



College of Information Technology (CoIT) Advisory Board Meeting Agenda & Minutes

Meeting	College of Information Technology (CoIT) Advisory Board Meeting		
Date/Location/Time	6:00-7:20 pm (EDT), February 23, 2022. Virtual (Zoom)		
Facilitator	<ul style="list-style-type: none"> - Dr. Na "Lina" Li, Dean of College of Information Technology, Program Director of MS in Information Systems - Ed Bissett, Program Director of BS in Computer Science, BS in Information Systems, BS in Game Software Development, BS in Information Technology and Cybersecurity 	Note taker	Na Li; Ed Bissett
Attendees	x__ Mrs. Ruth Cassidy __ Mr. Allan DeKoninck x__ Mr. Nick George __ Mr. Randy Goebel __ Mrs. Angela Greene x__ Mrs. Aphrodite Jones x__ Dr. Irene Kopaliani x__ Mr. Joe Lykowski x__ Dr. Sherri Maciosek __ Mr. Mark Miner x__ Dr. Clarence Nixon x__ Dr. Bary Pollack x__ Mr. Vincent Tran x__ Mrs. Nika Zannini Others in attendance: x__ Dr. Joanna Palmer, Director of Academic Affairs of Baker Online/Graduate Campus		

Agenda Items		Notes
1	Welcome	



2	<ul style="list-style-type: none"> - Baker College Mission - CoIT Mission 	
3	Approval of Minutes	October 14, 2021 meeting minutes
4	DAA Updates - Not required	
5	Dean Updates - Assessment data updates - Strategic goals - Progress on 21-22 continuous improvement plan - CAE-CD annual report	
6	Program Director Updates - Program change for 22-23 - Modality changes for 22-23 - CRIP work	
8	Discussions	
9	Next meeting	6-7:30 pm, Wednesday, October 19, 2022

Action Items (connected to Agenda Items)			
No.	Action Item	Person responsible	Due Date
1.	To identify student communication skill levels	Li	Completed (see the figure and description below)
2.	For program assessment data analysis and report: to include sample sizes when reporting assessment data in the next meeting; to focus less on intro classes and more	Li; Bissett	Oct. 2022



	on higher level courses.		
3.	To find out if SAT/ACT score data are available for CoIT BS programs' incoming students (Baker College does not require these for admission, but students may choose to report it)	Li	N/A



**College of Information Technology Advisory Board
Meeting Minutes
February 23, 2022**

The meeting was called to order by Dr. Na Li at 6:00 p.m. EST.

A motion to approve the Baker College Mission and CoIT Mission was made, seconded, and unanimously approved.

The minutes from the October 14, 2021 meeting were approved.

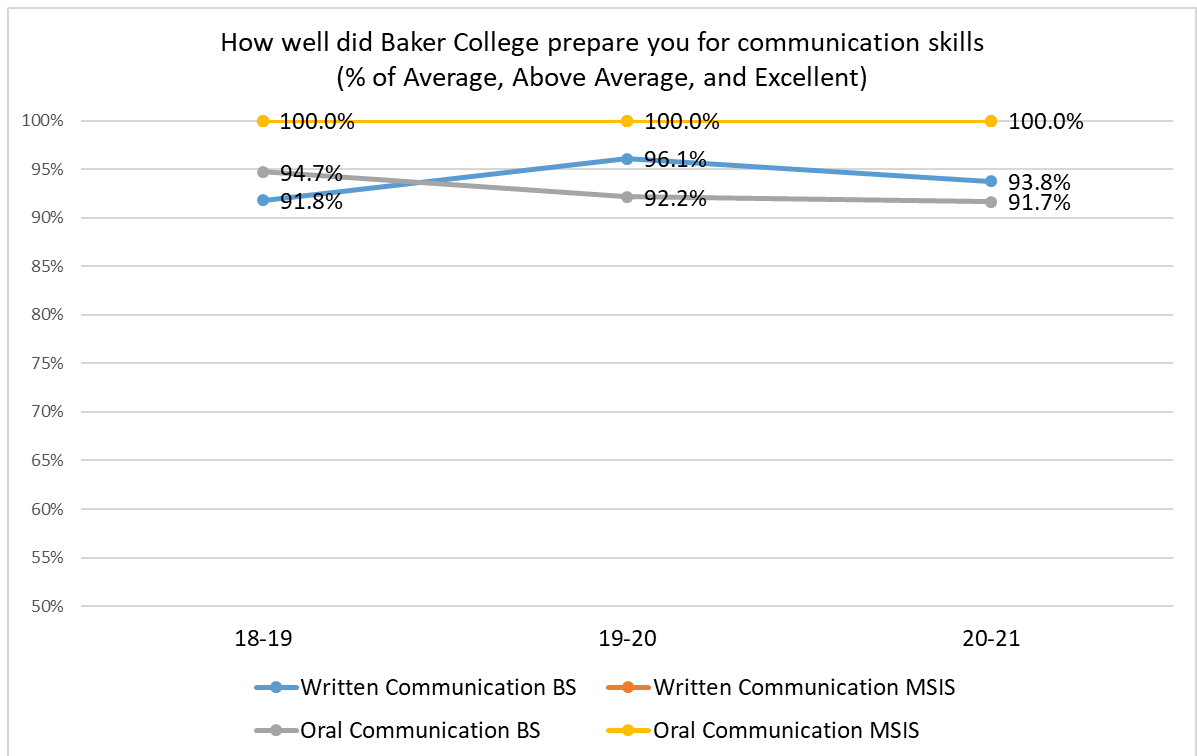
Dr. Na Li provided a welcome and thanked advisory board members for their time and talents.

Dr. Na Li provided a College of Information Technology update to the advisory board, including the program assessment data trends, CoIT strategic goals, progress on the 21-22 continuous improvement plan, and the submission of the CAE-CD annual report.

Ed Bissett reported on the program change for 22-23, course delivery modality changes for 22-23, and the Course Review and Improvement Process (CRIP) work that CoIT has completed and is conducting.

Other points discussed:

- For program assessment data analysis and report
 - To include sample sizes when reporting assessment data in next meeting
 - What classes are we looking at? To focus less on intro classes and more on higher level courses.
- Student population by age
- Minimum GPA/ACT/SAT scores for incoming students
- Are students meeting minimum expectations in prereqs (writing, tech, etc)?
- Student communication skills: The following figure shows student ratings how well Baker College prepared them for written and oral communication skills in the last three academic years, reflected in the End of Program Survey. Note: The percentages of MSIS student whose ratings were equal to or higher than “average” on written and oral communication skills were both 100% in each year.



- Azure usage in courses
- How to help students to become continuous/life-long learners

The meeting was adjourned at 7:20 p.m. EST.