

**Advisory Committee Fall 2017 Annual Meeting
Heat, Ventilation, and Air Conditioning
Vernon College – Skills Training Center
Wednesday, November 15, 2017, at 12:00 p.m. in Room 400**

CHAIRPERSON: Chris Johns		
MEETING DATE: November 15, 2017	MEETING TIME: 12:00 PM	MEETING PLACE: Skills Training Center, Room 400
RECORDER: Kitty Howard	VICE CHAIRPERSON: Brittany Butler	PREVIOUS MEETING: November 17, 2016

MEMBERS PRESENT:

MEMBER’S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Gus Bauder, Director of Automation, Temperature Control Systems	Lee, Ritchie, Service Manager, Texhoma Heating and Air-Conditioning.	Scott McClure, HVACR Instructor/Coordinator, Vernon College
Brittney Butler, Office Manager, Texhoma Heating and Air	Sara Meek, Sales Engineer, Sporline/Parker-Hannifin	Shana Drury, Associate Dean of Instructional Services, Vernon College
Bin Ellett, Technican, Ellett AC		Lou Lucero, Lab Assistant, Adjunct Instructor, Vernon College
Ryan Ellett, Owner, Ellet AC		Jean Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Kitty Howard, Case Manager, Workforce Solutions		Clara Garza, Counselor, Vernon College
Chris Johns, Service Manager, Mike Graham Heating and AC		Holly Scheller, Coordinator for Marketing and Community Relations
Eddie Johnson, HVAC Specialist, United Regional		Jackie Polk, Counselor, Vernon College
Robb Havens, James Lane Air Conditioning and Plumbing		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Scott McClure
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Scott McClure
Approval of Minutes from the Last Meeting	Action	Chris Johns
Old Business: (if any, otherwise type None)	Old Business or None	Chris Johns
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chris Johns
New Business:		Chris Johns

Review program outcomes, assessment methods, and results	Information	Chris Johns
Approve program outcomes and assessment methods	Action	Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chris Johns
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chris Johns
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chris Johns
Approval of course/exam of workplace competencies	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chris Johns
Evaluation of facilities, equipment, and technology	Action	Chris Johns /Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Chris Johns /Members Present
External Learning experiences, employment and placement opportunities	Information	Chris Johns /Members Present
Professional development of faculty and recommendations	Information/Discussion/Action	Chris Johns /Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chris Johns
Serving students from special needs	Information	Chris Johns
Adjourn	Action	Chris Johns /Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Scott McClure welcomed and thanked the advisory members for their willingness to serve. Scott played the new HVAC program video for the committee to see the new recruiting tool. Everyone introduced themselves and stated their positions and the agency they represented.
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. 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 HVACR field.
Election of Chair, Vice Chair and Recorder	Shana Drury asked for nominations or volunteers for vice chair and recorder. Kitty Howard volunteered to be the recorder. Kitty Howard nominated Brittany Butler for vice chair and Chris Johns seconded the motion. Brittany agreed to serve as vice chair for the committee.
Approval of Minutes from the Last Meeting	Chris Johns asked the committee to review the previous minutes and they did. Chris then asked for a motion to approve the minutes. Eddie Johnson

