

Advisory Committee Fall 2023 Minutes

Automotive

October 4, 2023 – 5pm – Virtual, via Microsoft Teams

Members Present

Delinda Duncan
Larry Krugle
Matt Lindeman
Blake Powell
John Cantwell
Sandi Stahr
Ryan Pruner

Vernon College Faculty/Staff

Roger Blackmon
Bettye Hutchins
Zachary Nguyen-Moore
Kelli Lehman
Debbie Richards

Members Not Present

Jeff Taylor
Wesley Schelter

Welcome and IntroductionsRoger Blackmon
Roger Blackmon welcomed committee members and invited all to introduce themselves.

Purpose of Advisory CommitteeBettye Hutchins
Bettye Hutchins reviewed the purpose and importance of advisory committees and the role they play at Vernon College.

Election of Vice-Chair, and RecorderBettye Hutchins
Bettye Hutchins explained the roles of vice chair and recorder and invited the committee to volunteer or nominate others for these roles.
Volunteer for Vice Chair – John Cantwell
Volunteer for Recorder – Larry Krugle

Chair..... Matt Lindeman
Matt Lindeman experienced technical difficulties signing in to the meeting at the beginning, so Roger Blackmon read lead the meeting in his place.

Old Business/Continuing BusinessRoger Blackmon
With no old business to review, Roger Blackmon moved on to discuss new business.

New BusinessRoger Blackmon

❖ Review program outcomes, assessment methods/results, and workplace competency

Roger Blackmon reviewed the program outcomes listed below.

Program outcomes

1. Apply basic knowledge of automotive electrical systems to identify issues, analyze potential solutions, and perform routine maintenance and/or required repairs according to manufacturer specifications and protocol.

2. Identify issues associated with common automotive brake systems (drum and disc), and replace/repair system components according to manufacturer specifications and protocol.
3. Diagnose common automotive suspension and steering system issues and perform routine maintenance and/or implement repairs according to manufacturer specifications and protocol.
4. Apply fundamental knowledge of automotive engine operation to diagnose internal and external engine problems and perform basic engine maintenance and repairs according to manufacturer specifications and protocol.
5. Diagnose problems associated with automotive heating and air conditioning systems (both manual and electronic) and perform routine maintenance and repairs according to manufacturer specifications and protocol.
6. Assess drivability using current engine performance diagnostic equipment and perform routine maintenance and repairs to ensure the safe and efficient operation of automobiles.

❖ **Approve program outcomes**

Roger asked if there were any questions or comments. With no additional discussion, he asked for a motion to approve the program outcomes as presented.

Blake Powell made a motion to approve.

Larry Krugle seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

Roger then moved on to assessment methods.

❖ **Approve assessment methods and results**

Roger Blackmon reviewed the following assessment methods.

Course outcomes are evaluated through quizzes and hands on demonstration of skills during lab scenarios.

The Automotive program does not require licensure for program completers as ASE certification is a voluntary program and not required by the industry

My current assessment is in the form of course completion. My program outcomes were created to conform to the 6 core classes of the Automotive program. While taking each of the courses, a student is required to be proficient in different tasks related to the course. It is a pass/fail situation. The student will repeat the task at hand until they can complete it without assistance.

After review, Roger asked if there were any questions or comments. With no additional discussion, Roger asked for a motion to approve the assessment methods as presented.

Blake Powell made a motion to approve.

Larry Krugle seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

Roger then moved on to workplace competency.

❖ **Approval of workplace competency (course or exam)**

Roger Blackmon reviewed the following workplace competency information.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1. Apply basic knowledge of automotive electrical systems to identify issues, analyze potential solutions, and perform routine maintenance and/or required repairs according to manufacturer specifications and protocol.	9	9	
2. Identify issues associated with common automotive brake systems (drum and disc), and replace/repair system components according to manufacturer specifications and protocol.	9	9	
3. Diagnose common automotive suspension and steering system issues and perform routine maintenance and/or implement repairs according to manufacturer specifications and protocol.	10	10	
4. Apply fundamental knowledge of automotive engine operation to diagnose internal and external engine problems and perform basic engine maintenance and repairs according to manufacturer specifications and protocol.	9	9	
5. Diagnose problems associated with automotive heating and air conditioning systems (both manual and electronic) and perform routine maintenance and repairs according to manufacturer specifications and protocol.	11	11	
6. Assess drivability using current engine performance diagnostic equipment and perform routine maintenance and repairs to ensure the safe and efficient operation of automobiles.	8	8	

Verification of workplace competencies:

Certificate: AUMT 1312 Basic Automotive Service – Capstone course
A.A.S.: AUMT 2328 Automotive Services

After review, Roger asked if there were any questions or comments. With no additional information, Roger moved on to program specific accreditation.

