

Advisory Committee Meeting Minutes
Manufacturing Technology –Heat, Ventilation, and Air Conditioning

CHAIRPERSON: Lee Ritchie		
MEETING DATE: November 10, 2011	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Kitty Howard		PREVIOUS MEETING: November 30, 2010

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
John Witter-HVAC Service Tech for Delorem Heating & A/C	Gus Bauder- Director of Automation for Temperature Control Systems	Vernon College: Dr. Gary Don Harkey- Dean of Instructional Services
Steve Holliday- Mechanical Coordinator for WFISD	Rich Savage-Owner of Wichita Appliance	Sharon Winn, Assistant to Dean of Instructional Services
Darrin Kirkpatrick-Service Manager for Ferguson Veresh	Rick Baker- Service Manager for James Lane Air Conditioning	Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Vickie McFadden- Counselor for WFISD-Hirshi High School		Scott McClure HVAC Instructor
Kitty Howard- Deputy Director Workforce Solutions		Jessica Sutherland Early College Start Coordinator
Bonifacio Lucero, adjunct instructor		
Lee Ritchie, Service Manager for All Trades		
Teea Reed-Work Hard-Work Smart Coordinator		
Veronica Whitford- Work Hard-Work Smart		

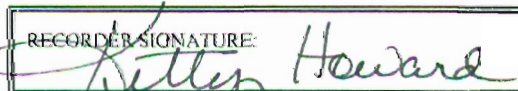
Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Scott McClure
Members and their role	Information	Dr. Gary Don Harkey
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Lee Ritchie (Chairperson)
Old Business:	None	
Continuing Business:	Information	Scott McClure
New Business:	Information/ Discussion	Scott McClure
Program statistics: Graduates, majors, enrollment	Information	Scott McClure
Review goals and objectives	Information/Discussion	Scott McClure
Workplace competencies	Discussion	Scott McClure

Program revisions, curriculum/course review	Information/Discussion	Scott McClure
Evaluation of facilities, equipment, and technology	Discussion	Scott McClure
Advice on selection and acquisition of new equipment and technology	Discussion	Scott McClure
External learning experiences, employment, and placement opportunities	Discussion	Scott McClure
Professional development of faculty	Information/Discussion	Scott McClure
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Scott McClure
Needs of students from special populations	Information/Discussion	Scott McClure
Curriculum Decisions:		Scott McClure
Other:		
Adjourn	Action	Lee Ritchie (Chairperson)

MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Dr. Gary Don Harkey thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Lee Ritchie was re-elected chairperson, and Kitty Howard was re-elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business	Discussed recruitment issues. The Stanley & Betty Ray Scholarship was given to two students this year.
New Business:	
Program statistics: Graduates, majors, enrolment	Program Statistics: Spring 2011 graduated 5 Summer 2011 graduated 3 Fall 2011 will graduate 1 5 of these graduated with an Associate Degree Currently 39 students will HVAC majors
Review goals and objectives	The members were given programs goals and objectives. Members felt that the goals and objectives were stated appropriately.
Workplace competencies	Members agreed that the workplace competencies that were set last year are current and no changes were needed.
Program revisions, curriculum/course review	The new text book: Fundamentals of HVAC/R is working out better than expected. Students really like it better.

	The addition of reading blueprints and speck- books will be added as an objective to a couple of current courses. Will discuss with the CE department about offering a class on blueprints.
Evaluation of facilities, equipment, and technology	Scott is still very pleased with all the space he has.
Advice on selection and acquisition of new equipment and technology	The members agreed to keep going up on efficiency. Be sure students can use the internet to look up updates and information.
External learning experiences, employment, and placement opportunities	Scott would like to get with members and schedule more ride along for students.
Professional development of faculty	Training in: <ul style="list-style-type: none"> • Qwizdom- February 10, 2010 • Teaching Tools – March 3, 2010 • Assessments – March 24, 2010 • Teaching Strategies-April 4, 2010 • Blackboard Intermediate/Advanced-April 14, 2010
Promotion and publicity about the program to the community and to business and industry	There have been a lot of TV and Radio advertisements promoting the workforce courses. With the federal budget cutting out Tech Prep more of the recruiting will be pushed in the instructor's hands. Scott handles this by: <ul style="list-style-type: none"> • Visiting area high schools. • Implementing a "Girls Night Out" • Giving several tours of the Skills Training center throughout the year.
Needs of students from special populations	Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. This office coordinates special accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extending testing time and individual tutoring. Also, because HVAC is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field. Sharon Winn told members that a poster is being developed for the HVAC program depicting a woman doing work in the field that will be posted through the area. Vernon College is going to host a "Girls Night Out" here at the STC sometime in the Spring semester were female High Schools students will come out and see the courses offered. STC will have females who are employed in these various fields here to help promote and answer questions. Our hope is to draw in some of these potential students.
Curriculum Decisions:	
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 11.18.11	NEXT MEETING:
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