

**Advisory Committee Fall 2017 Annual Meeting Minutes
Industrial Automation Systems
Vernon College – Monday, December 04, 2017 at 12:00 p.m.
Room 400, Skills Training Center**

CHAIRPERSON: Larry Howell		
MEETING DATE: December 04, 2017	MEETING TIME: 12:00 p.m.	MEETING PLACE: Vernon College – Skills Training Center Room 400
RECORDER: Dakota Patterson	VICE CHAIRPERSON: Chris Venegas	PREVIOUS MEETING: February 15, 2017

MEMBERS PRESENT: MEMBER’S ABSENT: OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Ryan Wallander, I & E Technician, Philips 66	Deanna Bynum, System Support Analyst, Cryovac Division of Sealed Air Corp.	Mark Holcomb, Industrial Automation Systems Instructor & Division Chair, Vernon College
Chris Venegas, Automation Engineer, Cryovac Division of Sealed Air Corporation	Martin Cunningham, Value Added Manager, PPG	Shana Drury, Associate Dean of Instructional Services, Vernon College
Jon Propest, Cryovac Division of Sealed Air Corp.	Clark Kindrick, Director of Manufacturing, Triangle Brick	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Dakota Patterson, Site Manager, NextEra Energy Resources	Don Alley, Maintenance Supervisor, Cryovac Division of Sealed Air Corp.	Debbie Richard, Skills Training Center Administrative Assistant & Adjunct Instructor, Vernon College
Ken Theimer, Reliability and Predictive Maintenance, Evans Enterprises	Larry Laukhut, Senior Utility Designer Transmission of Wichita Falls	Holly Scheller, Coordinator of Marketing and Community Relations, Vernon College
Clark Kindrick, Director of Manufacturing, Triangle Brick		
Randy Brooks, Automation and Instrumentation Specialist, Solar Inc.		
John Wright, A&C Supervisor, Oncor		
Larry Howell, Supervisor, Oncor		

Kelly Easter, Tech Technologist, Vitro		
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AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mark Holcomb
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Mark Holcomb
Approval of Minutes from the Last Meeting	Action	Chair
Old Business/Continuing Business	Information	Mark Holcomb
New Business:		
Review program outcomes, assessment methods/results, and workplace competency	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods and results	Action	Chair/Members Present
Approval of course/exam of workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Proposed program revisions	Information/Discussion	Chair/Members present
Approval of proposed program revisions	Action	Members present
Review SCANS, General Education and Program Outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed, and outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local demand	Information/Discussion	Chair/Members Present
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,	Information	Chair

employment and placement opportunities		
Professional development of faculty and recommendations	Information/Discussion/Action	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

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, stating 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 the advisory committee. She, also, stated their input guarantees the college is maintaining the most current practices, direction and equipment. The committee ensures the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the field of Industrial Automation Systems.
Election of Chair and Recorder	Shana Drury explained the positions and asked for nominations for a member to serve as Chair for the upcoming year. Larry Howell automatically moved to the position of Chair from his former position of Vice Chair. Chris Venegas was elected Vice Chair by acclamation. Dakota Patterson was elected Recorder by acclamation. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Larry Howell, Chair, asked the committee to review the previous minutes. Larry asked for a motion to approve the last meeting minutes. Chris Venegas made the motion to approve. Dakota Patterson seconded the motion. The committee agreed unanimously.
Old Business/Continuing Business	Larry Howell, Chair, stated there is no old business from last year's meeting.
New Business:	

Review program outcomes, assessment methods/results and workplace competencies	Larry Howell asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Mark Holcomb stated there are seven program outcomes which show the overall outcomes for the students. Mr. Holcomb stated there have been no changes to the outcomes. Mark stated the attached rubric is the grading standard for the students in the AAS and certificate program. Mark stated he is currently using two courses as the workplace competencies, ELMT 2441 Electromechanical Systems and ELPT 2443 Electrical Systems Design. The committee had no recommendations or changes.
Approve program outcomes	The Chair, Larry Howell, asked members to approve program outcomes as presented. Chris Venegas made a motion to approve the program outcomes as discussed. Kelly Easter seconded the motion. The committee agreed unanimously.
Approve assessment methods and results	The Chair, Larry Howell, asked members to approve the assessment methods/results as presented. Ken Thiemer made a motion to approve the assessment methods/results as presented. Chris Venegas seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Larry Howell, Chair, asked members to approve workplace competencies as presented. Randy Brooks made a motion to approve the workplace competencies as presented. Ken Thiemer seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair, Larry Howell, asked the committee to review the program curriculum, course, and degree plans. Mark Holcomb stated the current program is outlined on page 12 of the agenda. Mark stated most students seek an associate's degree. Mark stated CETT 1402 Electrical Principals did not change in content but did change in name and number. Mark stated ELPT 1411 Basic Electrical Theory will be added to the certificate program. The capstone course will be ELPT 2449 Industrial Automation. The certificate program will now be 34 hours per state mandate . Mark stated the associate's degree consists of 15 hours of academic courses which are mandated. There are 42 hours in the major section for the associate's degree along with ITNW 1325 Fundamentals of Networking Technologies as the 3 hour related program requirement. ITNW 1325 will be taught as a face-to-face course instead of the current online delivery. This will provide a deeper understanding of the materials. The new courses will be ELPT 2355 Programmable Logic Controllers II and CBFM 2417 Mechanical Maintenance. Ken Thiemer is assisting in the development of the maintenance course and will be one of the instructors teaching it. Ken stated a few of the items he will be teaching are troubleshooting, direct coupled machinery alignments, and vibration analysis. Chris Venegas stated the graduates need more/better mechanical skills. Ken

