

Advisory Committee Fall 2016 Annual Meeting Minutes  
Automotive Technology,  
Rafter J's, Iowa Park, TX

CHAIRPERSON: Delinda Duncan		
MEETING DATE: November 2, 2016	MEETING TIME: 4:30	MEETING PLACE: Rafter J's, Iowa Park, TX
RECORDER: Jeff Taylor	VICECHAIR PERSON: Fred Smith	PREVIOUS MEETING: October 20, 2015

MEMBERS PRESENT:                      MEMBER'S ABSENT:                      OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Delinda Duncan, Manager, Napa Auto Parts	Mike Cody, Sales Development Manager, Auto Plus	Roger Blackmon, Automotive Technology Instructor, Vernon College
Jim Fulmer, Current Vernon College student	Mark Mills, Service & Parts Director, Vernon Auto Group	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair, Vernon College
Larry Krugel, Instructor, Wichita Falls ISD	David Ress, Instructor, Burkburnett ISD	Debbie Richard, Skills Training Center Administrative Assistant, Adjunct Instructor Vernon College
Matt Lindeman, Owner, Gravity Offroad	Cole Salsman, Store Manager, Firestone Autocare	Dr. Gary Don Harkey, Dean of Instructional Services, Vernon College
Kathy Papp, Owner/Manager, German Autokraft II		Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Fred Smith, General Manager, Nitrous Express		
Jeff Taylor, Parts & Service Director, Wichita Falls Ford Lincoln		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Roger Blackmon
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey
Election of Chair, Vice Chair and Recorder	Action	Roger Blackmon
Approval of Minutes from the Last Meeting	Action	Delinda Duncan
Old Business: (if any, otherwise type None)	Old Business or None	Delinda Duncan

Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Delinda Duncan
New Business:		Delinda Duncan
Review program outcomes, assessment methods, and results	Information	Delinda Duncan
Approve program outcomes and assessment methods	Action	Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Delinda Duncan
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Delinda Duncan
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Delinda Duncan
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Delinda Duncan
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Delinda Duncan
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Delinda Duncan
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Delinda Duncan
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Delinda Duncan
Serving students from special needs	Information	Delinda Duncan
Adjourn	Action	Delinda Duncan /Members Present

## 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	Dr. Gary Don Harkey 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	Roger explained the duties of each board position and asked for nominations. Delinda Duncan volunteered for Chair. Fred Smith volunteered for Vice Chair, and Jeff Taylor volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Delinda Duncan asked the committee to review the previous minutes and they did. Larry Krugel made a motion to accept the minutes as is and Jeff Taylor seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Delinda Duncan noted that there was no Old Business.
Continuing Business: (List if any, otherwise type None)	The Chair noted that there was no Continuing Business.
New Business:	
Review program outcomes, assessment methods, and results	Melinda Duncan asked members to review the program outcomes, assessment methods, and results. The committee members reviewed and discussed the outcomes. Roger Blackmon informed the committee that he and Dr. Harkey updated the outcomes a year and a half ago and were approved by the committee at that time. He added that the assessment methods are a combination of chapter tests, final exams, and hands on in the lab. No recommendations were made at this time.
Approve program outcomes and assessment methods	The Chair asked members to approve program outcomes and assessment methods as is. Matt Lindeman made a motion to approve the outcomes and assessment methods as is. Larry Krugel seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Delinda Duncan asked the committee to review the program curriculum, courses, and degree plans and they did. Jeff Taylor expressed that in today's auto industry, it is imperative for students to have a good understanding of electrical and networking systems and not just basic electrical knowledge and asked if there was a way to stress that. Roger Blackmon stated that WECM did have a course that could be traded with one that is presently offered. The committee deliberated Matt Lindeman asked if the course books were the most recent. Roger Blackmon noted they were. The committee had a discussion. Matt Lindeman asked Roger if he had tried offering on line classes. Roger stated that he had, but they were not successful. The committee had discussion and agreed that Automotive should remain a hands on learning program. Kathy Papp suggested students receive more critical thinking skills to enhance their learning in the COC. Jeff Taylor agreed and expressed that he needed students with and AAS degree. Kathy Papp asked if there was any way students could have their own tools before they went to work. Roger noted that out of the competitors he faced, most requested students to have their own tools, but the program cost would increase \$2500.00. The committee deliberated and decided that for VC students the fee would not be feasible. Kathy Papp stated that she has implemented an apprenticeship program because new hires were not equipped. After much deliberation, the committee recommended changing the Auto Service Consultant course to an elective in the AAS Degree, dropping it completely from the COC and having Roger email them Advanced Electrical courses from WECM for their review to put in both AAS Degree and COC. In addition, the members recommended that the electrical aspect be implemented in all courses.

	Kathy Papp suggested more job shadowing. Jeff Taylor, Kathy Papp, Matt Lindeman, and Fred Smith agreed and offered their services. Roger Blackmon stated that he would be in contact with them in the future to implement job shadowing.
Approve program revisions	The Chair asked members for a motion to delete AUMT 2310 Auto Service Consultant from both the AAS Degree and COC and replace it with a WECM Electrical course with troubleshooting. In addition, Delinda Duncan requested that the remainder of the meeting agenda be tabled including tools so that Roger Blackmon will have time to research/report course descriptions and learning outcomes for an advanced electrical course and obtain a sample textbook to use for the committees review in the spring. Kathy Papp made a motion and Jeff Taylor seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Tabled until spring meeting
Approve SCANS and Gen Ed outcomes matrices	Tabled until spring meeting
Review verification course/exam of workplace competencies	Tabled until spring meeting
Approval of course/exam of workplace competencies	Tabled until spring meeting
Review student handbook	Tabled until spring meeting
Approve changes (if applicable)	Tabled until spring meeting
Program statistics: Graduates, majors, enrollment	Tabled until spring meeting
Evaluation of facilities, equipment, and technology	Roger Blackmon stated that all members except Jeff Taylor, who will schedule an appointment in the future, had toured the auto shop and agreed it was well equipped.
Recommendations of selection and acquisition of new equipment and technology	Tabled until spring meeting
External Learning Experiences, employment and placement opportunities	Tabled until spring meeting
Professional development of faculty and recommendations (if applicable)	Tabled until spring meeting
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Tabled until spring meeting
Serving students from special needs	Tabled until spring meeting The definition of "special populations" as outlined by Perkins: <ul style="list-style-type: none"> <li>• In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean:</li> <li>• 1. individuals with disabilities;</li> <li>• 2. individuals from economically disadvantaged families, including foster children;</li> <li>• 3. individuals preparing for non-traditional fields;</li> <li>• 4. single parents, including single pregnant women;</li> <li>• 5. displaced homemakers; and</li> <li>• 6. individuals with limited English proficiency.</li> </ul>
Adjourn	Delinda Duncan made a motion to adjourn at 6:00 PM. Jeff Taylor seconded.

The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 12-6-16	NEXT MEETING:
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