

Advisory Committee Fall 2015 Annual Meeting Minutes
HVACR, Room 311
Vernon College- Skills Training Center

CHAIRPERSON: Lee Ritchie		
MEETING DATE: November 12, 2015	MEETING TIME: 12:00 Noon	MEETING PLACE: STC
RECORDER: Kitty Howard		PREVIOUS MEETING: November 5, 2014

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Gus Bauder, Director of Automation for Temperature Control Systems		Dr. Gary Don Harkey, Dean of Instructional Services, Vernon College
Ryan Ellett, HVAC technician for Ellett A/C Heating		Mark Holcomb, Industrial Automation Systems Instructor & Division Chair
Kitty Howard, Deputy Director for Workforce Solutions of North Texas		Donna Egoavil, Instruction Services Administrative Assistant, Vernon College
Chris Johns, Service Manager for Mike Graham Heating & Air Conditioning		LeAnn Scharbrough, Advancement Specialist-Recruiting, Vernon College
Lee Ritchie, Owner of Texoma Heating & Air		Melissa Moore, Early College Start Coordinator, Vernon College
Eddie Johnson, Service Technician for United Regional Health Care System		Clara Gregory, Coordinator of Marketing & Alumni Relations
Lou Lucero, Lab Assistant & Adjunct Instructor		Scott McClure, HVACR Instructor/coordinator

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Scott McClure
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey
Election of Chair and Recorder	Action	Scott McClure
Approval of Minutes from the Last Meeting	Action	Lee Ritchie
Old Business: (if any, otherwise type None)	Old Business or None	Lee Ritchie
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Lee Ritchie
New Business:		Lee Ritchie
Review program outcomes, assessment methods, and results	Information	Lee Ritchie
Approve program outcomes and assessment methods	Action	Lee Ritchie /Members Present

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

MINUTES

Key Discussion Points	Action ,Discussion, or Information
Welcome & Introductions	Meeting was called to order. Members introduced themselves and the company they worked for as well as expertise.
Purpose of Advisory Committee	Dr. Gary Don Harkey 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	Lee Ritchie was elected chairperson. Kitty Howard was elected recorder.
Approval of Minutes from the Last Meeting	Minutes from last meeting were approved as presented.
Old Business: (if any, otherwise type None)	EPA tests were given for the first time as a mandatory part of the course HART 1407 and only two passed all sections the first time around. Scott gave a free retest and two more passed. Members asked why such a low number on the first try. Scott told members he believed the students just do not study. Members voted and agreed that Scott should charge students a \$100.00 retest fee to take the test again since that is what happens in the industry. Since there is no retest fee for the college, members suggested that the \$100.00 retest fee be donated to the "Stanley and Betty Ray HVACR Scholarship" fund. This was also voted on and passed.

Continuing Business: (List if any, otherwise type None)	A \$500.00 Stanley and Betty Ray Scholarship was awarded to Jose Chavez, who is a HVAC student this semester.
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. They changed the wording on # 4 to –understand load principles- from calculate loads, and then voted and approved as amended.
Review program curriculum/courses/degree plans	Members looked over the certificate and degree plan and agreed to add ITSC 1301 Introduction to Computers as an elective.
Review SCANS and Gen Ed outcomes matrices	Members were handed a printout of the Scans and General Education Outcomes Matrices. After review, members changed the wording on # 4 on the Outcome Matrix to reflect the change to the program outcomes and then voted and approved as amended.
Review verification course/exam of workplace competencies	Members discussed the capstone course HART 2436 Air Conditioning Troubleshooting, and the rubric used to grade it. Members were in agreement that this course covers all the workplace competencies and the rubric used to grade it is more than sufficient.
Program statistics: Graduates, majors, enrollment	Graduates: Will graduate 9 in the fall Majors: 2015/2016 22 Enrollment for Fall 2015 is down compared to previous times as in general for all colleges.
Evaluation of facilities, equipment, and technology	Facilities: Scott and students feel the current classroom and lab space is very accommodating for all training requirements. Upon touring the facility members agreed. Equipment: Scott informed member that with the Perkins grant, the school purchased a 6 foot and 8 foot break along with a Pittsburgh machine so that he can show students sheet metal bending.
Recommendations of selection and acquisition of new equipment and technology	Members unanimously agreed that the program needs go where the technology is today and purchase a high-end Seer unit along with an Imperial gage set.
External Learning experiences, employment and placement opportunities	Chris Johns told Scott that he is looking to hire and that he is always available for a ride along when he needs one. Scott was very pleased and grateful to hear this.
Professional development of faculty and recommendations (if applicable)	Scott attended various faculty development sessions put on by Vernon College. He attended training covering Rheem's new high end equipment. He has been viewing webinars from RSES in classes when possible which include Defrost in Commercial Applications, Charging Heat Pumps, and Customer Relations. Scott asked if anyone knew of a good training on mini-splits.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Sophomore Roundup is November 20 th and GenTX (a 1-day statewide college application drive for the State of Texas) is scheduled for May. Vernon College receives telephone calls on a regular basis asking about the HVACR 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.

Serving students from special needs	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. Being a predominantly male field, females are considered a special population.
Adjourn	Meeting was adjourned.

RECORDER SIGNATURE: <i>Kitty Howard</i>	DATE: <i>12.21.15</i>	NEXT MEETING:
--	--------------------------	---------------