

Owens Community College

Skilled Trades Advisory Committee Meeting

Date: March 23, 2012

Location: Industrial & Engineering Technologies Building, Room 109

Industrial Attendees: John Calgie, Doug Collins, Vincent Foetish, Matthew French, James Huff, Marilyn Jacobs, Herman Kurrelmeier, Joe Suffety, Alan Vaughn

Student Attendees: James Buford

Owens Attendees: Rob Gearheart, Scott Killy, Stan Paige, Jacey Parks, Jim Peschel, Terry Sherman, Randy Wharton

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 Scott Killy. ▪ Introductions were made. ▪ Meeting minutes can be found on the Owens website under the appropriate program. 	<ul style="list-style-type: none"> ▪ Minutes of the fall 2011 meetings were reviewed and approved. Terry Sherman stated that the Building Maintenance/HVACR minutes needed to be amended under the Recommendation column of the “Outcomes Assessment Report” section to show that he was working on outcomes not master syllabi.
Enrollment and Retention Report	<ul style="list-style-type: none"> ▪ Handouts included a Fall to Spring Retention Report that also includes enrollments for the SKT programs and a 2011 Fact Sheet showing 14th Day College enrollments. ▪ Scott Killy reported there is a downward trend across most programs that could be attributed to students not being listed in the correct program. 	<ul style="list-style-type: none"> ▪ It was decided to discontinue the Electronic certificate due to the continued low enrollments. ▪ The School of Technology continues to review courses to eliminate duplication across programs.
Faculty Report	<ul style="list-style-type: none"> ▪ Jim Huff reported that pneumatic drops for the motor control panels are needed. Also, variable frequency drives are needed for the SKT 254 class. ▪ Vince Foetisch reported that either students or instructors are causing problems with the equipment and tools are missing, mostly in HH 129. 	<ul style="list-style-type: none"> ▪ Scott Killy will be moving ahead with expanding the SKT 254 Advanced Motor Control Systems class to include a lab component to have in place by fall semester. ▪ There is an AIM course that teaches variable frequency drives. Scott will review it to see if it will work for SKT students. ▪ A policy needs to be developed for the use of the equipment and tools and put into use.
Student Report	<ul style="list-style-type: none"> ▪ Student Jim Buford has been at Owens for five years now. He is pleased and has enjoyed working with all the instructors. He would like to see the SKT 183 and SKT 255 book used in the EET 165 class. Currently the EET 165 class is not using a book at all. Jim would also like to see more hands-on in classes. He also felt there should be a better way of advertising when an internship is available. 	<ul style="list-style-type: none"> ▪ Scott Killy will talk to the EET 165 instructor. This is the only third semester that this course has run. It is possible that this course will be expanded to 1 hour lecture with a 3 hour lab. ▪ Scott Killy is also hoping that once the full-time instructors are hired, an open lab will be a possibility. ▪ Stan Paige, Career Services, believes that they are doing a better job of communicating with students and

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		instructors regarding the jobs that are available. Jobs are posted in every building. Students need to register with Career Services. Stan will come to any class and speak to the students about what services are available.
Outcomes Assessment Report	<ul style="list-style-type: none"> ▪ Outcome assessments need to be identified for each course and included on a master syllabus. ▪ Students should be evaluated at the end of each course to make sure they have met the outcomes. 	<ul style="list-style-type: none"> ▪ Scott Killy will be convening a meeting of adjunct instructors to identify the outcomes for each program.
Outcomes Competency Validation	<ul style="list-style-type: none"> ▪ Nothing to report. 	
Program and Curriculum Enhancements	<ul style="list-style-type: none"> ▪ Scott Killy met with Toledo Public Schools regarding the Telecommunication courses they offer. ▪ Scott had the first registration of Buckeye Cable for a technician training ATS Telecommunications major. 	<ul style="list-style-type: none"> ▪ SKT 240 was expanded to 1 hour lecture/3 hours lab. ▪ All pre and co-requisites were updated and are not listed correctly in the catalog. All pre-requisites need a C or better for the student to move on to the next course. Instructors will need to make all students aware of this.
Equipment, Facilities, and Staffing	<ul style="list-style-type: none"> ▪ Jacey Parks, School of Technology Advising Manager, was introduced to the committee. ▪ Vince Foetisch voiced concern over tools missing and equipment not working properly. ▪ With the expansion of SKT 240, more training type of equipment is needed. The upgrades that have been made have helped tremendously. ▪ The College is looking to at the old Penta High Bay facility for occupation. The Skilled Trades, Automotive, and Applied Engineering will be moving into this building. The hope is to have it all underway by fall of 2013. 	<ul style="list-style-type: none"> ▪ Air conditioning in Heritage Hall will be upgraded this summer. ▪ Adjunct instructors should get list of problems and needed equipment to Jim Peschel or Josh Killy as soon as possible, so everything can be purchased and fixed over the summer. ▪ There is a possibility of purchasing 6 Allen Bradley 5000 series trainers through a grant available through Workforce & Community Services. Twelve stations are needed in Toledo and at least 8 in Findlay.
Accreditation Status	<ul style="list-style-type: none"> ▪ Scott Killy will be getting the paperwork assembled to have the program accredited by ATMAE in a 2015 visit. 	<ul style="list-style-type: none"> ▪ Accreditation is based on outcomes. Scott Killy will be approaching adjuncts and employers for help on outcomes.
Other	<ul style="list-style-type: none"> ▪ Owens Job Fair is March 30. ▪ John Calgie inquired as to whether students are informed of what is really involved in the line of work they are going into. ▪ The meeting adjourned at 10:35 a.m. 	<ul style="list-style-type: none"> ▪ Internships work really well in helping the student know what is involved in the career they have chosen. Also the required QCT 105 Technology in Society class introduces students to the different trades and how they are utilized in industry. ▪ Officers will be elected at the next meeting in the fall.