



## CBOT CBIS Advisory Meeting Notes

**Date:** April 14, 2021 4:00 pm  
**Meeting Place:** Zoom

**Called to order:** 4 pm  
**Chair(s):** Jody Derry  
 Carmen Montanez  
**Note Takers:** Jody Derry  
 Carmen Montanez  
 Briante Meeks

**Council Members Present:** Susan Appel, Jody Derry, Jose Huitron, Briante Meeks, Carmen Montanez, Corrin Terrones, Erika Quintana

**Council Members Absent:** Christian Cerda, Darlene Chavez, Karen Draper, Pam Johnson, Linda Lindner, Marina Muscio, Michelle New, Cindy Quaid, Amy Romberger, Rick Rantz

### Agenda Items **Change in AHC processes due to Covid and past advisory committee feedback**

- Discussion:**
- Jody and Carmen – Changes in instruction models to accommodate to the situation of the pandemic. Faculty have made the transition from onsite to remote courses using Zoom and Canvas. Online and hybrid courses continue to be offered. Hybrid courses use Zoom for the onsite portion and Canvas for the online portion.
  - Past advisory meeting feedback emphasized soft skills that we are incorporating into our courses.
  - Scheduling changes to CBOT and CBIS to 8-week courses instead of 16 week to increase student ability to complete certificates. Students can take a beginning class first 8 weeks and advanced course second 8 weeks. Additionally, students can add courses mid-way through the semester.
  - Intense professional development training for faculty on remote teaching, accessibility, video conferencing software and security when videoconferencing was available to faculty as part of the transition.
  - Student Support Services available at Hancock during the quarantine. Faculty availability through virtual office hours.
  - Participation of CBIS and CBOT faculty in the IT test on virtual desktops as alternative to loaning computers program.
  - Fall 2021 may be in person and Zoom with 50% of class in person and 50% on zoom (Roomers and Zoomers) depending on Covid situation.

**Action:** Informative

**Deadline:** None **Responsibility:** None

### Agenda Item **Discuss Skills needed in the workplace, changes and trends in the workforce or high school**

- Discussion:**
- Application Process – How to interview over the phone/with a mask, communicate effectively, translate personal experience into examples of problem solving, leadership. Have realistic expectations about the workplace and how to adapt to a hybrid environment where there is digital space, and shared space.
  - Soft Skills – Professional, conscientious employees with good work ethic. Need to be able to follow instructions, and choose the right type of communication (phone, e-mail). Be



able to collaborate virtually. Proper etiquette to interact in virtual meetings and virtual collaborations.

- Information Systems Security – There is a need for user/employee training in basic systems information security
- Technology Proficiency – Microsoft Office Suite including Outlook, Video conferencing platforms like Zoom, Microsoft Teams, WebEx. Cloud computing is also including in terms of the tools that could be used for virtual collaboration. Knowledge of their own equipment and use during virtual collaboration.

**Action:**

- Review topics and activities to incorporate details for the new work environment: the hybrid office, with aspects of virtual collaboration, communication, scheduling
- Review the degree and certificate programs core and electives. Make it more prescriptive for each program. Also review courses to keep, change or update.
- Review topics to add to our programs such as: Application Process, Hiring Process, Soft Skills, Information Systems Security and Outlook
- Review progress of curriculum with the Information Security Certificate.

**Deadline:** Spring 2022

**Responsibility:**

Jody Derry and  
Carmen Montanez