

**Advisory Committee Meeting Minutes
Manufacturing Technology -Welding**

CHAIRPERSON: Greg Patterson		
MEETING DATE: November 11, 2013	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Kitty Howard		PREVIOUS MEETING: October 25,2012

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Jim Harris-Supervisor for Peerless Manufacturing	Darrell Amdt-Foreman for Kuhn Ind.	Dr. Gary Don Harkey- Dean of Instructional Services
Kitty Howard-Deputy Director for Workforce Solutions North Texas		Sharon Winn, Assistant to Dean of Instructional Services
Greg Patterson- Director of Operations for Tranter		Shana Munson, Associate Dean, Career & Technical Education
Ronnie Stallcup- Plant Manager for Sharp Iron LP		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Mark Turner Project Manager for JV Industrial		Chaz Tepfer Welding Instructor
Rodney Pate Instructor for JV Industrial		Jessica Sutherland- Early College Start Coordinator
Jeremy Palacos-Welding Student		Michelle Wood-Director of Continuing Education

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Chaz Tepfer
Members and their role	Information	Shana Munson
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Greg Patterson (Chairperson)
Old Business:	None	
Continuing Business:	None	
New Business:		
Program statistics: Graduates, majors, enrollment	Information	Greg Patterson (Chairperson) & Chaz Tepfer
Review goals and objectives	Information/Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Workplace competencies	Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Program revisions, curriculum/course review	Information/Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Evaluation of facilities, equipment, and	Discussion	Greg Patterson (Chairperson) & Chaz

technology		Tepfer
Advice on selection and acquisition of new equipment and technology	Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
External learning experiences, employment, and placement opportunities	Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Professional development of faculty	Information/Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Needs of students from special populations	Information/Discussion	Greg Patterson (Chairperson) & Chaz Tepfer
Curriculum Decisions:		Greg Patterson (Chairperson) & Chaz Tepfer
Other:		
Adjourn	Action	Greg Patterson (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 their 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	Greg Patterson was re-elected chairperson, and Kitty Howard was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business:	None
New Business:	
Program statistics: Graduates, majors, enrolment	Program Statistics: 2012/2013 93 percent course completer rate (we do not count W, WF) 2012/2013 86 percent course success rate (only count A, B, C, P grades) 2012/2013 graduates 20
Review goals and objectives	Provided hand-out of goals & objectives. Members felt the goals & objectives are stated appropriately.
Workplace competencies	Members agreed that the workplace competencies are current and no changes were needed.
Program revisions, curriculum/course review	Members discussed a reduction in hours from 63 to 60 for the Associate degree for the program. Members voted unanimously to move COSC 1301 Introduction to Computing from required to elective status for both the Associate and certificate and to change Welding Codes to a 4 SH course with 80 contact hours (3-2). Members also voted unanimously to remove MCHN

	1438Basic Machine Shop I and MCHN 2403 Fundamentals of CNC from the electives of both the Associate and certificate.
Evaluation of facilities, equipment, and technology	Chaz explained his plans to upgrade the lab equipment and will phase out 1 or 2 older weld machines each year and replace them with up-to-date ones. Students will have experience on both the latest models as well as the older ones which they are likely to use on the job after they graduate.
.Advice on selection and acquisition of new equipment and technology	Members suggested that Vernon College invest in a computerized welding system. Chaz will research this and include it in budget planning next spring if he determines that it will be beneficial to the students and employers.
External learning experiences, employment, and placement opportunities	Currently one student was hired at 3T Fabricators, one student was hired at Eagle Railcars, one student was hired at JV Industrial, and three students were hired at Peerless.
Professional development of faculty	Chaz attended various faculty development sessions put on by Vernon College. He will attend training for the AWS D1.1 for code weld tester certification in Houston next summer.
Promotion and publicity about the program to the community and to business and industry	<p>Since the Tech Prep program was closed, recruiting efforts have been conducted by the instructors, Jessica Sutherland, and Sharon Winn. Sophomore Roundup was November 1st where 106 high school sophomores came and toured the Skills Training Center and all the programs..</p> <p>Vernon College receives telephone calls on a regular basis asking about the welding program. Word of mouth has proven to be the best publicity. There are several commercials about the various programs offered at Vernon College. Tours are scheduled at the Skills Training Center throughout the year.</p>
Needs of students from special populations	<p>Vernon College offers reasonable accommodations in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students should contact the Special Services Director Deana Lehman time to arrange necessary services and supplies.</p> <p>This is also a predominantly male field so females are also considered a special population and there is 1 female in the program at this time. In spring 2014 the program will again participate in the Girls Night Out event.</p>
Other:	
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: <i>Ketty Howard</i>	DATE: 11.13.13	NEXT MEETING:
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