

Advisory Committee Spring 2017 Annual Meeting Minutes
Industrial Automation Systems
Vernon College

CHAIRPERSON: Chris Venegas		
MEETING DATE: February 15, 2017	MEETING TIME: 12:00 PM	MEETING PLACE: Skills Training Center, Room 400
RECORDER: Synthia Kirby	VICE CHAIR PERSON: Larry Howell	PREVIOUS MEETING: October 29, 2015

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Kelly Easter, Tech Technologist, Vitro	Client Beavers, District Manager, Oncor Electric	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair, Vernon College
Larry Howell, Transmission Supervisor, Oncor	Deanna Bynum, System Support Analyst, Cryovac Division of Sealed Air Corp.	Debbie Richard, Skills Training Center Administrative Assistant, Adjunct Instructor Vernon College
Clark Kindrick, Production Manager, Triangle Brick	Martin Cunningham, Value Added Manager, PPG	Shana Drury, Associate Dean of Instructional Services, Vernon College
Synthia Kirby, Principal, Carrigan Career Center, Wichita Falls ISD	Jeff Knight, Power Plant Tech, Luminant	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Dakota Patterson, Wind Site Manager, NextEra	David Skipworth, Owner, Skipworth Electric	Melissa Moore, Early College Start Coordinator, Vernon College
Bodie Payne, P & C Tech, Oncor	Tony Gallagher Maintenance Supervisor, Cryovac Division of Sealed Air Corp.	Ben Tucker, Automation Sales representative, Reynolds Electric
Chris Venegas, Automation Engineer, Cryovac Division of Sealed Air Corp.		Joseph Ostovich, Electrical Trainee, Triangle Brick, IAS student
John Wright, Regional Supervisor, Oncor Electric		

AGENDA

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

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

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Mark Holcomb 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 general skills knowledge and abilities taught are pertinent to

	the field to produce the graduates that employers would like to hire in the Industrial Automation Systems field.
Election of Chair, Vice Chair and Recorder	Mark Holcomb explained the three offices and asked for nominations for Chair. Chris Venegas volunteered for Chair. Synthia Kirby made a motion and Bodie Payne seconded. Chris Venegas asked for nominations for Vice Chair. John Wright made a motion to elect Larry Howell. Bodie Payne seconded. The Chair asked for nominations for Recorder. Synthia Kirby volunteered. John Wright motioned and Kelly Easter seconded. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Chris Venegas asked the committee to review the previous minutes and they did. Chris then asked for a motion to accept the minutes as is. Dakota Patterson made a motion to approve last meetings minutes and Bodie Payne seconded. The committee agreed universally.
Old Business: (if any, otherwise type None)	The Chair noted that there was no old business.
Continuing Business: (List if any, otherwise type None)	Chris Venegas informed the committee that there was no continuing business.
New Business:	
Review program outcomes, assessment methods, and results	<p>The Chair asked members to review the program outcomes, assessment methods, and results and they did. Chris Venegas then asked Mark to expound on the outcomes. Mark gave a detailed explanation of the outcomes. Chris Venegas asked the committee members if they had any suggested changes concerning the outcomes. Shana Drury explained that the 7 outcomes are general and that the details are covered in the course. Chris Venegas asked if Vernon College could look at the possibility of adding a Mechanical Maintenance course. Mark Holcomb inquired if Chris was wanted it added as an 8th outcome and incorporate the teachings within the present courses or add a separate course. Synthia Kirby, concerned with increase of hours, asked if the class would be made a requirement if it was added. Mark explained that he could remove an elective and replace it with a Mechanical Maintenance course without affecting the hours. The committee had a discussion and recommended that Mark draft a program outcome regarding Mechanical Maintenance course and look at a course to be added to the fall 17 meeting agenda so that the committee could review it. Shana Drury noted that it would not take effect until the 18-19 school year.</p> <p>Chris Venegas then asked Mark Holcomb to expound on the assessment methods and results and he did.</p> <p>Results:</p> <ul style="list-style-type: none"> • All 8 students successfully completed outcomes 1, 2, 3, 5, and 7 • 6 students completed outcome 6 successfully; will teach concepts earlier on to help students succeed in the future • Outcome 4 could not be accomplished in fall because of lack of equipment and meters. It will be assessed this semester.
Approve program outcomes and assessment methods	<p>Chris Venegas asked members to approve program outcomes with the recommendation that VC as an institution review the possibility of adding an 8th outcome. Synthia Kirby made a motion and Bodie Payne seconded. The committee agreed unanimously.</p> <p>The Chair then asked members to approve the assessment methods as is. Bodie Payne motioned and Dakota Patterson seconded. The committee agreed unanimously.</p>
Review program curriculum/courses/degree plans	Chris Venegas asked the committee to review the program curriculum, courses, and degree plans and reminded them of the previous conversation regarding adding a Mechanical Maintenance course. The committee had a discussion and noted that other than the recommendation that Mark