	made a motion to approve last meetings minutes and Brittany Butler seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	<p>Chris Johns asked Scott McClure to review old business.</p> <ul style="list-style-type: none"> • Stanley and Betty Ray Scholarship – \$500.00 last year • Program Accreditation from PAHRA done • EPA exam – 5 passed universal first round out of 20 • Lost 4 before the retest • 7 passed universal second round • ICE exam – will start giving it in the AC troubleshooting class due to accreditation • Got the 20 SEER heat pump up and running. <p>The members discussed further and had no recommendations.</p>
New Business:	
Review program outcomes, assessment methods, and results, and workplace competencies	The Chair asked members to review the program outcomes, assessment methods, and results. Scott McClure reviewed the outcomes and asked the committee if they had any recommendations. The committee members reviewed and discussed them and asked how Scott incorporated them into the program. Scott explained. Scott updated the committee on the assessment method and the results. The committee had a discussion and no recommendations were made at this time.
Approve program outcomes and assessment methods	Chris Johns asked members to approve program outcomes Kitty Howard made a motion and Gus Bauder seconded. The committee agreed unanimously. Chris Johns asked the member for a motion to approve assessment methods as is. Eddie Johnson made a motion to approve the assessment methods as is. Kitty Howard seconded. The committee agreed unanimously.
Approve workplace competencies	The Chair asked the committee to review the work place competencies Brittany Butler made a motion to approve the workplace competency. Eddie Johnson seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked the committee to review the program curriculum, courses, and degree plans and they did. Shana Drury stated that 2017-2018 had no changes but there are proposed changes 2018-2019 Chris Johns asked the committee to review the curriculum for 2017-2018 and the proposed curriculum for 2018-2019. Ryan Ellett asked how many students take College Algebra. Scott McClure and Clara Garza stated that they could take College Algebra or Contemporary Math.
Approve program revisions (if applicable)	Chris Johns asked the committee for a motion to approve the 2017-2018 curriculum. Kitty Howard made a motion to approve the program curriculum, courses, and degree plans. Gus Bauder seconded the motion. The committee agreed unanimously. Scott McClure reviewed the changes for 2018-2019 curriculum. Chris Johns asked the committee for a motion to approve the proposed curriculum as presented. Eddie Johnson made a motion to approve the proposed curriculum. Kitty Howard seconded the motion. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair asked members to review and discuss each matrix and they did. Scott McClure informed the committee that the matrices have not changed from last year. Shana Drury explained the matrices. Robb Havens asked if there was any review of ethics in the program. Scott McClure stated that he did review ethics in his troubleshooting class. He covered how to handle customer services, how to treat customers, how to interact in a customer's

	home and talk to customers. The committee had a discussion. No recommendations were made from members.
Approve SCANS and Gen Ed outcomes matrices	Chris Johns asked members to approve the three matrices as is. Kitty Howard made a motion to approve the three matrices as is. Gus Bauder seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	<p>The Chair gave an update on the graduates, majors and enrollments. Kitty Howard asked about the summer enrollment numbers. Scott McClure stated that Pell Grant did not cover the summer semester so he did not have anyone enrolled.</p> <ul style="list-style-type: none"> • Graduates 2016-2017: <ul style="list-style-type: none"> • Fall 2016 – 5 • Spring 2017 – 10 • Looks like 9 for this fall • Enrollment Summer 2017: 0 • Majors Fall 2017-2018: 29 • Enrollment Fall 2017: 29
Local Demand	<p>The Chair stated that Vernon College would like to hear from the committee regarding the local demand for the program. Shana Drury explained why this information was helpful for Vernon College to know that HVAC is still a viable field. Ryan Ellett stated that they had an opening. Chris Johns said that they will always interview because if they find someone with that spark they will make an opening and get them on staff. Eddie Johnson stated that they have recently had a couple retirements so they are looking for a couple new people.</p>
Evaluation of facilities, equipment, and technology	<p>Chris Johns asked if everyone had a chance to tour the facility. Scott McClure stated that he would be happy to give a tour to anyone that has not seen the lab. Scott thanked Eddie for the ice machines and stated that the lab had received the following new equipment:</p> <ul style="list-style-type: none"> • Got the 20 SEER heat pump up and running • Ordered a walk-in freezer
Recommendations of selection and acquisition of new equipment and technology	<p>Chris Johns asked the committee for recommendations of equipment and technology. Need for multihead mini splits. The committee Robb Havens asked if they discussed dual fuel and Scott McClure assured him that they were covering that in the courses. Chris Johns asked about WiFi and Scott McClure stated that was covered in the program as well. Chris stated that was a big project for commercial automation them these days.</p>
External Learning Experiences, employment and placement opportunities	<p>The Chair asked Scott McClure to update the committee on External Learning Experiences, employment and placement opportunities. Scott stated the practicum was a hands on experience for the students to finish. Shana Drury asked how many of the 15 graduates were still working. Brittany Butler stated that they currently had 2 on their staff. Scott reviewed the other students and were they are currently working.</p>
Professional development of faculty and recommendations (if applicable)	<p>Chris Johns asked Scott McClure to inform the members of any professional development opportunities he had taken advantage of. Scott informed the committee that most of his training is on-line for convenience sake. Shana Drury stated that he was also involved in several trainings at Vernon College.</p> <ul style="list-style-type: none"> • Still watching webinars from RSES. • Staying up to date with the RSES Journal and The News.

