

Advisory Committee Meeting Minutes Manufacturing Technology Machining

CHAIRPERSON: Mark McMullen		
MEETING DATE: October 10, 2012	MEETING TIME: 8:00am	MEETING PLACE: Skills Training Center
RECORDER: Lisa McDaniel		PREVIOUS MEETING: November 17, 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Lisa McDaniel-Program Supervisor, Workforce Solutions	Eric Michaeli – Plant Manager for Wichita Clutch	Shana Munson- Associate Dean, Career and Technical Education
Scotty Francisco-Machining Supervisor-Wichita Clutch	Kitty Howard, Deputy Director for Workforce Solution of North Texas	Sharon Winn, Assistant to the Dean Instructional Services
Mark McMullen- Owner Production Machine & Tool Co	David Kulbeth – President & Owner Kalco Machine & Tool Company	Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
	Gary Land-Sales for Sharp Iron	Chris Smith Machining Instructor

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Chris Smith
Members and their role	Information	Dr. Gary Don Harkey
Election of officers	Action	No Action
Approve minutes from last meeting	Action	Scotty Francisco
Old Business:	None	
Continuing Business:		
Program revisions, curriculum/course review	Discussion	Members present
New Business:		
Evaluation of facilities, equipment, and technology	Discussion	Members present
Advice on selection and acquisition of new equipment and technology	Discussion	Members present
External learning experiences, employment, and placement opportunities	Discussion	Members present
Professional development of faculty	Discussion	Members present

Promotion and publicity about the program to the community and to business and industry	Discussion	Members present
Needs of students from special populations	Discussion	Members present
Curriculum Decisions:		
Other:		
Adjourn	Action	Mark McMullen (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	Mark McMullen was elected chairperson, and Lisa McDaniel was elected recorder
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business:	
Program revisions, curriculum/course review	Continued the Discussion on the need for there to be an Associate Degree added to program. 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. This would help keep the identity for machining instead of a generic associate degree. Members were asked to look at the courses and get back with Chris on the layout of the courses needed for the degree. They will contact Chris.
New Business:	
Program statistics: Graduates, majors, enrollment	8 New students beginning the Fall 2012 5 returning students in all 5 students graduated fall 2011 3 students will graduate Fall 2012
Review goals and objectives	Members read over the goals and objectives as presented and agreed they meet the needs of the program.
Workplace competencies	Members agreed that the workplace competencies that were set last year are current and the only changes needed are to show the change to more hands on learning and include troubleshooting and inspection.
Evaluation of facilities, equipment, and technology	New equipment: Acquired a CNC Plasma table from the welding program. Will get three additional Taig CNC desktop mills for use in the Fundamentals of CNC class through the Vernon College's Skills Development Funds grant partnership with Pratt Whitney.
Advice on selection and acquisition of new equipment and technology	Mark McMullen inquired about training students in inspection and the tools the program needed. Both he and Scotty invited Chris to visit their companies, and they would help him get the additional tools he needs.
External learning experiences, employment, and placement	Teaching contract courses for Pratt Whitney, both on our site and theirs. Continue to have high student placement rate locally for those that have

opportunities	shown an acceptable aptitude for machining. There have also been students that have completed the program through workforce training that have advanced into related fields within their own facility.
Professional development of faculty	Attended several workshops put on by Vernon College for faculty during the year.
Promotion and publicity about the program to the community and to business and industry	<p>There have been a number of media promotions for the workforce programs this year. Chris visited area high school classes giving information about the program, and a number of high schools have brought students for tours of the Skills Training Center this year. Chris developed a Facebook page "Vernon College Machining Lab."</p> <p>Since the federal budget cut out 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.</p> <p>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.</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>Vernon College is going to host a "Girls Night Out" here at the STC sometime in the Spring semester where female High Schools students will come out and see the courses offered. STC will have females who are employed in these various fields here to help promote and answer questions. Our hope is to draw in some of these potential students.</p> <p>Chris is also planning to promote the program by awarding interested participants photo-realistic CNC-machined self-portraits upon completion of a tour of the machining lab.</p>
Other:	Mark McMullen complimented Chris on the character of students he was producing. Told Vernon College to continue the good work.
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: <i>Liam McDaniel</i>	DATE: 10/18/12	NEXT MEETING:
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