

Advisory Committee Meeting Minutes
Manufacturing Technology Machining

CHAIRPERSON: Spencer Sanderson		
MEETING DATE: November 13, 2014	MEETING TIME: 8:30am	MEETING PLACE: Skills Training Center
RECORDER: Mark Roberts		PREVIOUS MEETING: November 21, 2013

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Carl Priebe-Design Tech for Alcoa Howmet	David Kulbeth-President & Owner Kalco Machine & Tool Company	Vernon College:
Ernie Stutz-Machinist & Tool & Die for Howmet Corp	Scotty Francisco-Machining Supervisor-Wichita Clutch	Gary Don Harkey-Dean of Instructional Services
Mark McMullen-Owner Production Machine & Tool Co	Eric Michaeli-Plant Manager for Wichita Clutch	Shana Munson-Associate Dean, Career and Technical Education
Tres Ward-Purchaser for Kalco Machine & Tool Company (in David Kulbeth's place)		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Spencer Sanderson-Shop Supervisor for Sharp Iron		Chris Smith Machining Instructor
Brandi Weist-HR Manager for Arrow MP		Donna Egoavil-Instructional Services Administrative Assistant
Mark Roberts-Program Inspector for Production Machine		LeAnn Jordan Scharbrough Advancement Specialist-Recruiting
Gentry Myers-Machinist for Bowie Industries, Inc.		Melissa Moore-Early College Start Coordinator

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Chris Smith
Members and their role	Information	Shana Munson-
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Spencer Sanderson (Chairperson)
Old Business:	None	
Continuing Business:	None	
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:		Members present
Other:		
Adjourn	Action	Spencer Sanderson (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	Spencer Sanderson was elected chairperson and Mark Roberts was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Program revisions, curriculum/course review	Members were updated on the combining of both Industrial Automation and Machining courses under one associate degree. Members agreed to go forward with the degree plan.
Continuing Business:	None
New Business:	
Program statistics: Graduates, majors, enrollment	7 new students beginning the Fall 2012 8 returning 5 students graduated Fall 2013 17 students are presently enrolled in the program 10 students are new Fall 2014 while 7 are returning students
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. Members read over the workplace competencies as presented and agreed they meet the needs of the program.
Program revisions, curriculum/course review	Members voted to drop MCHN 1438 Basic Machine Shop, MCHN 1458 Intermediate Lathe, MCHN 2402 Intermediate Mill, and MCHN Advanced Lathe. Members voted to replace the deleted courses with MCHN1302 Print Reading for the Machining Trades, MCHN 1408 Basic Lathe, MCHN 1413 Basic Mill, and MCHN 2431 Operation of CNC Turning Centers. These changes will remove several prerequisites and make it a more fluid motion of course progression for students.
Evaluation of facilities, equipment, and technology	The facility is in good shape with the exception of the epoxy painted floor which I have little concern. 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.

Advice on selection and acquisition of new equipment and technology	Chris told members that he was in need of calipers and other hand tools. Mark McMullen suggested that Chris make a wish list for items needed in the shop and email it to his members. They will all check their supply for the items on the list.
External learning experiences, employment, and placement opportunities	Chris expressed that he has continued support from local industry finding employment for his graduates. Currently, Students are employed by Production Machine & Tool, Kalco Machine, and McMurray's Machine. Chris thanked the members who were offering the students employment and working around their schedules. The members stated that they were all happy with the quality, skills, and eagerness of the students that they employed. Chris thanked all members for their continued support.
Professional development of faculty	Chris attended several workshops put on by Vernon College for faculty training during the year. He received a certificate for attending a six week course in Basic and Advanced Solid Works. He was a Machining Consultant for an MSU student engineering project called "Active Road Rumble Energy Harvesting Panels" which was completed in May of 2014. Chris was Co-administrator of DeltaCad Users Group- a 2S CAD application. Serving as mentor, Chris has been guiding the leadership of Bright Ideas School for a possible new CNC Programming elective class.
Promotion and publicity about the program to the community and to business and industry	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." Sophomore Roundup is November 21 st and GenTX (a 1-day statewide college application drive for the State of Texas) is scheduled for May.
Needs of students from special populations	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 extended testing time and individual tutoring. Because the electronics field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field.
Other: Additional Program revisions, curriculum/course review	Chris told members about an application for delivering his course material. They were given a handout that showed examples of the application and how it worked. Members agreed implementing the application would make teaching a lot easier.
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE 	DATE: 12-3-14	NEXT MEETING:
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