



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
Program statistics: Graduates, majors, enrollment	Information/Discussion	Lee Ritchie
Evaluation of facilities, equipment, and technology	Action	Lee Ritchie /Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Lee Ritchie /Members Present
External Learning experiences, employment and placement opportunities	Information	Lee Ritchie/Members Present
Professional development of faculty and recommendations	Information/Discussion/Action	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

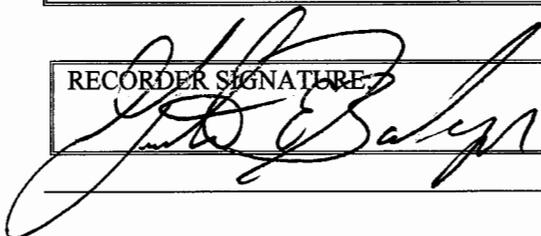
Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Scott McClure welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Mark Holcomb explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the HVACR field.
Election of Chair, Vice Chair and Recorder	Scott McClure asked for nominations. Gus Bauder nominated Lee Ritchie for Chairperson. Chris Johns seconded. Brittney Butler nominated Chris Johns for Vice Chairperson. Gus Bauder volunteered for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Lee Ritchie asked the committee to review the previous minutes and they did. Lee then asked for a motion to approve the minutes. Gus Bauder made a motion to approve last meetings minutes and Eddie Johnson seconded. The committee agreed universally.
Old Business: (if any, otherwise type	The Chair update the committee on old business. Lee Ritchie informed the

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None)	<p>committee that out of the 16 students taking the EPA exam in the spring, 13 passed all four sections the first attempt. Scott McClure added that he added test prep time at the end of class to reinforce the course information. The committee had a discussion. The committee expressed that they were pleased with the positive results, and had no recommendations.</p> <p>Lee Ritchie stated that Scott McClure was highly encouraging students to receive their TDLR and EPA to make them more employable. Lee then stated that having the two certifications shows that the applicant is motivated. Members had a discussion and as employers, agreed that they would show preference to applicants with the certifications, but are willing to train also.</p> <p>The members discussed further and had no recommendations.</p>
Continuing Business: (List if any, otherwise type None)	<p>Lee Ritchie informed the committee on continuing business. Lee stated that the Stanley and Betty Ray Scholarship awarded \$500.00 to an HVAC student this year.</p> <p>The Chair asked Scott McClure to update the committee on his application for reaccreditation with PAHRA and he did. One member asked what PAHRA stood for. Scott McClure explained. Then Scott informed the committee that he received a \$9,000.00 Scholarship.</p> <p>Scott McClure informed the committee that the site visit was coming up soon and that he was prepared for it. Scott then expressed that he was going to implement a plan to reinforce ICE test prep. Lee Ritchie added that Scott had a few students with a goal of taking the NATE certification. Lee then shared his successful employment experience as a new graduate with NATE certification. The committee had a discussion and had no recommendations at this time.</p>
New Business:	
Review program outcomes, assessment methods, and results	<p>The Chair asked members to review the program outcomes, assessment methods, and results and noted that the outcomes have not been changed from last year. Scott McClure explained the outcomes. The committee members reviewed and discussed them and asked how Scott incorporated them into the program. Scott explained. Scott updated the committee on the assessment method and the results. The committee had a discussion and no recommendations were made at this time.</p>
Approve program outcomes and assessment methods	<p>Lee Ritchie asked members to approve program outcomes and assessment methods as is. Chris Johns made a motion to approve the outcomes and assessment methods as is. Eddie Johnson seconded. The committee agreed unanimously.</p>
Review program curriculum/courses/degree plans	<p>The Chair asked the committee to review the program curriculum, courses, and degree plans and they did. Scott McClure reminded the committee that the only change was adding the ITNW class this year by recommendation of the committee.</p> <p>Mark Holcomb expressed to the committee that the state mandates what we have to do and one change is the block schedule which has been implemented in the program on a trial basis. Mark added that basically Scott McClure had to have his students complete in three semesters and added that Scott does it well. Lee Ritchie asked if that would be a hindrance for the students needing to take night classes. Mark informed the committee that Scott McClure could decide when to offer classes.</p> <p>Chris Johns noted that 50% of the job is communication and customer service. Mark Holcomb expressed that VC was considering adding an option to public speaking to fill that void and would be added to the spring agenda. The committee had a discussion and suggested incorporating using a tablet in the classes to help with communication.</p>
Approve program revisions (if applicable)	<p>Lee Ritchie asked members to approve program revisions as is. Chris Johns made a motion to approve the program revisions as is. Eddie Johnson</p>

	seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair asked members to review and discuss each matrix and they did. Scott McClure informed the committee that the matrices have not changed from last year. Mark Holcomb explained the matrices. The committee had a discussion. No recommendations were made from members.
Approve SCANS and Gen Ed outcomes matrices	Lee Ritchie asked members to approve the three matrices as is. Chris Johns made a motion to approve the three matrices as is. Eddie Johnson seconded. The committee agreed unanimously.
Review verification course/exam of workplace competencies	The Chair asked committee to review the verification course/exam of workplace competencies. Scott McClure stated the AC Troubleshooting course has not changed since last year. Scott then explained that the course content that is pertinent for working in the field and recommended by the committee is repeated until the student is proficient in the material. The members had a discussion and agreed the course was sufficient as is.
Approval of course/exam of workplace competencies	Lee Ritchie asked members to approve the course/exam of workplace competencies as is. Chris Johns made a motion to approve course/exam workplace competencies as is. Eddie Johns seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	The Chair gave an update on the graduates, majors and enrollments. Lee Ritchie asked how many of the graduates have a job. Scott McClure replied, "All.". The committee had a discussion and requested a copy of the data regarding employment. Scott McClure ensured that he would send it to them. <ul style="list-style-type: none"> <li>• Graduates: Fall 16, 5</li> <li>• Majors: Fall 2015, 22 Fall 2016, 35; A 13 student increase from 2015</li> <li>• Enrollment: 35</li> <li>• Placement Rate: 100%</li> </ul>
Evaluation of facilities, equipment, and technology	Lee Ritchie noted that Scott McClure ensured all members had a tour the facility/lab. Lee then asked Scott to update the committee on the condition of the lab. Scott stated that the condition is the same. He added that the equipment that he would be purchasing with Perkins funds would not be in until January.
Recommendations of selection and acquisition of new equipment and technology	Lee Ritchie asked the committee for recommendations of equipment and technology. Scott McClure asked the committee if he needed to order a Flow hood. The committee had a discussion and they agreed that it was not a necessary item, and suggested to use the broken one that he has as a show and tell. Scott McClure asked about a new walk in cooler. The committee deliberated and recommended that Scott request a walk in cooler at least 8X10. Chris Johns suggested requesting 2 mini splits. The committee had a discussion and recommended 2 mini splits.
External Learning Experiences, employment and placement opportunities	The Chair asked Scott McClure to update the committee on External Learning Experiences, employment and placement opportunities and he did. Scott stated that the members supported his program well by hiring his students. Scott then reiterated that all his graduates are working.
Professional development of faculty and recommendations (if applicable)	Lee Ritchie asked Scott McClure to inform the members of any professional development opportunities he had taken advantage of. Scott informed the committee that most of his training is on-line for convenience sake. Mark Holcomb concurred stating that once the semester begins, it is hard to get away when you are the only instructor. The committee had a discussion and agreed it was best at this time for Scott to take advantage of on-line training. The members suggested to take advantage of an on-line course covering new HVACR technology in addition to asking the tech rep from various companies to come and speak to the class.
Promotion and publicity (recruiting)	The Chair asked Scott McClure to inform the committee on promotion and

<p>about the program to the community and to business and industry (gender equity)</p>	<p>publicity of the program. Scott provided members with an update of the program recruitment and advertisement.</p> <ul style="list-style-type: none"> <li>• Provided CE training on energy code for area contractors in Feb and Oct</li> <li>• Sophomore Round-Up; 197 students</li> <li>• Preview day 300 seniors</li> <li>• GenTX Day</li> <li>• Local school tours</li> <li>• Visits to supply houses</li> <li>• Program graduates are best advertisers</li> <li>• Workforce Solutions MSU event in Oct</li> <li>• Preview Day</li> </ul> <p>Lee Ritchie asked Scott McClure how much he advertised for the average income. Scott responded \$10.00 or \$11.00 an hour starting out. Lee informed the committee that he gave \$14.00 an hour for base pay. Chris Johns stated that his base pay is also \$14.00, but most of the employees make far above that. Chris added that their efficiency and productivity is what drives their pay rate from the base pay to up to \$50.00 an hour and up to \$60,000.00 yearly. The committee had a discussion and suggested that Scott list hourly rate as \$10.00 to \$14.00 hourly and up to \$60,000.00 yearly with hard work.</p>
<p>Serving students from special needs</p>	<p>Lee Ritchie asked Mark Holcomb to update the committee on how the program served students from special needs and he did.</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> <li>• In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean:             <ol style="list-style-type: none"> <li>1. individuals with disabilities;</li> <li>2. individuals from economically disadvantaged families, including foster children;</li> <li>3. individuals preparing for non-traditional fields;</li> <li>4. single parents, including single pregnant women;</li> <li>5. displaced homemakers; and</li> <li>6. individuals with limited English proficiency.</li> </ol> </li> </ul>
<p>Adjourn</p>	<p>Lee Ritchie asked for a motion to adjourn. Gus Bauder made a motion to adjourn at 1:10 PM. Chris Johns seconded. The committee agreed unanimously.</p>

<p>RECORDER SIGNATURE: </p>	<p>DATE: 1/12/2017</p>	<p>NEXT MEETING: Fall 2017</p>
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