



**Computer Information Systems
Advisory Meeting Agenda
Monday, April 26, 2021
3 - 4 p.m. PDT**

Zoom Link: <https://marin-edu.zoom.us/j/99118995467>

Presented by:

Alina Varona, Dean of Workforce Development and Career Education

Heather Rahman, Workforce and Program Partnership Specialist, Career Education

Manny Kang, COM Instructor, CIS

Lance Barthelemy, COM Instructor, MS Office Certifications

- **Welcome and Introductions** - Alina Varona (*10 minutes*)
 - Overview of COM, Career Education and COVID impact
- **Open Discussion - Industry** (*15 minutes*)
 - Where do you find your candidates?
 - What are the skills required? For which levels?
 - Any emerging technology skills that should be considered?
 - What wages can be expected for entry level positions?
 - How should we best prepare our students to qualify them as viable candidates for companies/organizations you belong to?
- **Labor Market Information** - Heather Rahman (*5 minutes*)
 - [Industry feedback](#)
- **Opportunities for Growth** - Instructors (*20 – 25minutes*)
 - MS Office vision and growth – Lance Barthelemy
 - New CIS Certificates - Manny Kang
 - [Industry feedback](#)
- **Summary and Next Steps** - Meeting Frequency, Time, Items to Revisit (*5 minutes*)
 - When is best to reconvene?
 - Is the committee receptive to answering a survey at a later time?