PROGRAM ADVISORY COMMITTEE
MEETING RECORD

Advisory Committee Name	Diesel Technician				
Date	3/23/11	**Time Convened**	5:45 pm	**Time Terminated**	7:45 pm
Location	Horizon Center – Room 106	**Recorder**	Bill Fell		
Advisors Present (include only dean and curriculum chair)	Beverly Frazier, Dave Clarbour, Jesus Anaya, Michael Cannon, Neil Rosenbaum, Joe Palecek, Craig Lambrecht, Jeff Dowd, Norm Brandes,				
Advisors Absent					
Guests (including all GTC staff except dean and curriculum chair)	Bill Fell, Dave Bernard, Bob Graham				

NOTE: New advisors must be given a membership form to be completed and returned to the dean for signature.

Please record advisors' comments, questions, and suggestions as completely as possible.

Topics	Information/discussion with advisors	Advisors' recommendations/ Items for college follow-up
1. Call to Order and Roll Call/Introductions 2. Approval of Minutes	Norm Brandes, chairmen, called the meeting to order at 5:45 pm.	Send out the last minutes for approval. Dennis Sherwood has them.
3. Advisors' Report—topics may include: a. Workforce Needs/Trends b. Technology/ Equipment Trends c. Certification, Licensure, and/or Regulatory Changes d. Overall Industry Outlook/Direction e. Other specific topic assigned by the committee	DOT Regulations, Inspections, Virtual Technician	

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Topics	Information/discussion with advisors	Advisors' recommendations/ Items for college follow-up
College Report a. Follow-up to Past Advice/Items from Previous Meetings b. Student Report (once per year by a current program student) c. Tour of Learning Environment (once per year, rotating locations if appropriate) d. Dean's Report	Boy Scouts Needs: *Soft Skills *Interested, Hardworking *Some Mechanical Aptitude *Basic Diesel Skills Beverly Frazier gave the dean's report	Discussion: Visit a Scale Instructor self-paced training
Items for Discussion/ Recommendation a. Curriculum Modifications (if any) b. Learning Environment (once per year, coinciding with tour) c. Student Learning Plan (twice per year) d. Quality Review activities (spring semester)	Adjunct Training: *Blackboard *Webadvisor *LJ Create *Equipment *Network Discussion: Tour for potential adjunct Instructors	
c. Suggestions for Future Agenda Items	State Emission Testing	
d. Determine action plan, if needed, for next meeting		
e. Scheduling of Next Meeting	Fall = Wednesday, October 5th; 5:30 pm Spring = Wednesday, March 7th, 5:30 pm	
f. Adjournment	Norm Brandes made motion to adjourn the meeting; Bob Graham seconded the motion. Unanimous.	