

Advisory Committee Meeting Minutes
Industrial Automation Technology

CHAIRPERSON: Mark Jackson		
MEETING DATE: October 27, 2011	MEETING TIME: 12:00pm	MEETING PLACE: Skills Training Center
RECORDER: Bridget Robertson		PREVIOUS MEETING: February 17, 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
	Jeanie Boyd-Owner-Spherion Staffing Group		Tim Clements- Electronics Instructor for Carrigan Career Center		Vernon College: Dr. Dusty R. Johnston-President
	Bridget Robertson-recruiter, Spherion Staffing Group		Ken Theimer-Service Tech, Evans Enterprises-adjunct inst.		Dr. Gary Don Harkey- Dean of Instructional Services
	Rex Ridenour-Transmission Manager-ONCOR Electric		Bob Siegert-Manager, Evans Enterprise		Sharon Winn, Assistant to Dean of Instructional Services
	Mark Jackson-Automation Specialist for Cryovac		Coy Sanders- M & C Supervisor for ONCOR		Shana Munson Associate Dean, Career & Technical Education
	Tracy Catlin-Counselor Iowa Park High School		Buzz Boswell.-Maintenance Team Leader for Cryovac		Mark Holcomb-Electronics instructor & Division Chair
	Jeff Catlin- student		Jon Propest- Cryovac		Christopher Venegas- Adjunct Instructor
	Teea Reed-Work Hard-Work Smart Coordinator				Jessica Sutherland Early College Start Coordinator
	Veronica Whitford- Work Hard-Work Smart				

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mark Holcomb
Members and their role	Information	Sharon Winn
Election of officers	Action	Members present
Approve minutes from last meeting	Action	Mark Jackson (Chairperson)
Old Business:	None	
Continuing Business:	None	
New Business:		
Program statistics: Graduates, majors, enrollment	Information	Mark Holcomb
Review goals and objectives	Information/Discussion	Mark Holcomb
Workplace competencies	Discussion	Mark Holcomb
Program revisions, curriculum/course	Information/Discussion	Mark Holcomb

review		
Evaluation of facilities, equipment, and technology	Discussion	Mark Holcomb
Advice on selection and acquisition of new equipment and technology	Discussion	Mark Holcomb
External learning experiences, employment, and placement opportunities	Discussion	Mark Holcomb
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Mark Holcomb
Professional development of faculty	Information/Discussion	Mark Holcomb
Needs of students from special populations	Information/Discussion	Mark Holcomb
Curriculum Decisions:		Mark Holcomb
Other:		
Adjourn	Action	Mark Jackson (Chairperson)

MINUTES

Key Discussion Points	Discussion
Welcome & Introductions	Meeting was call to order. Members introduced themselves and the company they worked for as well as expertise.
Members and their role	Sharon Winn thank the members for serving on the committee and explained the role of the advisory committee members for the workforce programs.
Election of Officers	Mark Jackson was elected chairperson. Bridget Robertson was elected recorder.
Approve minutes from last meeting	Minutes were approved as presented.
New Business:	
Program statistics: Graduates, majors, enrolment	Graduates for 2010- 12 projected for 2011-12 Enrollment class average size 16 Enrollment is at 40
Review goals and objectives	The members were given a handout of the programs goals and objectives. Members agreed they meet the needs of the program.
Workplace competencies	Members agreed that the workplace competencies that were set last year are current and no changes were needed.
Program revisions, curriculum/course review	Mark explained that he would like to DELET ELMT1305, Basic Fluid Power, and condense curriculum into another course, ELPT 2441 Electromechanical Systems. The program would add ELPT 2443 Electrical Systems Design which would allow a higher level of instruction within the electrical component of the program including green technology. CETT 1407, Fundamentals of Electronics, would go to a hybrid delivery instead of an internet course. Member voted and agreed on the changes.
Evaluation of facilities, equipment, and technology	Student feedback has indicated an increased satisfaction level with the new renovations at the Skills Center.

	New equipment purchased was a Wind/Solar Energy trainer.
Advice on selection and acquisition of new equipment and technology	Mark asked members for suggestions for new equipment. The suggestions were smart metering devices and smart home technology.
External learning experiences, employment, and placement opportunities	<ul style="list-style-type: none"> • Fieldtrips- Students have been to Howmet, Cypress Water plant, ONCOR Electric, Oklaunion Power Plant, Cryovac, and PPG. • Employment: Cryovac has hired several students through Spherion Staffing Group;
Promotion and publicity about the program to the community and to business and industry	<p>With the federal budget cutting out Tech Prep more of the recruiting will be pushed in the instructor's hands. Mark handles this by:</p> <ul style="list-style-type: none"> • Visiting area high schools. • Implementing a "Girls Night Out" • Giving several tours of the Skills Training center through out the year. • Visiting the Carrigan Center several times a year • Using Facebook site "Vernon College Automation Program"
Professional development of faculty	With Tech Prep gone the funding for the summer internship has also gone. Mark is planning on training but torn between Fanuc Vision or Compact Logix training. Members agree with the Fanuc Vision even though it is expensive
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 extending testing time and individual tutoring. Also, because the electronics field is a predominantly male occupation, the college emphasizes the opportunities for females to work in the field. Currently, there are two females in the program.
Curriculum Decisions:	
Other:	Members were made aware of the need for donations of equipment to the program. Teea Reed told members about the Work Hard- Work Smart Program. Work hard-Work Smart uses the National Career Readiness Certificate (NCRC), a job skill assessment, to connect prospective employees to regional employers.
Adjourn	Meeting was adjourned.

RECORDER (SIGNATURE) <i>[Signature]</i>	DATE: 1-11-12	NEXT MEETING:
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