Program Specific Accreditation Information and Requirements (if applicable)

Roger Blackmon reviewed the addition of new HVAC refrigerant testing. After review, Roger asked if there were any questions or comments. With no additional discussion, Roger moved on to review program revisions.

❖ Review program curriculum/courses/degree plans

Roger Blackmon and Bettye Hutchins reviewed the current curriculum and discussed replacing BCIS 1305 – Business Computer Applications with another alternative. This change has not yet been finalized, but will be updated once a replacement is found.

Automotive Technology, Level 1 Certificate

CIP 47.0604

Instructional Location - Vernon Campus

Automotive Technology Certificate

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (30 SH)

Fall Block

AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems (A)	4
AUMT 1416	Automotive Suspension and Steering Systems (A)	4
AUMT 1419	Automotive Engine Repair	4
LEAD 1100	Workforce Development with Critical Thinking	1

Spring Block

AUMT 1312	Basic Automotive Service	3
AUMT 1445	Automotive Climate Control Systems	4
AUMT 2310	Automotive Service Consultant	3

AUMT 2317	Automotive Engine Performance Analysis I	3
	Total Credit Hours:	30

Added MAC 609 Certification Test for refrigerants

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Automotive Technology, A.A.S.

CIP 47.0604

Instructional Location - Vernon Campus

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (6 SH)

BUSI 1301	Business Principles	3
COSC 1301 or	Introduction to Computing	3
ITSC 1301 or	Introduction to Computers (A)	
BCIS 1305	Business Computer Applications	
LEAD 1100	Workforce Development with Critical Thinking	1

Major Requirements (39 SH)

AUMT 1267	Practicum (or Field Experience) - Automobile/Automotive Mechanics Technology/Technician	2
AUMT 1312	Basic Automotive Service	3

AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems (A)	4
AUMT 1416	Automotive Suspension and Steering Systems (A)	4
AUMT 1419	Automotive Engine Repair	4
AUMT 1445	Automotive Climate Control Systems	4
AUMT 2310	Automotive Service Consultant	3
AUMT 2328	Automotive Service	3
AUMT 2317	Automotive Engine Performance Analysis I	3
TBA*	Approved Elective	4
Total Credit Hours:		60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

* Approved electives to be selected from the following courses: AUMT 1201(A), AUMT 1472, BMGT 1327 (A), BUSI 2304, MCHN 1320, WLDG 1428 (A), WLDG 1430

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

❖ **Approve program revisions (if applicable)**

After review, Roger asked if there were any questions or comments. With no additional discussion, Roger asked for a motion to approve the program revisions with the stipulation that an appropriate substitution be found for BCIS 1305 – Business Computer Applications.

Larry Krugle made a motion to approve.

Blake Powell seconded the motion.

The motion passed and the committee approved the program revisions with the stipulation that an appropriate substitution be found for BCIS 1305 – Business Computer Applications.

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Roger Blackmon and Bettye Hutchins reviewed the following matrices.

INSTRUCTOR: “The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the program follows all rules and regulations, we use matrices to map the requirements back to the courses.”

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Automotive Technology								Credential: Associate in Applied Science (AAS) Degree/ Certificate of Completion	
Award: Automotive Technology Associate in Applied Science Degree									
Cip: 47.0604									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
								LEAD 1100*	Workforce Development with Critical Thinking
X				X	X	X	X	COSC 1301 or ITSC 1301 or BCIS 1305	Introduction to Computing/Introduction to Computers/Business Computer Applications
X	X		X		X			ENGL 1301	Composition I
X	X			X	X			GOVT 2305	Federal Government (Federal Constitution and Topics)
X	X	X						MATH 1314 or MATH 1332	College Algebra/Contemporary Math I
X	X		X		X			SPCH 1315	Public Speaking
X	X	X		X	X			BUSI 1301	Business Principles
X	X	X	X	X	X	X	X	AUMT 1267	Practicum (or Field Experience)- Automobile/Automotive Mechanics Technology/Technician
X	X	X	X	X	X	X	X	AUMT 1312*	Basic Automotive Service
X		X		X	X	X	X	AUMT 1407*	Automotive Electrical Systems
X		X	X	X	X	X	X	AUMT 1410*	Automotive Brake Systems
X		X	X	X	X	X	X	AUMT 1416*	Automotive Suspension and Steering Systems
X		X	X	X	X	X	X	AUMT 1419*	Automotive Engine Repair
X		X	X	X	X	X	X	AUMT 1445*	Automotive Climate Control Systems
X	X	X	X	X	X	X	X	AUMT 2310*	Automotive Service Consultant
X	X	X	X	X	X	X	X	AUMT 2328	Automotive Service
X		X	X	X	X	X	X	AUMT 2317*	Automotive Engine Performance Analysis I
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	