	<p>explained the students will be exposed to many of the maintenance processes which will be tackled in the field. Mark commented as time and finances permit the students will be exposed to more and varied tools and applications in the lab. Mark indicated the other new course, ELPT 2355 Programmable Logic Controllers II, is going to be a second semester PLC. Mark specified he wants to get more advanced programming and Ethernet communication training in during the second semester. Also, Mark acknowledged the workplace competencies (Capstone assessment) will be changed to ELPT 2449 Industrial Automation and ELPT 2443 Electrical Systems Design. The committee had no further discussion.</p>
Approve program revisions (if applicable)	<p>Larry Howell, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Dakota Patterson made a motion to approve the program revisions as discussed. Ken Thiemer seconded the motion. The committee agreed unanimously.</p>
Review SCANS and Gen Ed outcomes matrices	<p>Larry Howell asked members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Shana Drury explained the purpose of the three matrices. The SCANS are the federal requirements and show how the education requirements are mapped back into the courses. The Gen Ed has six requirements and also show how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes. The committee had no additional recommendations.</p>
Approve SCANS and Gen Ed outcomes matrices	<p>The Chair, Larry Howell, asked members to approve the three matrices as presented with corrections. Randy Brooks made a motion to approve the three matrices as discussed. Ryan Wallander seconded the motion. The committee agreed unanimously.</p>
Program statistics: Graduates, majors, enrollment	<p>Larry Howell, Chair, covered the program statistics. Mark stated there were 17 graduates in 2016-2017. There were 7 enrolled in Summer 2017. There were 30 majors in Fall 2017-2018. Mark stated most of the certificate students transition into the associate's degree.</p>
Local demand	<p>Larry Howell asked the committee members to talk about the local demand for the program. Mark Holcomb stated the students in the program are being hired by local businesses. Mark added he receives calls from Oncor, Triangle Brick, Phillips66 and Sealed Air. EMD hired four students from the program this year. Larry hired one recently. The committee agreed there is a need for the program.</p>
Evaluation of facilities, equipment, and technology	<p>The Chair, Larry Howell, asked all members if they have toured the facility. Mark Holcomb stated he will take the committee members to the lab/classroom for a tour after the meeting</p>

	adjourns. Mark stated the program recently acquired an Allen-Bradley Centerline 2100 Motor Control Centers (December 5, 2017) and a Rockwell Software Toolkit for Allen Bradley PLCs, AC Drives, and HMIs. The committee had no further discussion.
Recommendations of selection and acquisition of new equipment and technology	Larry Howell, Chair, and Mark Holcomb asked if there are any recommendations for new equipment or technology from the committee members. Mark stated he would like to obtain new PLCs to replace older Allen Bradley SLC 500 with MicroLogic 1400 controllers, more Compact Logic, and Thermal Imager devices and another AB 2100 Centerline MCC Unit. Randy Brooks suggested there should be more availability of thermal imaging equipment. Randy also suggested there should be more calibrations meters and HART modems for the students to use. The committee made no additional recommendations.
External Learning experiences, employment and placement opportunities	Larry Howell asked the committee to review the external learning experience opportunities. Mark stated the external learning experiences and employment are with Oncor Electric and Cryovac. The committee had no additional discussion.
Professional development of faculty and recommendations (if applicable)	The Chair, Larry Howell, asked the committee to review the professional development of the faculty. Mark stated he has attended the 2017 Rockwell Automation Fair, November 2017 Houston. He will attend the 2018 Texas Association of Career and Technology Educator Conference in April 2018, in Austin. The committee made no recommendations.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Larry Howell asked Mark Holcomb to inform the committee on promotion and publicity of the program. Mark provided members with an update of the program recruitment and promotion. <ul style="list-style-type: none"> • Facebook • Literature • New posters • Fliers • Career Fairs • Maker Faire STEMA event • Youth Expo Day in September • GenTX Day, now called Spring Fest April 2017 Holly Scheller stated there is a program video and we run promotions on YouTube and Facebook. Mark stated he and the program participate in all activities the college has. Most recently we participated in the Makers Fair which had a good turnout. Mark stated we need more outside interest from the committee members who could come to the events and talk about what they do and the program. The committee had no further discussion.
Serving students from special populations	Larry Howell, Chair, asked Mark to explain on the information on special populations to the committee members. The definition of “special populations” as outlined by Perkins:

	<ul style="list-style-type: none"> • In referencing “special populations” in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • individuals with disabilities; • individuals from economically disadvantaged families, including foster children; • individuals preparing for non-traditional fields; • single parents, including single pregnant women; • displaced homemakers; and • individuals with limited English proficiency. <p>Mark stated there are two females in the program and 28 males in the program. Mark says he is attempting to reach females and other nontraditional students.</p>
Adjourn	The Chair, Larry Howell, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 1:41 P.M.

RECORDER SIGNATURE: 	DATE:	NEXT MEETING: Fall 2018
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