

Owens Community College

Electrical/Electronics Engineering Technology Major Advisory Meeting

Date: March 18, 2016

Location: Industrial and Engineering Technologies Building, Room 130

Industrial Attendees: Wayne Corggens, Don Finney, Rod Kettels, Robert Plotner

Student Attendees:

Owens Attendees: Lynn Kendall, Jacey Parks, Glenn Rettig, Bill Shepherd, Diana Stachowiak, Don Szymanski

Topic	Discussion/Rationale	Recommendation/Decision/Action
Call to Order and Review of Previous Minutes	<ul style="list-style-type: none"> The meeting was called to order at 9:10 a.m. by Chair Wayne Corggens. 	<ul style="list-style-type: none"> Minutes of the Spring 2015 meeting were reviewed and approved.
Enrollment and Retention Report	<ul style="list-style-type: none"> There were 4,114 students in the School of STEM last year. That number has decreased 1.9% to 4,035 students this year. The total number of students in the Toledo and Findlay Campus EET program combined was 69 last year compared to 74 this year. An increase of 7.2%. There were 63 EET majors in Toledo last year and there are 63 EET majors in Toledo this year – 0% change. There were 6 EET majors in Findlay last year compared to 11 this year for an increase of 83.3% 	<ul style="list-style-type: none"> The overall number of EET course sections running this semester are down compared to the number that have run in the past. The EECT Department runs a good variety of sections on the Findlay Campus. Eileen Goodman, Findlay STEM Advisor, works hard to coordinate the students and get them into the right class sections. There is also a great team of STEM advisors on the Toledo Campus (Jacey, Janice, Jackson and Brad) that is knowledgeable in the degrees offered and do an amazing job steering students in the right direction.
Faculty Report	<ul style="list-style-type: none"> Bill Shepherd stated he has a good group of student this semester that are doing well in class and fewer students just occupying space. Students seem to be more dedicated and focused than they have been in the past. He found that 4-5 students dropped out of the class at the same time, probably due to financial reasons. Don Szymanski stated he has a mixed bag of students this semester. His fourth semester CAD students and CISCO students are in class every day and stay until the class is over. There are a number of students in his EET class that are just the opposite. Colleges used to be funded by the number of students in seats. They are now funded by the number of students that complete programs. 	<ul style="list-style-type: none"> The STEM advisors and the Early Alert System have really helped in retaining students. Advising staff have been visiting the first year classes to introduce themselves and to let students know to come see them. Changes in financial aid guidelines have made it harder for students to get financial aid. Also, students that do not have a 67% completion rate lose their financial aid. The biggest complaint that Don Szymanski hears from students is there is not a day and night section of courses being offered. With the decline in student population, it is not feasible to offer as many sections as in the past. All majors in the School of STEM are required to take STM 105, an orientation-type course that teaches them how to be successful in College. There is evidence of higher completion rates for students taking this course.
Student Report	<ul style="list-style-type: none"> There were no students present to give reports. 	
Outcomes Assessment Status Report	<ul style="list-style-type: none"> Every spring, Diana Stachowiak would share the results of how students are doing in individual courses with advisory members. She was unable to do it this spring, due to the College dropping the TaskStream database where all the information was stored. With the College being on fiscal 	<ul style="list-style-type: none"> Diana Stachowiak stated she is collecting the data, but it will take a little longer for her to build the reports as she will have to create a new template. This information should be available for the fall meeting. EET 102 and EET 110 seem to be the most difficult for

