

**Advisory Committee Fall 2017 Annual Meeting Minutes  
Automotive Technology  
Vernon College– Thursday, October 26<sup>th</sup>, 2017  
6:00 p.m. Room 408**

CHAIRPERSON: Matt Lindeman		
MEETING DATE: October 26, 2017	MEETING TIME: 6:00 p.m.	MEETING PLACE: Vernon College room 408
RECORDER: Jeff Taylor	VICECHAIR PERSON: Blake Powell	PREVIOUS MEETING: November 2, 2016

**MEMBERS PRESENT:**

**MEMBER'S ABSENT:**

**OTHERS PRESENT:**

Name, Title, Company	Name, Title, Company	Name, Title, Company
Blake Powell, Service Technician Firestone Auto care	Tim Rameriz, Store Manager Auto Plus	Roger Blackmon, Automotive Technology Instructor, Vernon College
Delinda Duncan, Manager Napa Auto Parts	Bobby Miranda, Store Manager Firestone Auto care	Shana Drury, Associate Dean of Instructional Services, Vernon College
Jeff Taylor, General Manger Wichita Falls Ford Lincoln House	Jim Fulmer, Current Vernon College student	
John Cantwell, Service Manager Wichita Falls Ford Lincoln House		
Laszlo Papp, Owner and Manager German Auto Kraft II		
Matt Lindeman, Owner, Gravity Offroad		
Larry Krugel, Instructor, Wichita Falls ISD		
Eddie Flores, Assistant Manager Oreilly Auto Parts and Lab Assistant Vernon College		

**AGENDA**

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Roger Blackmon
Purpose of Advisory	Information	Shana Drury

Committee		
Election of Chair, Vice Chair and Recorder	Action	Shana Drury
Approval of Minutes from the Last Meeting	Action	Matt Lindeman
Old Business:	None	Matt Lindeman
Continuing Business:	None	Matt Lindeman
New Business:		Matt Lindeman
Review program outcomes, assessment methods/results and workplace competencies	Information/Discussion	Chair/Members Present
Approve program outcomes	Action	Chair/Members Present
Approve program assessment methods and results	Action	Chair/Members Present
Approve course/exam of workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Matt Lindeman
Approve program revisions (if applicable)	Action	Chair/Members Present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Matt Lindeman
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Matt Lindeman
Local Demand	Information/Discussion	Matt Lindeman
Evaluation of facilities, equipment, and technology	Action	Chair/Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Chair/Members Present
External Learning experiences, employment and placement opportunities	Information	Matt Lindeman
Professional development of faculty and recommendations	Information/Discussion/Action	Matt Lindeman
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Matt Lindeman
Serving students from special needs	Information	Matt Lindeman

Adjourn	Action	Matt Lindeman /Members Present
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## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Roger Blackmon welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. In addition, the committee ensures that the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Automotive Technology field.
Election of Chair, Vice Chair and Recorder	Shana Drury explained the duties of each board position and asked for nominations. Matt Lindeman volunteered for Chair. Blake Powell volunteered for Vice Chair, and Jeff Taylor volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Matt Lindeman asked the committee to review the previous minutes. Larry Krugel made a motion to accept the minutes as is and Jeff Taylor seconded. The committee agreed unanimously.
Old Business:	Matt Lindeman noted that there was no old business.
Continuing Business:	Matt Lindeman noted that there was no continuing business.
New Business:	
Review program outcomes, assessment methods/results and workplace competencies	Matt Lindeman asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. The committee members reviewed and discussed the outcomes. Roger Blackmon informed the committee the outcomes are a generalized breakdown of what the state expects upon completion of the program that the students should be able to do. Laszio Papp asked Roger to explain who sets the curriculum and how rigid is the curriculum. The curriculum is suggested by the Advisory Committee. Roger stated he then tries to find state approved courses that match what the Advisory Committee has suggested. Mr. Blackmon stated he develops a degree plan to go with the courses/suggestions. The educational materials are then selected by Roger Blackmon. Roger stated the current choice is, Delmar publishing, because the technical and backup support is excellent. Laszio Papp notes the people sitting on the Advisory Committee have a great deal

