

Advisory Committee Form Instructions

Program Committee Name – ex. Computer Information Systems

Chairperson – appointed by program manager (someone outside of Amarillo College)

Meeting Date, Time, and Place – date, time and place recorded minutes take place

Recorder – person taking notes from meeting

Members – Include all members of committee; place an x to left of name if present

Ex-Officio – Include all other people present

Agenda Item – list the agenda under appropriate headings

Action Discussion Information – If a motion is made; make note in this section and include results

Responsibility – name of person making motion

Key Discussion Points – Discussion – Complete discussion of agenda items

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Collision Advisory Committee			
CHAIRPERSON:		Forrest Holt			
MEETING DATE:		10/17/2012	MEETING TIME:		12:00 – 1:00
RECORDER:		Rebecca Archer		MEETING PLACE:	
				Country Barn	
				PREVIOUS MEETING:	
				None	
COMMITTEE MEMBERS					
List all members of the committee, then place an X in the box left of name of those present					
	NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL
<input type="checkbox"/>	Krystal Holder	Human Resources Business Partner II	Bell Helicopter	341-3400	
<input type="checkbox"/>	Chris Cooper	Manufacturing	Bell Helicopter	341-3400	
<input type="checkbox"/>	Bobby Cooper	Owner	Amarillo Truck Center	576-4133	bobby@amarillotruckcenter.com
<input type="checkbox"/>	Dennis Burnam	Owner	Acme Body Shop	373-5349	dbacme@arn.net
<input type="checkbox"/>	Dan Sullivan	Owner	Collision Center Inc.		
<input type="checkbox"/>	Forrest Holt	Owner	Southwest Body Shop	353-7246	
<input type="checkbox"/>	Lyndy Wilkinson	Dean of Technical Education	Amarillo College	335-4352	lwilkinson@actx.edu
<input type="checkbox"/>	Brian Jacob	Transportation Department Chairman	Amarillo College	335-4219	bjacob@actx.edu
<input type="checkbox"/>	Donnie Archer	Automotive Instructor	Amarillo College	335-4209	d0157515@actx.edu
<input type="checkbox"/>	Billy Barclay	Diesel Instructor	Amarillo College	335-4380	bgbarclay@actx.edu
<input type="checkbox"/>	Tom Shelton	Automotive Instructor	Amarillo College	335-4383	tbshelton@actx.edu
<input type="checkbox"/>	Robert Lafferty	Automotive Instructor	Amarillo College	335-4375	rglafferty@actx.edu
<input type="checkbox"/>	Dr. Kim Hays	Manufacturing Department Chairman	Amarillo College	335-4366	kthays@actx.edu
<input type="checkbox"/>	Priscilla Hunt	Learning Center Coordinator	Amarillo College	335-4355	prhunt@actx.edu
<input type="checkbox"/>	Rebecca Archer	Executive Secretary to the Dean of TE	Amarillo College	335-4351	rcarcher@actx.edu
EX-OFFICIO'S PRESENT					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
AGENDA ITEM		ACTION DISCUSSION INFORMATION			RESPONSIBILITY
Old Business:		None: This was a newly formed Committee			
Continuing Business:		None			

Advisory Committee Meeting Minutes

New Business:	Brainstorming session to discern from Industry Leaders what the most important needs were to focus on to get started in rebuilding our program.	
Curriculum Decisions:		
Other:	Continued industry partner support	
KEY DISCUSSION POINTS	DISCUSSION	
Old Business:		
Continuing Business		
New Business:	They advisory committee agreed that top three most important student skills were painting, welding and refinishing. They also emphasized that our students had to have core work ethics in order to keep a job once they were hired. Our industry partners told us to hire instructors with good collision repair hands on skills. If they did not have an AAS, give them a timeline to complete their degree. They felt that the background was more important that the degree.	
Curriculum Decisions:		
Other:	A few of our Industry partners (committee members) agreed to do a walk-through of our facilities in order to offer suggestions of how to set up our space and to discuss equipment needs.	
Chairperson Signature:	Date:	Next Meeting: