Information Technology Advisory Meeting Reminder

Fall 2020 Invitation

The Pandemic Edition

Dear «fname»,

The Information Technology faculty at M State (Minnesota State Community and Technical College) invites you to our advisory meeting. The meeting is **September 29, 2020 @ 6:30 pm in room B150** (somewhat near door N3) or through Zoom. Please contact us if you wish to have a campus map with the room numbers or more information about joining using remote conferencing technology.

It is possible M State will change policy between now and the meeting concerning on campus meetings. I will send an update as quickly as I am able. Should on campus meetings be allowed, M State with the Minnesota Department of Health require a completed Health Assessment form found at [www.minnesota.edu](http://www.minnesota.edu) . Please select the COVID-19 Health Assessment button. The doors at N2 and W1 are available for entry. I will send the Zoom link to everyone who plans to attend either physically or remotely.

The Advisory Meeting consists of Information Technology professionals guiding the curriculum and instructional direction of our Information Technology programs. Our current program offering is Computer Programming – AAS, Information Technology – AS, Cybersecurity – AAS, Cybersecurity – Certificate and Cisco - Certificate. Please contact us if you wish to have a copy of any or all of our curriculum offerings.

We very much need your input to our programs. We would be grateful for a reply to this invitation, so we may accurately plan enough food for the meeting. You may extend this to other professionals you think would help us improve our curriculum and instruction. The meeting agenda is below and with additional information at <http://brazil.minnesota.edu/advisory/advisory.html#Current_Meeting_Agenda__Minutes> .

We look forward to seeing you.

Yours,

Minnesota State Community and Technical College Information Technology Faculty

Dan Carter, Electronics/Networking Instructor, [Dan.Carter@minnesota.edu](mailto:Dan.Carter@minnesota.edu)

Deb Flaskerud, Computer Programming Instructor, [Deb.Flaskerud@minnesota.edu](mailto:Deb.Flaskerud@minnesota.edu)

Dave Hjalmquist, Computer Programming Instructor, [Dave.Hjalmquist@minnesota.edu](mailto:Dave.Hjalmquist@minnesota.edu)

Janet Johnson, Computer\Networking Instructor, [Janet.Johnson@minnesota.edu](mailto:Janet.Johnson@minnesota.edu)

Tim Preuss, Information Technology Instructor, [Tim.Preuss@minnesota.edu](mailto:Tim.Preuss@minnesota.edu)

**Agenda for Fall 2020**

* MSCTC/M State welcome and updates
  + Physical Presence Health Check Reminder ([www.minnesota.edu](http://www.minnesota.edu))
  + Communications Check (Audio and Video)
  + Additions/approval of agenda
  + Approval of last meeting minutes
  + Introductions and membership list updates
    - *Note: M State recommends a sign in sheet. Please bring or send a business card so we may populate the sign in sheet, thank you.*
* Discussion of Industry Trends
  + What technologies are you dealing with now?
  + What technologies are in your future?
  + Describe the attributes of the ideal entry level employee.
  + What elements must be in an IT two year education?
* Program Updates
  + Computer Programming
  + Cybersecurity
  + Information Technology – Database Administration
  + Information Technology – AS
    - Articulation Update – Current version at <http://brazil.minnesota.edu/advisory/advisory.html#Current_Meeting_Agenda__Minutes>
    - This needs a recommendation from the group
* Course and Program Plan Review
  + The IT-AS update completes this need.
* Program Needs
  + Partnerships
  + Equipment
  + Recruitment
  + This is a call for Internships and entry-level job opportunities for M State students.
* College update
* Other
* Next Meeting Date

Actions Items

Advisory Member Functions (MSCTC Advisory Committee Guide)

* Identify specific subject areas of program inclusion
* Prioritizing the recommend subject areas
* Specifying appropriate program content level
* Reviewing program outcomes on an ongoing basis
* Assessment of program quality
* Specifying appropriate foundational skill standards for local needs
* Identifying general education and related technical skills needed by graduates
* Recommending equipment to support the program content