

Advisory Committee Meeting Minutes  
Industrial Automation Technology

CHAIRPERSON: Ken Theimer		
MEETING DATE: October 11, 2012	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Jeanie Boyd		PREVIOUS MEETING: October 27, 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Ken Theimer-Service Tech, Evans Enterprises-adjunct inst.	Tim Clements- Electronics Instructor for Carrigan Career Center	Vernon College: Shana Munson Associate Dean, Career & Technical Education
Bob Siegert-Manager, Evans Enterprise	Coy Sanders- M & C Supervisor for ONCOR	Sharon Winn, Assistant to Dean of Instructional Services
Harold Langlois- Evans Enterprise		Mark Holcomb-Electronics instructor & Division Chair
Rex Ridenour-Transmission Manager-ONCOR Electric		Jessica Sutherland Early College Start Coordinator
Mark Jackson-Automation Specialist for Cryovac		
Jeanie Boyd-Owner-Spherion Staffing Group		
Christopher Venegas- Howmet; MSU; VC Adjunct Instructor		
Jeff Catlin-Echometer; Instrumentation Technician		
Clay Rollo-Cryovac; Supervisor		
Ron Duncan-Magic Air; President & CEO		

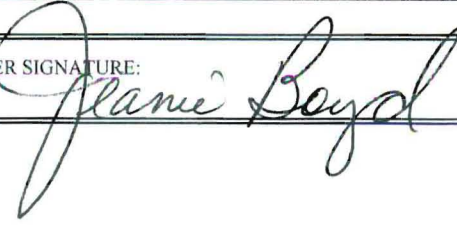
Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mark Holcomb
Members and their role	Information	Shana Munson
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Ken Theimer (Chairperson)
<b>Old Business:</b>	None	
<b>Continuing Business:</b>	None	
<b>New Business:</b>		
Program statistics: Graduates, majors, enrollment	Information	Mark Holcomb
Review goals and objectives	Information/Discussion	Mark Holcomb

Workplace competencies	Discussion	Mark Holcomb
Program revisions, curriculum/course review	Information/Discussion	Mark Holcomb
Evaluation of facilities, equipment, and technology	Discussion	Mark Holcomb
Advice on selection and acquisition of new equipment and technology	Discussion	Mark Holcomb
External learning experiences, employment, and placement opportunities	Discussion	Mark Holcomb
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Mark Holcomb
Professional development of faculty	Information/Discussion	Mark Holcomb
Needs of students from special populations	Information/Discussion	Mark Holcomb
Curriculum Decisions:		Mark Holcomb
Other:		
Adjourn	Action	Ken Theimer (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	Shana Munson thanked the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Ken Theimer was elected chairperson. Jeanie Boyd was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
New Business:	
Program statistics: Graduates, majors, enrolment	Projected Graduates for 2012-13 10 AAS Program Completers 17 Majors 25 Enrollment is at 25
Review goals and objectives	The members were given a handout of the programs goals and objectives. Members agreed they met the needs of the program.
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	Members discussed a combining of Industrial Automation Courses and Machining courses under one associate degree requiring core courses and two specialized tracks for industrial automation and machining. Mark suggested a name change for the new associate degree. Several names were suggested and members voted and agreed to change the name to Automation Controls.
Evaluation of facilities, equipment,	Students are very happy with new renovations at the Skills Center. They

and technology	have requested to see if there is a way to quiet down the large rollup door. New equipment purchased was a Fluke 3 phase Power Analyzer and a Compact Logic Trainer.
Advice on selection and acquisition of new equipment and technology	Mark asked members if there was anything out there he needed. Mark Jackson made the suggestion to concentrate on some new advanced technology sensors.
External learning experiences, employment, and placement opportunities	Employment: 1-Echometer possibly one more 2-Cryovac both promoted into electronic craftsmen positions 3-Howmet internships 2-MagicAire 2-Halliburton 1-Kalco Machining
Promotion and publicity about the program to the community and to business and industry	Since the federal budget eliminated Tech Prep, more of the recruiting went to the instructors, Jessica Sutherland, and Sharon Winn. Two upcoming events that members were invited to participate in are "Girls Night Out" October 25 and Sophomore Roundup November 30. Mark Holcomb will request a taskforce be formed to investigate why high school graduates do not enroll in workforce programs in large numbers and to find more effective means for recruiting this age group. Mark also visits area high schools, gives several tours of the Skills Training center throughout the year, visits the Carrigan Center several times a year and utilizes Facebook site "Vernon College Automation Program"
Professional development of faculty	Mark Jackson made the suggestion that Mark attend an Allen Bradley Fair. It will help keep him up to date on all the new technology that is out there. There are several seminars that will give him lots of information to take back to his students.
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 the electronics field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field. Currently, there are two females in the program.
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 11/9/12	NEXT MEETING:
---	---------------	---------------