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	<p>watch, the software became too cost prohibitive and was not renewed.</p> <ul style="list-style-type: none"> • STEM advisors and Early Alerts are doing a better job of keeping students as they come in the door. 	<p>students. Those students who make it through these two courses, maintain attendance in remaining courses and their completion rate is pretty high.</p>
Outcomes Competency Validation	<ul style="list-style-type: none"> • There are industry standard competencies in all areas of Electrical/Electronics Engineering Technology. 	<ul style="list-style-type: none"> • There is state-of-the-art learning validation for this program and competencies are based on active industry feedback and curriculum updates.
Professional Development, Partnerships and Articulation	<ul style="list-style-type: none"> • The State is emphasizing that representatives from colleges, universities and high schools meet to agree on common material and standards for each program. These standards are called Transfer Assurance Guides (TAG) courses. These courses are reviewed for renewal every so often. • The benefit of having courses TAG'd is that all schools with a corresponding TAG'd course would automatically accept our TAG'd course for credit as long as the student has passed the course with a C or better. If the student gets a C and wants to transfer the credit to Owens, Diana Stachowiak will look at it a little closer and meet with the student to see how solid they are to ensure the student's success in the class. • The College is working on automatically awarding certificates to students who are eligible for them, instead of having students apply for them. Many students are not aware they have earned them. The completion of certain certificates count toward success points and qualify for state funding. 	<ul style="list-style-type: none"> • EET TAG courses include EET 101, EET 102, EET 110, and EET 201. • The first four CISCO courses and EET 130 are also TAG courses. • EET 222 has been submitted for TAG. • EET 165 and EET 166 are being worked on for submission for TAG. • The EECT Department is also proposing a number of computer programming courses for TAG – EET 118 C Programming, EET 119 Visual Basic, EET 218 JAVA, and EET 208 Unix. Faculty will be participating in a statewide webinar on April 8th. • Diana Stachowiak tells students taking courses here and transferring to UT to send her a copy of their UT transcripts when they graduate. If the UT courses line up with EECT courses, they may also be able to graduate from Owens (then Owens would also get credit funding for them).
Program and Curriculum Enhancements	<ul style="list-style-type: none"> • Money is tight due to the budget crunch. This year's budget is less than half of what it was four years ago. The two lab technicians, Lynn Kendall and Curt Metzger, are doing what they can to keep equipment running. The labs cannot function without software licenses that are essential for all the majors. • The NIST program started out with 5 servers and is now down to one that is working and one that is barely functional. • The College is currently operating in the black, but has no reserves. • There is some talk of the State wanting to reduce 	<ul style="list-style-type: none"> • Department heads will be submitting projected budget needs for the next 5-6 years, along with quotes for those items. • Owens currently has the lowest lab fees in the state, so department heads were told to adjust them where needed. A portion of lab fees will be available to be spent now and a percentage will be put aside for future needs. • Funds to replace the servers needed for NIST will be sought from the Owens Foundation, donations, grants and lab fees. • Curriculum will be discussed at the fall meeting. The

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	<p>requirement credits to 60 – this program is currently at 63 or 64.</p>	<p>Math and Science departments are making changes.</p>
Equipment, Facilities, and Staffing	<ul style="list-style-type: none"> • The EET program is now sharing PLC equipment and space with the Skilled Trades program, giving the EET program access to more equipment. • A new \$83 hard bound PLC book is being utilized. The students and instructors love it. It covers a wide range of PLCs used in industry and can be used as a reference on the job, as well as being more affordable than the prior textbook at \$161. 	<ul style="list-style-type: none"> • Lower cost equipment is being purchased for all labs.. • Mr. Kettels commented that though Allen Bradley SLK 500 are still in plants they are being phased out and replaced with the newer 5000 series. Consequently Mr, Kettels said that very little time (1 or 2 lessons only) should be spent teaching the 500 series Allen Bradleys. It would be good to spend more time on 5000's, HMI's, other PLCs such as Siemens, and to go into robotics.
Accreditation Status	<ul style="list-style-type: none"> • The School of STEM received the letter from ATMAE in November giving the 11 programs reviewed, full six year accreditation with a report due in to ATMAE in 2017 regarding the partial compliances. The partial compliances were with regard to the college's inability to track the employment of graduates. • Chair Diana Stachowiak commented that the EECT department as well as another of the ATMAE covered departments is looking at having instructors teaching first semester courses collect student's personal email addresses and have the students build LinkedIn pages. The department chair and instructor would explain the purpose of collecting the email address. If the department has the personal emails of the students and the students have LinkedIn pages it is easy for Institutional Research to track the employment of graduates, thusly meeting ATMAE requirements. Having the email addresses of the students also helps the chair send out notices of various job opportunities. 	<ul style="list-style-type: none"> • A report will be due to ATMAE in two years to address progress towards tracking the employment of graduates. • Committee members were supportive of the students starting LinkedIn pages at the start of their education and continuing updating their pages all the way up to graduation. Committee member Don Finney said that his company uses Indeed to find employees and was very supportive of students having LinkedIn pages. He also liked the idea of the chair sending out job opportunities to the students. • Committee Chair Wayne Corggens was supportive of the LinkedIn pages and possibly holding a mandatory department "networking" event. This would help the students learn some soft skills as well as helping them form connections to classmates, alumni, and possibly a few employers. Wayne commented that soft skills and networking skills are in great demand and that students need to practice.
Internships & Co-op Opportunities	<ul style="list-style-type: none"> • The College now has an internship and co-op director, Fiknete Shutina, who will be working with Chairs to place students as the Career Services no longer exists. • The College website has College Central where students can upload their resumes and employers can post jobs. Career Coach is also available to students. The Writing Center will help students with resumes and the HR Office offers graduating students the opportunity to do mock interviews. 	<ul style="list-style-type: none"> • Diana Stachowiak will invite Reti Shutina to come to an EET Department meeting. • The Ohio Means Jobs website has a lot of resources available. • Career Fairs were suggested. • Getting student's personal email addresses in the first year classes is being discussed as well as having students set up a LinkedIn page. Instructors can have students update their pages as an assignment.

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Other	<ul style="list-style-type: none">• Advisory members were thanked for their commitment and service.• The following are officers: Chair-Wayne Corggens, Vice Chair-Bob Plotner, Secretary-Don Finney• The meeting adjourned at 10:40 a.m.	
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