Minutes: Minutes of each meeting will be posted at http://www.bpcc.edu/cit.
AAS in Information Systems Administration Specialist – Long and Short Term Goals

These are the goals developed for the Information Systems Administration program by the faculty in the November 2011 faculty meeting and confirmed by the advisory board at the end of the month via email:

**Short-term Goals**

1. Have industry present their real-life experiences to the students in their coursework *
2. Develop internship opportunities for Systems Administration students
3. Create promotional materials that relate the degree program to occupations in industry

**Long-term Goals**

1. Increase enrollment in the program through student recruitment in area high schools *
2. Develop more certification opportunities
3. Increase contact with high school through dual enrollment programs
4. Develop laboratories that will combine tasks across disciplines (networking, network security, etc)

Possible Suggested Changes:

**Short Term Goals:**
Replace #1 with: Encourage student participation in competitions and organizations to network with others.

**Long-Term Goals:**
Replace #1 with: Keep curriculum relevant to industry needs by interaction with employers and the advisory board.
Learning Outcomes:

Recipients of the Associate of Applied Science in Information Systems Administration Specialist will have demonstrated:

1. clarity in verbal and written communication to accurately convey technical information and to critically read and interpret technical literature;
2. the ability to critically analyze and solve real world client and server system issues;
3. working knowledge in multiple operating system environments enabling graduates to critically analyze and react to new developments in their field;
4. the utilization of mathematics to collect, analyze and interpret technical data collected through security investigation and experimentation; and
5. an application of networking and systems integration to gain hands-on experience

Required courses for Associate of Applied Science in Information Systems Administration Specialist:

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Hours</strong></td>
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<tr>
<td>CIS 105: Computer Concepts</td>
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<tr>
<td>CIT 101: Network Essentials</td>
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<tr>
<td>ENGL 101: Composition &amp; Rhetoric I</td>
<td>3</td>
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<tr>
<td>MATH 101 or MATH 102: Applied Algebra for College Students/College Algebra</td>
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<tr>
<td>CIS 102: Problem Solving and Programming Techniques</td>
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<tr>
<td>BADM 215: Business Law</td>
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<tr>
<td>PHSC 105: Elemental Physics</td>
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<tr>
<td>CIT 115: Network Defense</td>
<td>3</td>
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<tr>
<td>CIT 170: Microsoft Windows Server</td>
<td>3</td>
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<tr>
<td>CIT 130: Web Design I</td>
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### Third Semester

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<tr>
<td>CIS 209</td>
<td>Advanced MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CIT 172</td>
<td>Linux Server</td>
<td>3</td>
</tr>
<tr>
<td>CIT 279</td>
<td>Information Assurance</td>
<td>3</td>
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<tr>
<td>Programming Elective *</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective***</td>
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#### Total credit hours

15

### Fourth Semester

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<td>CIT 282</td>
<td>IT Project Management</td>
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<tr>
<td>CIT 291</td>
<td>Systems Administration Specialist Internship</td>
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</tr>
<tr>
<td>SPCH 110</td>
<td>Principles of Speech</td>
<td>3</td>
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<td></td>
<td>CIT Elective **</td>
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<td></td>
<td>Behavioral/Social Science Elective****</td>
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#### Total credit hours

15 or 16

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Total credit hours: 60 or 61

* Programming Electives: CIS 113, CIT 150, CIT 160, CIT 209

** CIT Electives: CIT 110, CIT 112, CIT 121

*** Humanities electives: ENGL 201, 202, 255, or 256; FREN 101, 102 or 201; HIST 101, 102, 103, 104, 201, 202, or 203; HMAN 201****, 202**** or 203****; RLGN 201 or 202; SPAN 101, 102 or 201; SPCH 115***

**** Social Science elective: ANTH 201 OR 202; BADM 201 OR 202; GPHY 101 or 102; POSC 201 OR 202; PSYC 201, 202, 205, 206, 210, 215, 220, 225; SLGY 201, 202, 203 OR 207

*** May not be sole humanities course

**** May only be used for AAS degrees

Students must meet prerequisites before taking any given course. Students must earn a minimum grade of C in each course and have a minimum 2.0 GPA to earn a credential.

All BPCC students are expected to be familiar with College policies, requirements, procedures and regulations. Students must assume final responsibility for being acquainted with College policies. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation.

Students pursuing associate degrees, academic certificates or technical competency areas at BPCC must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the College. If the student resigns or does not enroll for one semester, the student would have to meet the requirements of a new curriculum.

The student is responsible with all the requirements of the degree program and should consult with his/her academic advisor when necessary. Each student assumes the responsibility for scheduling courses which are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.
Summary of changes suggested by Ty Cook

1. There needs to be a class dedicated to Microsoft's Active Directory.
   - The current Windows Server class does a good job of building basic skills related to using Windows Server. However, businesses that have a large number of computers and/or users to support will almost certainly use some sort of directory service. Microsoft Active directory seems to be an extremely popular choice, and given its complexity, deserves its own course.

2. A scripting class based around Windows PowerShell would be very beneficial.
   - Scripting is an essential tool for working with large numbers of computers. Windows PowerShell is a good choice for teaching in this degree mainly because it is the de-facto standard for administering Windows machines. Also, many of its cmdlets are identical to commands in Linux.

3. CIT 115: Network Defense and CIT 279: Information Assurance are too similar.
   - I took these two courses at the same time, and I found the content to be largely shared between the two courses. I believe this to be because they are both introductory level courses. I suggest removing one of these classes to make room for one of the classes I have suggested above. Alternatively, if removing one is not an option, restructuring these two courses to be one introductory and one advanced level class would likely resolve the overlapping content problem.