	<p>of influence over what is taught and how it is taught. Shana Drury stated the program is a general program which cannot be specific to any specific make, model, or training for a specific place. We keep the program generalized and overarching so the student will obtain the baseline knowledge, which can then be expounded upon by any employer. Ms. Drury stated the courses are outlined by the workforce education work course manual issued by the state of Texas. The manual contains course descriptions and learning outcomes. We can add to the state requirement but we cannot take away from the descriptions/learning outcomes. Ms. Drury stated the students receive a baseline knowledge of the program but the specific employer will train the subject to their specific needs and requirements. There was no further discussion on the outcomes for the program and no recommendations were made on the outcomes. Roger Blackmon asked if there was any further discussion on the outcomes for the program. The committee had no further recommendations/discussions on the outcomes. Roger Blackmon explained the assessment methods/results. Mr. Blackmon stated the assessments include tests, quizzes, and a final exam. Some of the assessments come from shop work, which contains participation and work evaluation. Roger stated students work in teams on vehicles which is evaluated by instructors. Students will be assessed on the ability to diagnosis problems, trouble shoot issues, and estimate costs for clients. Each class is designed to address the basics for the most common automotive issues. Mr. Blackmon stated graduates of the program may work in the parts or services areas, but will leave the program with the basic knowledge employers are looking for. Roger stated the program does not require ASE certification. ASE certification is a voluntary choice made by the student.</p> <p>Roger Blackmon explained the workplace competencies. For 2017-2018, the Capstone course or workplace competency is AUMT 2417. For 16-17, 13 students took the capstone course and 11 passed. Two students dropped out or withdrew from the program. Eleven students met all of the program outcomes and course outcomes.</p> <p>No recommendations were made at this time.</p>
Approve program outcomes	<p>Matt Lindeman asked members to approve program outcomes and assessment methods as is. John Cantwell made a motion to approve the outcomes and assessment methods as is. Blake Powell seconded. The committee agreed unanimously.</p>
Approval assessment methods and results	<p>Matt Lindeman asked members to approve program outcomes and assessment methods as is. Blake Powell made a motion to approve the outcomes and assessment methods as is. Larry</p>

Approval of course/exam of workplace competencies	<p>Krugel seconded. The committee agreed unanimously.</p> <p>Matt Lindeman asked members to approve program outcomes and assessment methods as is. Blake Powell made a motion to approve the outcomes and assessment methods as is. John Cantwell seconded. The committee agreed unanimously.</p>
Review program curriculum/courses/degree plans	<p>Matt Lindeman asked the committee to review the program curriculum, courses, and degree plans. Mr. Blackmon asked the committee to review page 6 and 7 of the agenda for Basic Automotive Service, AUMT 1312, and Automotive Service, AUMT 2328. Roger stated he would like to add both AUMT 1312 and AUMT 2328 as general requirements to the program. AUMT 1312 Basic Automotive Service is the introductory course all person(s) should receive before they get a driver's license. This course teaches the basic overall systems of the vehicle and is not centered on any particular service. That will become the capstone course for the COC program. The capstone course for the AAS will be AUMT 2328 and it will expound on the basic course AUMT 1312. The capstone for AAS will be more extensive than the COC capstone. I will have students who will be able to receive a work order and tackle the issue with confidence upon completion of the program. The student will receive the needed reinforcement to function well in the field. These courses will cover everything that I, Roger Blackmon, teach in the program. With these two system generic classes I, Roger, can cover the advanced diagnostic capabilities without extending the length of the program. Shana Drury stated the committee needs to either approve Roger's recommendation or discuss it further for the 2018-2019 catalog which will need to be decided at this meeting. This committee decision will need to be updated at the State level and updated in the Vernon College catalog so time is a consideration with this vote. Matt Lindeman asked how many students go through the COC and the AAS. Roger stated more than 70% of the students choose the COC. Matt Lindeman asked if Mr. Blackmon thought the more advanced additions to the COC will scare prospective student away from the program. Roger stated the change in the COC will not affect enrollment in the program because the placement of the capstone is at the end of the second semester in the COC. Matt Lindeman asked if Roger has any students who elect to go into the AAS after entering the COC. Roger stated there are some student who advance to the AAS after starting the COC. Shana Drury stated there is a need for employers to put forth, to the potential employees, whether they want more advanced education in the potential hire. Laszio Papp stated he believes there is a communication issue with the students. Mr. Papp stated he does not believe the student know</p>

