

Owens Community College

SKT Electrical / Mechanical Advisory Meeting

Date: March 19, 2010

Location: Owens Community College, Industrial & Engineering Technologies, Room 130

Industrial Attendees: John Calgie, Maury Davis, Dan Francoeur, Matthew French, Marilyn Jacobs, Herman Kurrelmeier, Chuck Puhl, Bill Rawski, Michael Welty

Student Attendees: Nathan Crosby, Chris Williams

Owens Attendees: Mark Durivage, Scott Killy; Advisor/Success Mentor: Janice Skaggs

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 9:05 a.m. by Scott Killy.▪ Introductions were made.	<ul style="list-style-type: none">▪ Minutes of the Fall 2009 meeting were reviewed and approved and will be posted on the School of Technology page of the Owens website.
Enrollment and Retention Report	<ul style="list-style-type: none">▪ Electrical Major program enrollments are down 111 students to 357 from spring 2009.▪ The Mechanical Major enrollment is down 93 students to 421.▪ The three-year trend shows a drop of 27 students in Electrical and 192 students in Mechanical.▪ Scott Killy was unable to explain the drop in enrollment.	<ul style="list-style-type: none">▪ Members agreed that most businesses in this industry are seeing a slow-down due to economic conditions.
Faculty Report	<ul style="list-style-type: none">• Maury Davis reported he is plugging away and teaching. Students seem to have a lot of questions about future enrollment and prerequisite questions. Students not having the prerequisites for the class have to be brought up to the desired level which slows down the rest of the class.• Classes are still being held at the CDT building. There is one security person manning the front office and two lab technicians. If students need assistance they have to come to the IET building to talk to an advisor.• The School of Technology now has resident Success Mentors/Advisors Janice Skaggs and Patrick Gill who help students with all issues related to school (i.e., financial aid, tutoring, filling out paperwork, etc.). Their offices are right across the hall from the Chair's, so if they have questions they can get answers quickly.	<ul style="list-style-type: none">• The new catalog has taken care of some of the pre-requisite problems. There are no course descriptions listed in the new catalog. Scott Killy will inform the adjunct faculty at an upcoming meeting where information can be found.• Adjuncts should refer students having difficulty to Janice Skaggs or Patrick Gill.• A club or organization for students was suggested. Students could meet with someone within their trade area and tour their company.

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	<p>They attend all the advisory meetings, department, and School meetings. They meet monthly with the advisors across the street so they are updated more frequently.</p>	
Student Report	<ul style="list-style-type: none"> ▪ Student Nathan Crosby got the electrical certificate a couple of years ago and is working as an engineering technician now. He stated his education at Owens was great, but was surprised when he got in the workplace as to how different it was in the industrial world. ▪ Student Chris Williams was totally clueless when he started at Owens and can see where the advisor/success mentor will be a big help. 	<ul style="list-style-type: none"> • Students are now being assigned advisors for their particular area when they declare a major. • Oserve has just been implemented where students can now go to one office for records, bursars and financial aid. • There is talk about shutting down registrations a couple of weeks before classes start, so students are not being put into classes at the last minute.
Outcomes Assessment Report	<ul style="list-style-type: none"> ▪ Nothing to report at this time. 	<ul style="list-style-type: none"> ▪ Scott Killy will report on outcomes at the next meeting
Outcomes Competency Validation	<ul style="list-style-type: none"> ▪ Nothing to report at this time. 	
Program and Curriculum Enhancements	<ul style="list-style-type: none"> ▪ Scott Killy is working with SOT Dean and Chairs to eliminate duplication of courses between Skilled Trades and other programs offered under the SOT. He is also working on streamlining and reducing credit hours in the curriculum. ▪ Scott Killy is also involved with OBR in reviewing current articulations with area trade schools and developing agreements with those that don't have them. ▪ John Calgie questioned the amount of safety emphasized in the programs. John was particularly interested in arc flash safety, as he amplified the dangers that exist and as of 2007 OSHA now mandates training. 	<ul style="list-style-type: none"> ▪ Scott Killy is currently in the midst of rewriting coursework and curriculums. Some has been completed and submitted to the Curriculum Committee for approval. He hopes to have rest by 2011. ▪ Applied math has been put back into the curriculum. Those students who want to continue their education and need a higher level of math will be addressed on an individual basis. ▪ John Calgie was assured that a strong importance is placed on students in every class. Arc flash is highlighted in motor controls. Students in majors are required to complete 30 hour OSHA class where arc flash awareness is a requirement.
Equipment, Facilities, and Staffing	<ul style="list-style-type: none"> ▪ Herman Kurrelmeier has met with a student from the CAD program who is putting together a drawing of the trainer. 	<ul style="list-style-type: none"> ▪ Scott Killy will talk with Herman Kurrelmeier regarding prices for the trainer.
Accreditation Status	<ul style="list-style-type: none"> ▪ The School of Technology Skilled Trades programs will move forward with ATMAE (formerly NAIT) accreditation. 	<ul style="list-style-type: none"> ▪ Scott Killy will be focusing on outcomes assessments needed for accreditation.

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Other	▪ The meeting adjourned at 10:25 a.m.	
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