



curriculum/courses/degree plans		
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	David Kulbeth
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	David Kulbeth
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	David Kulbeth
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	David Kulbeth
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	David Kulbeth
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	David Kulbeth /Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	David Kulbeth
Serving students from special needs	Information	David Kulbeth
Adjourn	Action	David Kulbeth /Members Present

#### MINUTES

Key Discussion Points	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.	
Purpose of Advisory Committee	Shana Drury 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	David Kulbeth was elected chairperson and Ernie Stutz was elected recorder.	
Approval of Minutes from the Last Meeting	Minutes 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 program curriculum/courses/degree plans	Members agreed there were no revisions needed to the program.
Review SCANS and Gen Ed outcomes matrices	Members were handed a printout of the Scans and General Education Outcomes Matrices. After review, members agreed that no changes were necessary.
Review verification course/exam of workplace competencies	Members discussed the capstone course MCHN 2441 Advanced Machining I and the rubric used to grade it. Members were in agreement that the course covered all the workplace competencies and the rubric used to grade it was sufficient.
Program statistics: Graduates, majors, enrollment	<p>Graduates: Fall 2014      0</p> <p>                         Spring 2015      6</p> <p>Majors: 2015/2016      14</p> <p>6 new students fall 15; 8 students returned</p>
Evaluation of facilities, equipment, and technology	<p>Chris expressed that the facility is in good shape with the exception of the epoxy painted floor, which was not a big concern.</p> <p>There have been no issues so far with the CNC machinery this year. Conventional machinery shows wear with two lathes in need of repair, but nothing critical.</p> <p>During the summer, Chris designed and built an automatic tool changer for each of the new four Taig desktop CNC mills that Vernon College purchased for the lab.</p>
Recommendations of selection and acquisition of new equipment and technology	A new CNC Router has been ordered. The router has a 4X4 foot cutting area and is fitted with a six station automatic tool changer. Members conveyed excitement over the purchase.
External Learning experiences, employment and placement opportunities	Chris expressed that he had continued support from local industry finding employment for his graduates. Currently, several students are employed by Production Machine & Tool, Kalco Machine, Howmet, Cryovac, and McMurray's Machine. Chris thanked the members for their overall support and specifically for offering the students employment and working around their schedules. The members stated that they were happy with the quality, skills, and eagerness of the students that they employed.
Professional development of faculty and recommendations (if applicable)	Chris attended several workshops hosted by Vernon College during the year. During the summer, he spent four weeks studying Macro programming and Visual Basic Programming.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>There continues to be media promotions for the workforce programs. A number of high schools have brought students for tours of the Skills Training Center this year. Chris continues to update his Facebook page "Vernon College Machining Lab."</p> <p>Sophomore Roundup is November 20<sup>th</sup> and GenTX (a 1-day statewide college application drive for the State of Texas) is scheduled for April.</p>
Serving students from special needs	Vernon College offers accommodations for students in compliance with the ADA through the Special Services office. The office coordinates special

	accommodations and services requested by students who qualify under the ADA law. The most common requests are for students to have extended testing time and individual tutoring. Because the machining field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: 	DATE: 11-13-15	NEXT MEETING:
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