

Date: March 14, 2024

To: Jonathan Eldridge and Maria Coulson

From: Ed Essick, Sara Malmquist-West, Timothy Wat, Ron Palmer, and Tonya Hersch

Re: CIS Discontinuance Summary Report (AP/BP 4021)

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After careful consideration, the Computer Information Systems (CIS) Discontinuance Committee has come to a consensus on the following recommendations:

**Findings based on:**

- Review of information from revitalization report, data from PRIE, CIS Program Review, articulation agreements, transfer and certificate requirements, instructor minimum qualifications, vocational funding, comparisons with other colleges, and other sources on enrollment, completions, etc.
- Discussions with faculty from Business, Computer Science, CIS, and Counseling

**Final Recommendations**

- Move the CIS Discipline into the Business Department for better alignment that will best serve students and potentially increase enrollment
- Offer the following essential CIS courses within the Business Department:
  - CIS 110 – Well-enrolled (an average of 75% of seats filled 2020-21 through 2022-23) and necessary for multiple degrees and certificates
  - CIS 118 – Well-enrolled (an average of 77% of seats filled 2020-21 through 2022-23), Microsoft Excel courses and necessary for Business
  - CIS 128 – Well-enrolled (an average of 82% of seats filled 2020-21 through 2022-23), Microsoft Excel courses and necessary for Business
  - CIS 126 – Moderate enrollment (an average of 63% of seats filled 2020-21 through 2022-23), and is a requirement for Medical Assisting
- Maintain the CIS prefix and top code for courses while in the Business Department, considering any degree requiring a CIS course would have to alter its graduation requirements if the course prefix and top code change
- Facilitate an annual Advisory meeting for CIS separate from Business
- Move CIS Coordinator units to Business to support the CIS classes within the department
- Transfer the current CIS unit allocation (Fall: 22.5, Summer: 9.85; Spring: 19) to Business and possibly to ESL
- Evaluate the necessity of maintaining the CIS Lab
- Reevaluate the teaching modalities of the CIS courses
- Develop an equivalent course to CIS 101 for Vocational ESL to be taught in both English and Spanish to provide computer literacy within Marin County
- Suspend offering Cyber Security and Computer Networking courses due to low enrollment as well as transfer and industry requirements; these courses are not UC transferable and are not required for CSU major preparation for Cyber Security or Computer Networking degrees

- Reevaluate offering Cyber Security and Computer Networking courses at a later date to assess how these courses transfer and fit into the College of Marin mission statement
- Implement a phased rearrangement process that should include:
  - Developing a timeline for rearrangement and/or discontinuance of certain certificates
  - Placing a notification on the website and catalog that some certificates will no longer be offered to prevent new enrollment
  - Notifying Enrollment Services and Counselors of changes
  - Notifying active students in the program and allowing them to complete requirements via substitutions or other appropriate measures
- Ensure that the local Private Industry Council provides review and comments and a written summary of the findings of each review that shall be made public prior to any decision by the Board of Trustees to discontinue a program in accordance with AP 4021 for Career/Technical Programs that “The required review process shall include the review and comments of the local Private Industry Council and the review and comments shall occur prior to any decision by the Board of Trustees; A written summary of the findings of each review shall be made public.”