Florida Vocational Institute

IT programs

**Program Advisory Committee Meeting Minutes**

for PAC meeting held

12/17/2015

**PAC Members in Attendance:**

* 1. Fernando Martel Sandals and Beaches Resorts

Lead Software Architect 4950 SW 72nd Ave

Miami, FL 33155

305-965-1773

* 1. Arnoldo Perez United Data Technologies

Professional Services Engineer 11358 NW 83 way

Doral, FL 33178

786-547-4681

3. Brian Nunez Ranger Technical Resources

Talent Acquisition Manager 805 East Broward Boulevard, 2nd Floor

Fort Lauderdale, FL 33301

305-608-4733

**PAC Members Absent:**

* 1. Adam Gordon New Horizons South Florida

CTO 100 S Pine Island Rd., Ste 200

Plantation, FL 33324

786-253-3342

**Institute Staff in Attendance**

1. Victor Moreno, IT programs academic director

**Meeting called to order at:** 1pm

**Welcome and Introductions**

The meeting took place at piola pizza and we began by exchanging pleasantries and past experiences at the place. All PAC members present were big fans of the restaurant and that was a good conversation starter to set a friendly mood for the meeting. We quickly moved into the current state of the curriculum and PAC members were very positive with regard to the state of the curriculum.

**Old Business**

* The main takeaway from the last meeting was that the curriculum included too many programming languages and development stacks.
* As a result of PAC input and classroom experience with students, we dropped the whole .NET curriculum
* PAC members expressed agreement with the reasoning behind dropping .NET and although .NET is a sizeable portion of the job market, they showed confidence that front end development and PHP have enough of a labor market to place all our grads.

**New Business**

**New Instructors**

* FVI gave the PAC members an introduction and overview of the credentials of Aaron Niskin and Randy Ferrer, who are new instructors hired by FVI. We discussed both of their backgrounds in teaching, mathematics, and software engineering.

**Wheel Structure**

* Since the last PAC meeting, changes were made to the curriculum which allow for a more modular way to present material. We discussed FVI’s new “wheel structure” and how all new entrants take an introductory class first, then they take five front end development classes, and finally they take 5 back end development classes.

**Curriculum**

* Pac members were very pleased with the changes we made to curriculum. In particular, they were impressed with the inclusion of filter, map and reduce javascript techniques, as well as the inclusion of firebase into the curriculum.
* We also discussed how PAC members are instrumental in keeping the curriculum relevant and we let them know that we welcome any feedback or suggestions regarding new technologies they encounter which may be suitable for inclusion in our curriculum.
* Finally, we shared with our PAC members the resources that we give our students – memberships to team treehouse video classes and packt library books.

**Student Outcomes**

* Though the program has no graduates yet, we discussed the progress that several students have made and we showed some of the work they’ve done. PAC members were very impressed.
* We also shared with the PAC committee that we’ve had two students drop due to the difficulty of the program.

**Review of Program Effectiveness Plan**

* The PAC members agreed that anyone who goes through this program and satisfactorily completes the assignments is well qualified for the job market

**General Comments and Recommendations from the PAC**

* PAC mebers were concerned about our slow growth and offered several suggestions on how we might improve our reach into the community and become better known.
* We also discussed some of the new relationships FVI is fostering with tech leaders in the community and this sparked a discussion of the startup boom in Miami and all the demand for software developers which this will bring.

**Close of Meeting**

The next PAC meeting is tentatively scheduled for 06/01/2015.

The meeting was adjourned at 3:00pm.

**Advisory Board Questionnaires Completion and Analysis**

* Advisory Board Questionnaires were distributed, completed, and collected.

Respectfully submitted,

Victor Moreno

IT programs program director

Attachments:

1. PAC Sign-in Sheet
2. PAC Meeting Agenda
3. PAC Member Resumes or Profiles

# Exhibit 7 Program advisroy committee quesionnaire

**Florida Vocational Institute**

**Program Advisory Committee Questionnaire**

**We would appreciate your providing us feedback by completing this questionnaire.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

● ***Program Objectives***

1. Are the program objectives appropriate for the field of training?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. If achieved, will the school produce graduates who will be able to enter recognized levels of employment in their field?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. Are there a sufficient number of jobs available at these levels of employment from the school’s graduates?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Program Structure and Length***

1. Is the school’s system of training sufficient to meet the program objective?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. Is the length of time required for training appropriate to meet the program

objectives?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Course Outlines, Texts, and Teaching Materials***

1. Do the courses reflect what graduates must know and be able to do in current occupational settings?

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1. Does it appear that the school keeps its instructional materials up to date?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Course Content***

1. Are the courses appropriate and adequate to develop the knowledge, skills and attitude required in the field of training today?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. What topics, if any, should be added or removed from the subject matter?

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1. Are relevant and current practices being taught?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Course Sequence***

1. Is sufficient time allocated to meet each course objective?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Industry Standards***

1. Are students measured appropriately against industry standards in their class and lab work, and on externships/internships (if applicable)?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. Do employers in the industry feel positive about the school’s method of training?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

* ***Training Effectiveness***

1. Is the school’s method of assessing student progress effective?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. Is the school able to measure and evaluate its overall program training effectiveness?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Facilities and Equipment***

1. Are the quality, quantity, and necessity of course equipment adequate to meet the course objective?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. What equipment, if any, is lacking?

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1. Are the facilities adequate to meet the program objectives?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. Is the facility safe, sanitary, adequate in size, well lit, and well ventilated?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Learning Resources Center***

1. Are the learning resources and reference materials appropriate and sufficient to support the objectives and needs of the program?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

1. What other resources could be added to the library to enhance its support of the school’s training program?

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● ***Overall Program Review***

1. Will the school’s graduates be prepared for employment in their field of training?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unable to Determine \_\_\_\_\_

● ***Additional Comments***

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**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_