



**PROGRAM ADVISORY COMMITTEE
MEETING RECORD**

Advisory Committee Name		Automated Manufacturing Systems & Electromechanical			
Date	October 17, 2008	Time Convened	8:05am	Time Terminated	9:03am
Location	LakeView	Recorder	John Nelson		
Advisors Present (include only dean and curriculum chair)	Carol Barkow, Greg Wright, Allyce Butts, John Nelson, Matt Treu				
Advisors Absent					
Guests (including all GTC staff except dean and curriculum chair)	Bill Meier,				
Topics	Information/discussion with advisors			Advisors' recommendations/ Items for college follow-up	
1. Call to Order and Roll Call/Introductions 2. Approval of Minutes	Meeting called to order at 8:05am. Minutes from April, 2008, meeting reviewed, motion to approve by Carol, seconded by Greg. Approved.				
3. Advisors' Report: a. Industry Needs b. Committee involvement	The committee members were disappointed by the recent losses to the program including Ron Sellnau, Mike Benoit and Bill Meier. They all wanted to reiterate the importance of the Automated Manufacturing program to the area employers and economy and push for bringing the staffing level of the program back to previous levels. Twenty to thirty percent of the jobs in this area are in manufacturing, we need to continue to provide a base of skilled people for this critical segment of the economy. Industry needs the skilled people that this program helps to develop.				



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<p>4. Dean's Report</p> <ul style="list-style-type: none"> a. Enrollment data b. Student Assessment c. Equipment Status 	<p>Enrolment is up for this year at Lakeview and Elkhorn</p> <p>Student assessment – Now we assess the same 6 things every year. Use the 4 MSSC tests for 4 of the measures, a final lab project and a Vsim project. Motion to accept by Allyce, seconded by Carol. Approved.</p>	
<p>5. Items for Discussion/ Recommendation</p> <ul style="list-style-type: none"> a. Curriculum Review b. Best Practices c. Equipment transfer d. PLTW 	<p>Best Practices - Bill Meier is working his tail off so that there is respectable blocked curriculum in place for his replacement.</p> <p>The committee believes that considering the breadth and scope of the classes offered the likelihood of finding one single person who can teach all of the Automated systems program courses is very slim. Unless we can find one or two instructors who can teach the material we will be scrambling to try and downshift to an A and B semester layout which will reduce the flexibility for our students and undoubtedly result in the canceling of classes that have enrolment.</p> <p>Motion to hire two instructors to cover the wide variety of courses that are offered in the Electromechanical and Automated Systems programs at Lakeview. Motion to accept: Carol, Seconded by Greg. Approved.</p>	
<p>6. Future Agenda Items</p>		
<p>7. Determine action plan, if needed, for next meeting</p>		
<p>8. Scheduling of Next Meeting</p>	<p>A Wednesday morning in April</p>	
<p>9. Adjournment</p>	<p>9:03am</p>	