

Advisory Committee Meeting Minutes
Industrial Automation Technology

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| CHAIRPERSON: Ken Theimer | | |
| MEETING DATE: October 14, 20132 | MEETING TIME: 12:00pm | MEETING PLACE: Skills Training Center |
| RECORDER: Jeanie Boyd | | PREVIOUS MEETING: October 11, 2012 |

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

| Name and Title | Name and Title | Name and Title |
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| Ken Theimer-Production Foreman for Evans Enterprises/adjunct inst. | Christopher Venegas-Howmet; MSU; VC Adjunct Instructor | Vernon College: |
| Bob Siegert-Manager, Evans Enterprise | Mark Jackson-Automation Specialist for Cryovac | Dr. Gary Don Harkey, Dean of Instructional Services |
| Dakota Patterson-Instrument & Control Technician for American Electric Power | Eric Michaeli- Plant Manager for Wichita Clutch | Sharon Winn, Assistant to Dean of Instructional Services |
| Rex Ridenour-District Manager-ONCOR Electric | | Mark Holcomb-Electronics instructor & Division Chair |
| Tim Clements- Electronics Instructor for Carrigan Career Center | | Jessica Sutherland Early College Start Coordinator |
| Synthia Kirby-Principal Carrigan Career Center | | LeAnn Jordan Scharbrough Advancement Services Specialist |
| Jeanie Boyd-Owner-Spherion Staffing Group | | |
| Bridget Robertson-Senior Recruiting Manager for Spherion Staffing | | |
| Jeff Catlin-Instrumentation Technician for Echometer | | |
| David Skipworth-Master Electrician for Skipworth Electric | | |
| Jeff Knight Student | | |
| Robbie Robinson form Delphi Employee/ Lab Assistant | | |

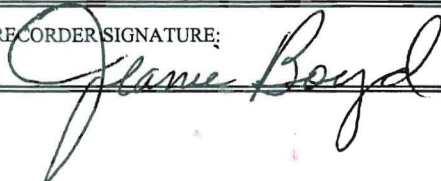
| Agenda Item | Action, Discussion, or Information | Responsibility |
|-----------------------------------|------------------------------------|---------------------------|
| Welcome & Introductions | Information | Mark Holcomb |
| Members and their role | Information | Dr. Gary Don Harkey |
| Election of officers | Action | Members present |
| Approve minutes from last meeting | Action | Ken Theimer (Chairperson) |
| Old Business: | None | |
| Continuing Business: | None | |
| New Business: | | |

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| Program statistics: Graduates, majors, enrollment | Information | Ken Theimer (Chairperson) & Mark Holcomb |
| Review goals and objectives | Information/Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Workplace competencies | Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Program revisions, curriculum/course review | Information/Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Evaluation of facilities, equipment, and technology | Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Advice on selection and acquisition of new equipment and technology | Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| External learning experiences, employment, and placement opportunities | Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Promotion and publicity about the program to the community and to business and industry | Information/Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Professional development of faculty | Information/Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Needs of students from special populations | Information/Discussion | Ken Theimer (Chairperson) & Mark Holcomb |
| Curriculum Decisions: | | Ken Theimer (Chairperson) & Mark Holcomb |
| Other: | | |
| Adjourn | Action | Ken Theimer (Chairperson) |

MINUTES

| Key Discussion Points | Discussion |
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| Welcome & Introductions | Meeting was to called 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 | Ken Theimer was re-elected chairperson. Jeanie Boyd was re-elected recorder. |
| Approve minutes from last meeting | Minutes were approved as presented. |
| New Business: | |
| Program statistics: Graduates, majors, enrolment | Projected Graduates for 2013-14 11AAS Enrollment is at 29 Program Completers for 2012/2013 sits at 95 percent completer rate Success rate for 2012/2013 sits at 93 percent course success rate (only count A,B, C,& P grades) |
| Review goals and objectives | The members were given a handout of the programs outcomes. Members felt that they are more prevalent and critical in today's work place. Approved as presented by Mark Holcomb. |
| Workplace competencies | Members agreed that the workplace competencies that were set last year are current and no changes were needed. |
| Program revisions, | Members discussed a reduction in hours from 49 to 42for the Certificate of |

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| curriculum/course review | <p>Completion for the program. Member voted unanimously to remove CETT 1407 Fundamentals of Electronics and integrate the curriculum into CETT 1402 and Offer CETT 1302 as an elective course. Members also voted unanimously to remove COSC 1301 Introduction to Computing from the Certificate.</p> <p>Members discussed a reduction in hours from 67 to 60 for the Associate degree for the program. Members felt that the same courses removed from the certificate should also be removed from the Associate Degree.</p> <p>Tim Clements mentioned that CETT 1407 was marked as a Tech Prep articulated course. Mark use CETT 1307 as an elective requirement and investigate an possible additional course.</p> |
| Evaluation of facilities, equipment, and technology | <p>Mark and students are still very happy with his classroom and lab space.</p> <p>Through the Perkins Grant Funding a new Motoman Robotic trainer and computer upgrades for compact logic trainers were purchased.</p> <p>Mark informed members that he is hoping to sell the Intellitek robots to purchase a new Fanuc robot. The Intellitek robots no longer serve the program.</p> |
| Advice on selection and acquisition of new equipment and technology | <p>Mark asked members if there was anything out there he needed. Dakota Patterson made the suggestion that students be introduced to HART transmitter sensors as part of the curriculum training.</p> |
| External learning experiences, employment, and placement opportunities | <p>Employment:</p> <ul style="list-style-type: none"> 3- Students hired by Cryovac 1- Student hired by Harmon Electric <p>Still plans following four field trips each year:</p> <ul style="list-style-type: none"> Oncur Substation Oklunion Power Plant Evans Motor Factory Visit <p>Possible new employment opportunity with American Electric Power (AEP) similar to Oncur Electric</p> |
| Promotion and publicity about the program to the community and to business and industry | <p>Since the federal budget cut out Tech Prep, more of the recruiting went to the instructors,</p> <p>Mark also visits area high schools. Gives several tours of the Skills Training center through out the year. Visits the Carrigan Career Center several times a year .</p> |
| Professional development of faculty | <p>Mark went to the RS Control logic troubleshooting course last summer which covered RS Logic 5000 software troubleshootin.</p> |
| Needs of students from special populations | <p>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.</p> <p>Also, because the electronics field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.</p> |
| Other: | |
| Adjourn | Meeting was adjourned. |

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| RECORDER SIGNATURE:  | DATE: 11/06/13 | NEXT MEETING: |
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