

Advisory Committee Meeting Minutes
Industrial Automation Technology

CHAIRPERSON: Mark Jackson		
MEETING DATE: October 20, 2014	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Jessica Bennett		PREVIOUS MEETING: October 14, 2013

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Mark Jackson-Automation Specialist for Cryovac Division of Sealed Air Corp.	David Skipworth- Electrical Contractor for Skipworth Electric	Vernon College:
Josh Thompson- Automation tech - Cryovac Division of Sealed Air Corp.		Dr. Gary Don Harkey, Dean of Instructional Services
Dakota Patterson-Instrument & Control Technician for American Electric Power		Shana Munson- Associate Dean, Career and Technical Education
Jeff Catlin-Electronic Technician-Echometer		Mark Holcomb-Electronics instructor & Division Chair
John Wright-M & C Supervisor-ONCOR Electric		Donna Egoavil- Instructional Services Administrative Assistant
Jeanie Boyd-Owner-Spherion Staffing Group		LeAnn Jordan Scharbrough Advancement Specialist-Recruiting
Kyle Eddins- Process Control Engineer - Georgia Pacific		Melissa Moore-Early College Start Coordinator
Kenny Hunt-Electrical Resource-Georgia Pacific		Aaron Paul-Regional Sales Manager-Advanced Technologies Consultants
Robbie Robinson -Instructor at Carrigan- WFISD		
Gary Sears- Technician Supervisor - Luminant		
Jessica Bennett-College & Career Facilitator-WFISD		
Synthia Kirby-Principal Carrigan Career Center		

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mark Holcomb
Members and their role	Information	Dr. Gary Don Harkey
Election of Chair and Recorder	Action	Members present
Approve minutes from last meeting	Action	Mark Jackson (Chairperson)
Old Business:	None	
Continuing Business:	Discussion about Name Change	Mark Holcomb

New Business:		
Program statistics: Graduates, majors, enrollment	Information	Mark Jackson (Chairperson)
Review goals and objectives	Information/Discussion	Mark Jackson (Chairperson)
Workplace competencies	Discussion	Mark Jackson (Chairperson)
Program revisions, curriculum/course review	Information/Discussion	Mark Jackson (Chairperson)
Evaluation of facilities, equipment, and technology	Discussion	Mark Jackson (Chairperson)
Advice on selection and acquisition of new equipment and technology	Discussion	Mark Jackson (Chairperson)
External learning experiences, employment, and placement opportunities	Discussion	Mark Jackson (Chairperson)
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Mark Jackson (Chairperson)
Professional development of faculty	Information/Discussion	Mark Jackson (Chairperson)
Needs of students from special populations	Information/Discussion	Mark Jackson (Chairperson)
Curriculum Decisions:		Mark Jackson (Chairperson)
Other:		
Adjourn	Action	Mark Jackson (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	Mark Jackson was elected chairperson. Jessica Bennett was elected recorder.
Approve minutes from last meeting	Minutes from last meeting were approved as presented.
New Business:	
Program statistics: Graduates, majors, enrolment	Graduates for 2013/2014—3 graduates-all employed in the field Projected 2014/2015—2 fall 2014 graduates /Spring & Summer 10 graduates for a total of 12 graduates for 2014/2015 Enrollment-27; IAS Majors-23 Welding-2 Computer Information Sciences-2
Review goals and objectives	The members were given a handout of the program's goals & outcomes. Members read over them and felt that they are relevant and necessary for today's workforce. Members approved them as presented.
Workplace competencies	Members were given a handout of the workplace competencies and were asked to review them. They were given a stamped envelope to return filled out SCANS to Mark so that he could make any changes deemed necessary by the members.
Program revisions, curriculum/course review	Mark told members that he would like to add two courses as electives for his students. They are ITSE 1402 Computer Programming and MCHN 2444 Computerized Numerical Control Programming. These would give students more options to choose from. Members agreed unanimously to add the two courses as

	electives.
Evaluation of facilities, equipment, and technology	Mark and students feel the current classroom and lab space is very accommodating for all training requirements.
Advice on selection and acquisition of new equipment and technology	Mark explained that there was one piece of equipment that he felt his lab was missing: a Process Control Automation center. Aaron Paul from Advanced Technologies Consultants briefed the committee on the trainer's capabilities and the cost was presented to the Dean and associate Dean for future consideration for the upcoming Perkin request. Members agreed that this would enhance the training of the students in the program.
External learning experiences, employment, and placement opportunities	<p>Mark reviewed the 4 practicum locations for external learning experiences for the Fall 2014 semester as listed below:</p> <p>Cryovac Luminant Energy Texoma Petroleum Solvay</p> <p>Mark anticipates the same amount if not more for the Spring semester.</p> <p>Employment:</p> <p>Luminant Energy Cryovac Echometer (2) C & I Electronics Georgia-Pacific Skipworth Electric (part time) Howmet (nonrelated degree position) Wichita Falls ISD Texoma Petroleum</p> <p>Possible new employment opportunity with Oncur Electric, Luminant Energy, and Cryovac.</p>
Promotion and publicity about the program to the community and to business and industry	<p>Mark attended recruiting efforts conducted by Vernon College such as GenTex day, Sophomore Roundup, gave several tours of the Skills Training center throughout the year and visits area high schools. Mark visits the Carrigan Career Center several times a year and plans on working closely with Robbie Robinson, the new instructor in hopes to attract more high school students to his program. He also went to Bowie High School's Career Day this October and was assisted by Aaron Paul of ATC.</p> <p>He will be promoting his program through a live Channel 3 ad spot on November 11th. On October 23rd, he will attend the Region 9 Career day.</p> <p>He has an invitation from Luminant Energy to visit their training facility at Tyler Junior College to see the Powertrack Program and Associate Degree program in Power Plant technology.</p>
Professional development of faculty	<p>Mark only needs 12 additional hours to complete his Doctorate.</p> <p>He has completed Rockwell's Studio 5000 Logix Designer Level 1: Control Logix Fundamentals and Troubleshooting- Rockwell training for RS Logix 5000 programing.</p> <p>In February 2015, he plans to complete Studio 5000 Logix Designer Level 1: Compact Logix System Fundamental.</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>Because the electronics field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.</p>
Other: Additional Program revisions, curriculum/course review	Mark informed members that he is adopting a more web based training method instead of textbooks which will be more cost effective for students.

Adjourn	Meeting was adjourned.
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RECORDER SIGNATURE: <i>Jessica Bennett</i>	DATE: <i>12-17-14</i>	NEXT MEETING:
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