	<p>Chris Johns stated that there was a new Mitsubishi training center in DFW and they had all the equipment out and hands on and they offered many trainings throughout the year. They have five or six courses with all the equipment out and you can use it work on mini splits.</p> <p>Eddie Johnson stated that he attended on from LG down in the metroplex as well that was a good opportunity.</p>
<p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p>	<p>The Chair asked Scott McClure to inform the committee on promotion and publicity of the program. Scott provided members with an update of the program recruitment and advertisement.</p> <ul style="list-style-type: none"> • Posters throughout Skill Training Center, Century City Center, and Vernon Campus with the non-traditional gender advertised • Invites both male/female professionals to the promotional events Sophomore Roundup • Maker Faire Event • Transition Fair • Marketing video • Springfest • Early College Start Coordinator Melissa Moore mentions in instructions at high schools • Recruiting Coordinator, Rachel White, mentions during recruitment events <p>Chris Johns mentioned that HVAC had so much overlap with different trades. They may have to do some plumbing, painting, or drywall.</p> <p>Robb Havens stated that there are opportunities for different levels. He has been an installer, a service tech, and now sales. Each part has its own opportunities and levels of customer service. Shana Drury asked about having a female out for recruiting so that we can show both genders for recruiting. Brittany Butler stated that she was able to attend some events.</p>
<p>Serving students from special needs</p>	<p>Chris Johns asked Scott McClure to update the committee on how the program served students from special needs and he did.</p> <p>The definition of “special populations” as outlined by Perkins:</p> <ol style="list-style-type: none"> 1. individuals with disabilities; 2. individuals from economically disadvantaged families, including foster children; 3. individuals preparing for non-traditional fields; <ul style="list-style-type: none"> There are 29 males in the program There are 0 females in the program 4. single parents, including single pregnant women; 5. displaced homemakers; and 6. individuals with limited English proficiency
<p>Program Accreditation Information and Requirements</p>	<p style="text-align: center;"><u>Partnership for Air-conditioning, Heating, Refrigeration Accreditation (PAHRA)</u></p> <p>The Partnership for Air-conditioning, Heating, Refrigeration Accreditation (PAHRA) is an independent, third party organization that is a partnership between heating, ventilation, air-conditioning and refrigeration (HVACR) educators and the HVACR industry that will award accreditation to programs that have met and/ or exceeded industry validated standards. This programmatic accreditation program is the only one that is supported and validated by the major industry associations.</p> <p><u>Purpose:</u> To improve the quality of education by establishing accreditation standards for training programs in HVACR.</p> <p><u>Mission:</u> To accredit training programs by promoting standards developed and validated by the HVACR industry trade and HVACR industry education associations.</p>

	<p><u>Highlights:</u> Partnership between educators and representatives from each major segment of the HVACR industry. Educators from secondary, post-secondary, public and/or private training programs.</p> <p>Comments sought from 1300 training programs, 500 comments received.</p> <p><u>Goals:</u> Set standards for instructors, students, curriculum competencies, facilities and fiscal responsibility. Establish evaluation criteria. Use validated standards and criteria from HVACR industry and education associations. Promote training program self-evaluation. Provide on-site evaluation. Award accreditation to programs that meet or exceed standards.</p> <p><u>Assumptions:</u> Each training program is unique. Each program has their own long and short term goals. Each program can seek accreditation in one, two or all three of the following categories: Residential A/C and Heating, Light Commercial A/C and Heating and/or Commercial Refrigeration Five year accreditation length</p> <p><u>Standards:</u> PURPOSE OF THE HVACR PROGRAM INSTITUTIONAL ADMINISTRATION INSTITUTIONAL FINANCING STUDENT SERVICES RESOURCE MATERIAL-Specific curriculum not identified FACILITIES INSTRUCTION INSTRUCTIONAL TOOLS AND EQUIPMENT INSTRUCTIONAL STAFF QUALIFICATIONS COOPERATIVE INDUSTRIAL TRAINING</p> <p><u>Contact:</u> Warren Lupson PAHRA c/o AHRI 2111 Wilson Blvd Ste 500 Arlington VA 22201-3001</p>
Adjourn	Chris Johns asked for any further recommendations or discussion. Hearing none, Chris adjourned the meeting.

RECORDED SIGNATURE: 	DATE: 12-15-17	NEXT MEETING: Fall 2018
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