	<p>what type of certification or degree is needed or wanted by the student or the employer. Laszio also stated the students cannot convey to the potential employer their level of education when asked. Roger stated he works with the students, once they are in the program, as an adviser to help them with their future needs and possible degrees.</p>
Approve program revisions	<p>Matt Lindeman asked members to approve the proposed program revisions as discussed. John Cantwell made a motion to approve the program revisions as discussed. Laszio Papp seconded. The committee agreed unanimously.</p>
Review SCANS and Gen Ed outcomes matrices	<p>Matt Lindeman Stated the committee would review the three matrices and asked Roger Blackmon to explain the specific for each matrices. Roger Blackmon provided an overview of the matrices. Shana Drury expanded the definitions of the matrices and how they are federal, state, and local outcomes for the program. John Cantwell noted the positive efforts of the program to teach teamwork and personal responsibility.</p>
Approve SCANS and Gen Ed outcomes matrices	<p>Matt Lindeman asked members to approve the matrices as is. John Cantwell made a motion to approve the matrices as discussed. Larry Krugel seconded the motion. The committee agreed unanimously.</p>
Program statistics: Graduates, majors, enrollment	<p>Matt Linderman asked Roger Blackmon to expound upon the program statistics. Mr. Blackmon stated the Automotive Program had 12 graduates for 2016 – 2017, two AAS and ten COC, 11 majors for Fall 2016 – 2017, and 48 enrolled in the Fall 2017 semester. Roger Blackmon stated 70% of the students choose to go through the COC, however he will continue to promote the AAS to students.</p>
Local Demand	<p>Matt Lindeman, Chair, asked the members of the committee to discuss the local demand for the program. Shana Drury asked the representatives of the committee to discuss the need for the program and who is hiring students from the program. Roger Blackmon stated Eddie Flores hired one of the students to work at O'Reilly Auto Parts. John Cantwell stated parts professionals are critical in the field. Mr. Cantwell stated he needs employees who have diagnostic skills and the confidence to work without direct supervision. Mr. Cantwell stated there is a need for parts people, technicians, dealers/sales, and service consultants. The committee members agreed there is a need for the program and the students will be hired at various locations. Delinda Duncan stated she will need some new hires in the near future. The committee agreed unanimously the program is necessary.</p>
Evaluation of facilities, equipment, and technology	<p>Roger Blackmon stated the program is using ProDemand as a database from Mitchell. It is a web based application and is updated constantly. The students have a workstation at each toolbox and have full access to any information located on the</p>

	<p>educational data base. Until recently the program had access to Identafix, which is an educator's program that now charges \$1,400.00 a year. Roger stated there are various programs which provide students with discounts on tools and storage for tools prior to graduation. Mr. Blackmon stated he has obtained, via the Perkins Grant, a Matco cooling system pressure tester and a Depstech USB Endoscope.</p>
<p>Recommendations of selection and acquisition of new equipment and technology</p>	<p>The Chair, Matt Lindeman, asked if there were any recommendations for new equipment and technology. Laszio Papp requested visual aids and diagrams be added to the educational rooms so the students can do additional learning projects. Mr. Laszio stated it will help the student to have something to look at while diagnosing issues. John Cantwell stated he can get the students access to a professional technician site for training at the Ford House and access to wiring diagrams. Laszio Papp stated he would be willing to donate a vehicle for use as a visual aid.</p>
<p>External Learning Experiences, employment and placement opportunities</p>	<p>Matt Lindeman asked Mr. Blackmon to expound upon the external learning experiences for the program. Roger stated most of the students have obtained employment with the various agencies in both Wichita Falls and Vernon. Roger stated the Ford House has employed some of the students and others have been picked up by Firestone Auto care, Patterson Auto Group, O'reilly Auto Parts (Wichita Falls &amp; Vernon), Vernon Auto Group, and Pruitt Ford.</p>
<p>Professional development of faculty and recommendations (if applicable)</p>	<p>Matt Lindeman asked Mr. Blackmon to review the professional development for the staff. Roger stated he is currently looking for a course to improve his proficiency with the HP tuners Software Suite. He is also looking to advance his ASE Certifications. Roger stated he has completed the PR video during Spring 2017, which is currently on the website. Mr. Blackmon attended all of the in house staff development in August, as well as the Proactive and Intrusive Advising Workshop in September.</p>
<p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p>	<p>Matt Lindeman asked the committee to review the promotions and publicity opportunities Roger Blackmon has been participating in. Roger stated on Preview day he had 200 students come through on tours. He has participated in Sophomore Roundup, Facebook, Springfest, and various recruiting activities. Roger stated he has also participated in the Mini Makers Fair, and the Stem Event. Shana Drury noted there will be a summer community day in the future which the program will be involved with. The committee recommended the program promote on any and all social media.</p>
<p>Serving students from special populations</p>	<p>Matt Lindeman asked the committee members to note the definition of "special populations" as outlined by Perkins.</p>

	Roger Blackmon explained the special needs program which encompasses all nontraditional students. Roger stated there are 12 males in the program and 1 female in the program. Shana Drury stated there will be both female and male students at recruiting event to help promote gender equality within the field of Automotive Technology. Roger stated he works to meet the needs of students who have limited use of English.
Adjourn	Matt Lindeman made a motion to adjourn the meeting. The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 1-5-18	NEXT MEETING: Spring 2018
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