

Advisory Committee Meeting Minutes
Manufacturing Technology Machining

CHAIRPERSON: Scotty Francisco		
MEETING DATE: November 17, 2011	MEETING TIME: 8:30am	MEETING PLACE: Skills Training Center
RECORDER: Gary Land		PREVIOUS MEETING: March 31, 2011

MEMBERS PRESENT:

MEMBERS ABSENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Kitty Howard, Deputy Director for Workforce Solution of North Texas	Eric Michaeli – Plant Manager for Wichita Clutch	Dr. Gary Don Harkey- Dean of Instructional Services
David Kulbeth – President & Owner Kalco Machine & Tool Company		Sharon Winn, Assistant to the Dean Instructional Services
Scotty Francisco-Machining Supervisor-Wichita Clutch		Mark Holcomb, Division Chair & Instructor Industrial Automation Systems
Mark McMullen- Owner Production Machine & Tool Co		Chris Smith Machining Instructor
Gary Land-Sales for Sharp Iron		Jessica Sutherland, Early College Start Coordinator

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Chris Smith
Members and their role	Information	Dr. Gary Don Harkey
Election of officers	Action	No Action
Approve minutes from last meeting	Action	Scotty Francisco
Old Business:	None	
Continuing Business:	None	
Program revisions, curriculum/course review	Discussion	Members present
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:		
Other:		
Adjourn	Action	Scotty Francisco (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	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 Officers	Scotty Francisco was elected chairperson, and Gary Land was elected recorder
Approve minutes from last meeting	Minutes were approved as presented.
Old Business:	None
Continuing Business:	None
Program revisions, curriculum/course review	Continues the Discussion on the need for there to be an Associate Degree added to program. Members discussed a more generic Associate Degree might be better than a specific Associate Degree in Machining. The subject was tabled till next meeting.
New Business:	
Program statistics: Graduates, majors, enrollment	8 New students beginning the Fall 2011 15 students in all 5 students will graduate with CNC Certificate in December 2011
Review goals and objectives	Members read over the goals and objectives as presented and 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. Mark McMullen complimented Chris on the character of students he was producing. Said all that he has hired have been highly motivated, have high skill sets, and very dependable. David Kulbeth said that he also is very pleased with the students he has hired.
Evaluation of facilities, equipment, and technology	New equipment: Bought new band saw New Computer lab being built right now. Lab will have new computers that will be upgraded to Mastercam X3
Advice on selection and acquisition of new equipment and technology	Chris asked members for blueprints and scraped parts that go along with the blueprint to help teach the inspection portions of the Precision Tools and Measurements course and for the blueprint reading starting in January. Mark McMullen suggested that Chris come visit and that way he could pickup what he needed..
External learning experiences, employment, and placement opportunities	Would like to set up a field trip to each place so students could see how each place of business looks and runs differently. Members agreed.

Professional development of faculty	<p>Attended several workshops put on by Vernon College for faculty during the year.</p> <p>Would like to shadow with local programmers to create tutorials.</p>
Promotion and publicity about the program to the community and to business and industry	<p>There have been a lot of television and radio advertisements promoting the workforce courses.</p> <p>With the federal budget cutting out Tech Prep more of the recruiting will be pushed in the instructor's hands.</p> <p>Chris handles this by:</p> <ul style="list-style-type: none"> • Visiting area high schools. • Having a "Girls Night Out" (more further down) • Giving several tours of the Skills Training center throughout the year.
Needs of students from special populations	<p>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.</p> <p>Vernon College is going to host a "Girls Night Out" here at the STC sometime in the Spring semester were female High Schools students will come out and see the courses offered. STC will have females who are employed in these various fields here to help promote and answer questions. Our hope is to draw in some of these potential students.</p> <p>Chris is also planning to promote the program by awarding interested participants photo-realistic CNC-machined self-portraits upon completion of a tour of the machining lab.</p>
Other:	<p>Mark McMullen complimented Chris on the character of students he was producing. Said all that he has hired have been highly motivated, have high skill sets, and very dependable. David Kulbeth said that he also is very pleased with the students he has hired.</p>
Adjourn	<p>Meeting was adjourned.</p>

RECORDER SIGNATURE: <i>Gary Sand</i>	DATE: 11-21-2011	NEXT MEETING:
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