

Advisory Committee Fall 2015 Annual Meeting Minutes  
Industrial Automation Systems, Room (400)  
Vernon College- (Skills Training Center)

CHAIRPERSON: Dakota Patterson		
MEETING DATE: October 29, 2015	MEETING TIME: 12:00pm	MEETING PLACE: Multi-purpose Event Room
RECORDER: Synthia Kirby		PREVIOUS MEETING: October 20,2014

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Jeanie Boyd, Owner, Spherion Staffing Group	Kyle Eddins, Process Control Engineer, G-P Gypsum	Dr. Gary Don Harkey, Dean of Instructional Services, Vernon College
Dakota Patterson, Instrument & Control Technician, American Electric Power	Kenneth hunt, Electrical Resource, G-P Gypsum	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair
Clint Beavers, Oncor Manager, Oncor Electric (for John Overfield)	John Overfield, Transmission Specialist, Oncor Electric Delivery	Donna Egoavil, Instruction Services Administrative Assistant, Vernon College
Mark Jackson, Automation Specialist, Cryovac Division of Sealed Air Corp.	Robbie Robinson, Instructor, Carrigan Career Center WFISD	LeAnn Scharbrough, Advancement Specialist-Recruiting, Vernon College
Clay Rollo, Maintenance Trainer, Cryovac Division of Sealed Air Corp.		Melissa Moore, Early College Start Coordinator, Vernon College
Martin Cunningham, Manager, PPG		Jeff Knight, I & C Tech, Luminant (guest)
Ken Theimer, Field Service Manager, Evans Enterprises		
Garry Sears, I & C supervisor, Luminant		
Jessica Bennett, College & Career Facilitator, WFISD		
Synthia Kirby, Carrigan Principal, WFISD		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mark Holcomb
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey



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

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Purpose of Advisory Committee	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 Chair and Recorder	Dakota Patterson was elected chairperson. Synthia Kirby was elected recorder.
Approval of Minutes from the Last Meeting	Minutes from last meeting were approved as presented.
Old Business: (if any, otherwise type None)	None
Continuing Business: (List if any, otherwise type None)	None
New Business:	
Review program outcomes, assessment methods, and results	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.
Review & Approve program curriculum/courses/degree plans	Member looked over the certificate and degree plan and agreed to add <u>ITSC 1301 Introduction to Computers</u> as an elective.
Review & Approve SCANS and Gen Ed outcomes matrices	Members were handed a printout of the Scans and General Education Outcomes Matrices. After review, members agreed to make no changes.
Review & Approve verification course/exam of workplace competencies	Members discussed the capstone course ELMT2441 Electromechanical Systems and the rubric used to grade it. Members were in agreement that this course covers all the workplace competencies and Program Outcomes. The assessment rubric used to evaluate student skill level was appropriate.
Program statistics: Graduates, majors, enrollment	<p>Graduates: 2015                      9</p> <p>Majors: 2015/2016                  29</p> <p>Enrollment for Fall 2015 semester 33:</p> <p>19 new</p> <p>11 returning</p> <p>3 inactive ( one may be coming back in spring)</p>
Evaluation of facilities, equipment, and technology	<p>Facilities:</p> <p>Mark and the IAS students feel the current classroom and lab space is very accommodating for all training requirements. Upon touring the facility members agreed.</p> <p>Equipment:</p> <p>Mark informed member that with the Perkins grant the school purchased several new items:</p>



	<p>RSLogic Software</p> <p>Electrical Cabinet</p> <p>Temperature and Pressure Transducers</p> <p>475 field Communicator</p> <p>7 Dell Laptops</p> <p>Mark explained that he is going to build a Process Control Automation center by using the electrical cabinet and the parts he purchased from a \$10,000 grant his program received from PPG. The grant was used to purchase an Allen Bradley Control Logix PLC assembly and an Allen Bradley AFD Flex 525</p> <p>Mark also told members that American Electric Power (AEP) donated transducers and sensors, relays, and Control Logic PLCs to the program. .</p> <p>Member were pleased and grateful to hear that the program received the grant and to see support for the program from area businesses through these donations.</p>
Recommendations of selection and acquisition of new equipment and technology	<p>Mark informed members that he fills he needs several items to finish the Troubleshooting Learning Center :</p> <ol style="list-style-type: none"> <li>Control Logic PLC assembly</li> <li>AB Adjustable Frequency Drives</li> <li>Protect Devices</li> <li>Relays and Contactors</li> <li>HMI displays</li> </ol> <p>He also would like to replace the oldest robot with a Fanuc LR Mate 200iD/4S Robot with R-30iB Mate Controller at a cost of \$37,000.</p> <p>He also would like a batch control Mixing station for the capstone project which runs approximately \$40,000.</p> <p>Members agreed that the items to finish the troubleshooting learning center and the new robot should be the first items that Mark is concentrated on getting. If there is funding for the mixing station then that would be a welcome addition but not a must at this time.</p>
External Learning experiences, employment and placement opportunities	<p>Mark informed members that one student completed an internship with Oncor Electric and was hired full-time afterwards.</p> <p>Triangle Brick is in the process of interviewing students for employment.</p> <p>American Electric Power (AEP) started recruiting students for possible employment.</p> <p>Evans Enterprises has hired one student.</p> <p>Mark took this time to thank his members for hiring his students and for continuing to support his program.</p>

Professional development of faculty and recommendations (if applicable)	<p>Mark informed members that he attended RS Logic 5000 software training during the summer. He told members that is was very informative and he learned a lot.</p> <p>Mark informed members that he attended the TACTE annual conference in April, 2015.</p> <p>He has attended several in house faculty development training sessions.</p> <p>Mark informed members that he will be attending the Instrument &amp; Process Control training in Houston this December and will attend the TCATE in April of 2016.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>Mark attended several 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 has been working closely with Robbie Robinson, the new instructor in hopes to attract more high school students to his program.</p>
Serving students from special needs	<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>
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 11-24-15	NEXT MEETING:
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