	Holcomb draft a Mechanical Maintenance course that could be added to the COC and AAS degree plans everything was sufficient.
Approve program revisions (if applicable)	Chris Venegas asked members for a motion to approve program curriculum with the recommendation discussed. Kelly Easter made a motion and Bodie Payne seconded. The committee agreed unanimously.
Review SCANS, General Education, and Outcomes matrices	The Chair asked members to review and discuss each matrix and they did. Mark Holcomb explained the three matrices. The committee members had a discussion and had no recommendations at this time.
Approve SCANS, General Education, and Outcomes matrices	Chris Venegas asked members to approve the three matrices as is. Synthia Kirby made a motion to approve the three matrices as is. Dakota Patterson seconded. The committee agreed universally.
Review verification course/exam of workplace competencies	The Chair asked Mark Holcomb to update the committee on the verification course/exam of workplace competencies and he did. Mark Holcomb stated that he would like the committee to consider deleting the drafting software from ELMT 2441 because he realized there was an annual \$2, 400.00 renewal license. Chris Venegas informed the committee that he uses similar software without updating it. Shana Drury encouraged Mark Holcomb to request Perkins funding for the update. The committee had a discussion and made no recommendations.
Approval of course/exam of workplace competencies	Chris Venegas asked members to approve the course/exam of workplace competencies as is. Bodie Payne made a motion to approve course/exam workplace competencies as is. Kelly Easter seconded. The committee agreed solidly.
Program statistics: Graduates, majors, enrollment	<p>The Chair asked Mark Holcomb to expound on the graduates, majors and enrollments and he did.</p> <ul style="list-style-type: none"> • Enrollment: 32 IAS students; 17 CIS students enrolled in RBTC 1405; 9 HVAC students enrolled in CETT 1402; Total program enrollment 57 students • Declared Major 16-17 : 33 listed • Current Major Enrollment: 31 IAS majors- 2 dropped for employment • Graduates: 3 COC; 3 AAS • This year's projected graduates: Fall 2016: 2 COC, 1 AAS; Spring 2016-11 COC, 3AAS; Summer : 2AAS <p>The committee had no recommendations.</p>
Evaluation of facilities, equipment, and technology	<p>Chris Venegas expressed to members that if they had not seen the facility, to see Mark Holcomb after the meeting and he would give them a tour. Chris then asked Mark Holcomb to give an update on the condition of the facility, equipment and technology. Mark stated that the facility was in perfect condition. Mark then updated the committee on the new equipment that was purchased last year.</p> <ul style="list-style-type: none"> • RS Logic software renewal, Rosemount instrumentation devices and HART • Reactor Trainer to attach to Mixing station (on display) • Compact Logic, MircoLogic PLC's and components for troubleshooting trainer purchased with grant money from PPG (Vitro) <p>Mark informed the committee about the plans for the \$10,000.00 grant money that he hopes to receive for the third year from Vitro (PPG). Dakota Patterson asked how the grant process works. Mark Holcomb informed the committee on the process. The committee had a discussion and no recommendations were made.</p>

Recommendations of selection and acquisition of new equipment and technology	Chris Venegas asked Mark if there was any equipment or technology that he needed. Mark Holcomb stated that he would like a Motor Control Center from Allen Bradley and /or to upgrade the old PLC's. Ben Tucker informed the committee that he and Mark Holcomb had been talking about the prospects of purchasing new Programmable Logic Controllers (PLCs) with the grant money from Vitro (PPG). Mark guaranteed the committee that what he was looking into would be economical because it was something that he could add to every year as funding was received. Ben Tucker stated that PLCs were industry standards for large corporations. Dakota Patterson expressed that PLCs were important because you couldn't run a piece of equipment without it. The committee had a discussion. No recommendations were made.
External Learning Experiences, employment and placement opportunities	<p>The Chair asked Mark Holcomb to update the committee on External Learning Experiences, employment and placement opportunities. Mark informed the committee that:</p> <ul style="list-style-type: none"> • 9 students have participated in workplace practicums • Chris Venegas's Industrial Electronic class toured PPG in the fall of 2016 • Chris Venegas's class has plans to visit Cryovac in fall 2017 <p>The committee had a discussion and no recommendations were made.</p>
Professional development of faculty and recommendations (if applicable)	<p>Chris Venegas asked Mark Holcomb to inform the members of any professional development opportunities he has taken advantage of. Mark informed the committee:</p> <ul style="list-style-type: none"> • Currently enrolled in two online Rockwell courses • April 2017: Texas Association of Career & Technical Educators (TACTE) • 2017-2018: Rockwell Automation conference in Houston • 2017-2018: Arc Flash-either attend the conference or on-line <p>Chris Venegas asked members if they had any recommendations. Dakota Patterson suggested Stermco, stating that he had attended quality training there. The members had no other recommendations.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>The Chair asked Mark Holcomb to inform the committee on promotion and publicity of the program and he did.</p> <ul style="list-style-type: none"> • Sophomore Roundup at STC; 160 sophomores • Region 9 Career expo- 2,000 8th graders • Spring Fest (GenTX): April 7, 2017; 2016; 340 juniors and seniors <p>Shana Drury added:</p> <ul style="list-style-type: none"> • Melissa Moore regularly speaks to high school students • Fall preview day at the Vernon Campus; 250 students • Vernon College added updated gender equity posters • Posters in the high schools • Promotional video for Industrial Automation program from Perkins • Individual tours <p>Synthia Kirby asked if she could have a copy of the video to share with her students and Mark Holcomb ensured her that he would make sure she gets a copy. Synthia Kirby then expressed that Mark Holcomb along with Chris Venegas are on her advisory board at Carrigan and had spoken to her students about the program.</p> <p>The committee had a discussion and had no recommendations.</p>
Serving students from special needs	<p>Chris Venegas asked Mark Holcomb to update the committee on how he meets the needs of "special populations" and he did. He informed the committee that he had two women in the program, but one dropped out to work. The committee had a discussion.</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and

	<p>in any other applicable sections of the Application, the Applicant shall use the term to mean:</p> <ul 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; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency. <p>Mark Holcomb added that Vernon College has partnered with Region 9 to offer services and finances for students with any academic barriers. Shana Drury expressed that Vernon College offers tutors and a program called New Beginnings that helps with gas, daycare, and textbook fees. The committee had a discussion and had no recommendations.</p>
Adjourn	With no other questions, comments or recommendations, Chris Venegas adjourned the meeting at time 1:25 PM.

RECORDER SIGNATURE: 	DATE: 3-2-17	NEXT MEETING: Fall 2017
--	--------------	-------------------------