Courses with an * are part of the certificate

General Education Matrix: The General Education Matrix is state mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Automotive Technology							Credential: Associate in Applied Science (AAS) Degree/ Certificate of Completion	
Award: Automotive Technology Associate in Applied Science Degree								
Cip: 47.0604								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title	
1	2	3	4	5	6			
X	X		X		X	ENGL 1301	Composition I	
X	X		X	X		GOVT 2305	Federal Government (Federal Constitution and Topics)	
X	X	X				MATH 1314 or MATH 1332	College Algebra/Contemporary Math I	
X	X		X		X	SPCH 1315	Public Speaking	
X	X	X		X	X	BUSI 1301	Business Principles	
X				X	X	COSC 1301 or ITSC 1301 or BCIS 1305	Introduction to Computing/Introduction to Computers/Business Computer Applications	
						LEAD 1100*	Workforce Development With Critical Thinking	
X	X	X	X	X	X	AUMT 1267	Practicum (or Field Experience)- Automobile/Automotive Mechanics Technology/Technician	
X	X	X	X	X	X	AUMT 1312*	Basic Automotive Service	
X	X	X	X		X	AUMT 1407*	Automotive Electrical Systems	
X	X	X	X		X	AUMT 1410*	Automotive Brake Systems	
X	X	X	X		X	AUMT 1416*	Automotive Suspension and Steering Systems	
X	X	X	X		X	AUMT 1419*	Automotive Engine Repair	
X	X	X	X	X	X	AUMT 1445*	Automotive Climate Control Systems	
X	X	X	X	X	X	AUMT 2310*	Automotive Service Consultant	
X	X	X	X	X	X	AUMT 2328	Automotive Service	
X	X	X	X		X	AUMT 2317*	Automotive Engine Performance Analysis I	
					6. Personal Responsibility			
					5. Social Responsibility			
					4. Teamwork			
					3. Empirical and Quantitative Skills			
			2. Communication Skills					
1. Critical Thinking Skills								

Courses with an * are part of the certificate

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Automotive Technology							Credential: Associate in Applied Science (AAS) Degree/ Certificate of Completion
Award: Automotive Technology Associate in Applied Science Degree							
Cip: 47.0604							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
OUTCOMES						Course Number	Course Title
1	2	3	4	5	6		
X	X		X		X	ENGL 1301	Composition I
X	X			X	X	GOVT 2305	Federal Government (Federal Constitution and Topics)
X	X	X				MATH 1314 or MATH 1332	College Algebra/Contemporary Math I
X	X		X		X	SPCH 1315	Public Speaking
X	X	X		X	X	BUSI 1301	Business Principles
X				X	X	COSC 1301 or ITSC 1301 or BCIS 1305	Introduction to Computing/Introduction to Computers/Business Computer Applications
						LEAD 1100*	Workforce Development With Critical Thinking
X	X	X	X	X	X	AUMT 1267	Practicum (or Field Experience)- Automobile/Automotive Mechanics Technology/Technician
X	X		X	X	X	AUMT 1312*	Basic Automotive Service
X	X	X	X		X	AUMT 1407*	Automotive Electrical Systems
X	X	X	X		X	AUMT 1410*	Automotive Brake Systems
X	X	X	X		X	AUMT 1416*	Automotive Suspension and Steering Systems
X	X	X	X		X	AUMT 1419*	Automotive Engine Repair
X	X	X	X	X	X	AUMT 1445*	Automotive Climate Control Systems
X	X	X	X	X	X	AUMT 2310*	Automotive Service Consultant
X	X	X	X	X	X	AUMT 2328	Automotive Service
X	X	X	X		X	AUMT 2317*	Automotive Engine Performance Analysis I
					6. Assess drivability using current engine performance diagnostic equipment and perform routine maintenance and repairs to ensure safe and efficient operation of automobiles.		
					5. Diagnose problems associated with automotive heating and air conditioning systems (both manual and electronic) and perform routine maintenance and repairs according to manufacturer specifications and protocol.		
					4. Apply fundamental knowledge of automotive engine operation to diagnose internal and external engine problems and perform basic engine maintenance and repairs according to manufacturer specifications and protocol.		
					3. Diagnose common automotive suspension and steering system issues and perform routine maintenance and/or implement repairs according to manufacturer specifications and protocol.		
					2. Identify issues associated with common automotive brake systems (drum and disc), and replace/repair system components according to manufacturer specifications and protocol.		
1. Apply basic knowledge of automotive electrical systems to identify issues, analyze potential solutions, and perform routine maintenance and/or required repairs according to manufacturer specifications and protocol.							

Courses with an * are part of the certificate

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Automotive Technology						Credential: Associate in Applied Science (AAS) Degree/ Certificate of Completion
Award: Automotive Technology Associate in Applied Science Degree						
Cip: 47.0604						
LIST OF ALL COURSES REQUIRED AND OUTCOMES						
OUTCOMES						Course Title
1	2	3	4	5	6	
X	X	X	X	X	X	1. Critical Thinking Skills
X	X	X	X	X	X	2. Communication Skills
X	X		X	X	X	3. Empirical and Quantitative Skills
X	X	X	X	X	X	4. Teamwork
X	X	X	X	X	X	5. Social Responsibility
X	X	X	X	X	X	6. Personal Responsibility
					6. Assess drivability using current engine performance diagnostic equipment and perform routine maintenance and repairs to ensure safe and efficient operation of automobiles.	
					5. Diagnose problems associated with automotive heating and air conditioning systems (both manual and electronic) and perform routine maintenance and repairs according to manufacturer specifications and protocol.	
				4. Apply fundamental knowledge of automotive engine operation to diagnose internal and external engine problems and perform basic engine maintenance and repairs according to manufacturer specifications and protocol.		
				3. Diagnose common automotive suspension and steering system issues and perform routine maintenance and/or implement repairs according to manufacturer specifications and protocol.		
				2. Identify issues associated with common automotive brake systems (drum and disc), and replace/repair system components according to manufacturer specifications and protocol.		
1. Apply basic knowledge of automotive electrical systems to identify issues, analyze potential solutions, and perform routine maintenance and/or required repairs according to manufacturer specifications and protocol.						

After review, Roger asked if there were any questions or comments. With no further discussion, Roger asked for a motion to approve the matrices as presented.

Matt Lindeman made a motion to approve.

Ryan Pruner seconded the motion

The motion passed and the committee approved the matrices as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Roger Blackmon reviewed the following program statistics.

- Graduates 2022-2023: 8
- Enrollment Summer 2023: 0
- Majors Fall 2023-2024: 12
- Enrollment Fall 2023:12

After review, Roger asked if there were any comments or questions. With no further discussion, he then moved on to local demand.

❖ **Local Demand**

Roger Blackmon invited Bettye Hutchins to review the accuracy of the information from the following chart. Bettye then administered the Comprehensive Local Needs Assessment for use in compulsory reporting.

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Automotive Service Technician	\$23.89/hr \$45,868/annual	\$23.21/hr \$44,563/annual	\$23/35/hr \$44,839/annual	6,285 (state) 41 (local)	1.00% (state) -0.33% (local)

*Labor Market Outlook (O*NET)

After the CLNA survey, Roger then moved on to review facilities, equipment, and technology.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

With nothing to discuss regarding evaluation of facilities, equipment, and technology, Roger moved on to discuss external learning experiences, employment, and placement opportunities.

❖ **External learning experiences, employment, and placement opportunities**

Roger Blackmon reviewed the following information regarding external learning experiences, employment, and placement opportunities.

Faculty: “Vernon College offers a job board on the website. Businesses can contact Student Services to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Dean of Instructional Services, Bettye Hutchins, at bhutchins@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
47060000-Vehicle Maintenance and Repair Technologies	6	6	100%	9	9	100%	9	10	90%	24	25	96%

After review, Roger asked if there were any questions or comments. With no further discussion, he then moved on to professional development.

❖ **Professional development of faculty and recommendations**

Roger Blackmon reviewed his latest professional development opportunities and discussed possible upcoming possibilities to consider, including updating ASE credentials and Ford ACE credentials. Roger asked for any suggestions, then with no further discussion, moved on to promotion and publicity.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Roger Blackmon reviewed promotion and publicity/recruiting practices. After review, Roger asked if there were any comments or suggestions. With no further discussion, he then moved on to special populations.

❖ **Serving students from special populations:**

Roger Blackmon reviewed the updated definition of special populations and the services available to those who apply.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

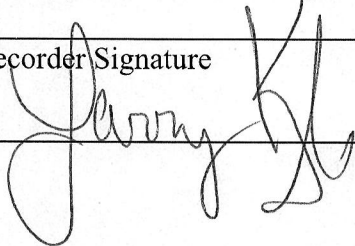
Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students

1. Special populations’ new definitions:
 - a. Individuals with disabilities;

- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d) (1) of such title).

Roger Blackmon asked if the committee had any further action, discussion or recommendations. The committee offered none.

Roger adjourned the meeting at 6:04pm.

Recorder Signature 	Date 3-28-24	Next Meeting: Fall 2024
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