

PROGRAM COMMITTEE NAME:	Automotive Technology Advisory Committee				
CHAIRPERSON:	Brandon Lee				
MEETING DATE:	11/21/14	MEETING TIME:	11am – 3pm	MEETING PLACE:	AC East Campus ETCC Room 116
RECORDER:	Rebecca Archer			PREVIOUS MEETING:	Unknown

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
X	Brandon Lee	Owner	Lang Tire	806-674-3108	brandonlee@langtire.com
	Bryan T Walker	Collision Director	Gene Messer Ford	806-467-5509	bwalker@genemesser.com
	Kelly Scroggins	Service Manager	McGavock Nissan	806-354-3550	k.scroggins@mcgavock.com
	Micah Barfield	Service Director	Street Toyota	888-486-0119	micah_barfield@streettoyota.com
	Art Perez	Manager	Scotties Transmission	806-353-4040	scottiestransmission@yahoo.com
	Steve Parrish	Service Director	Southwest Honda	800-359-1674	steve.parrish@southwesthonda.com
X	Jeff Young	Shop Foreman	Panhandle Transportation	806-570-0401	jyoung1123@hotmail.com
	Tony Young	Owner	Young's Automotive	806-353-4113	aryyoung@yahoo.com
X	Craig Lang	Manager	Lang Tire	806-468-8459	craiglang@langtire.com

EX-OFFICIO'S PRESENT

X	Brian Jacob	Automotive Program Director	Amarillo College	806-335-4219	bjjacob@actx.edu
	Robert Lafferty	Automotive Faculty	Amarillo College	806-335-4375	rglafferty@actx.edu
X	Donnie Archer	Automotive Faculty	Amarillo College	806-335-4209	darcher@actx.edu
X	Derek Lyon	Diesel Faculty	Amarillo College	806-335-4374	dalyon@actx.edu
X	Billy Barclay	Diesel Faculty	Amarillo College	806-335-4380	b0102282@actx.edu
X	Eddie Casias	Auto Body Faculty	Amarillo College	806-335-4222	e0089537@actx.edu
X	Scott Bratcher	Automotive Faculty	Amarillo College	806-672-0917	Sbratcher24@actx.edu
X	Rebecca Archer	Automotive Program Secretary	Amarillo College	806-335-4211	rcarcher@actx.edu
X	Lyndy Forrester	Technical Education Dean	Amarillo College	806-681-8349	lforrester@actx.edu
X	Ina Fiel	Secretary to the Dean	Amarillo College	806-335-4351	imfiel@actx.edu
X	Jeff Wallick	Industry Partnership Coordinator	Amarillo College	806-335-4228	j0079278@actx.edu
X	Melody Graves	Automotive Program Advisor	Amarillo College	806-371-5687	mgraves24@actx.edu
X	Susie Wheeler	Grants Coordinator	Amarillo College	806-371-5253	lswheeler@actx.edu

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:	none	
Continuing Business:	none	

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New Business:	<ul style="list-style-type: none"> Continuing Education Report 	Automotive Program Director
	<ul style="list-style-type: none"> Code of Professional Conduct 	Automotive Program Director
	<ul style="list-style-type: none"> New Equipment 	Automotive Program Director
	<ul style="list-style-type: none"> Grants 	Automotive Program Director
	<ul style="list-style-type: none"> New Facilities 	Dean of Technical Education
	<ul style="list-style-type: none"> Fund Raising 	Dean of Technical Education
Curriculum Decisions:	New rules for TSI testing	Automotive Program Director
	New Core Curriculum	Automotive Program Director
Other:	Need for Instructors	Automotive Program Director
	Culture of Safety	Automotive Program Director
	Food Pantry	Automotive Program Director
	Women in Industry Club	Automotive Program Director
	Tour	Automotive Program Director
KEY DISCUSSION POINTS	DISCUSSION	
Old Business:	We had no minutes from a previous meeting to approve and no old business to discuss.	
Continuing Business	N/A	
New Business:	<ul style="list-style-type: none"> The Committee appointed Brandon Lee as Chairperson and introductions were made. The floor was turned over to Brian Jacob, Automotive Program Director who filled the committee in on the updates our program has gone through and the changes that are yet to come. We are not only cleaning up our buildings and grounds, but we are cleaning up and updating our program and the curriculum that is offered to our students. 	
	<ul style="list-style-type: none"> We are offering evening Continuing Education classes in Auto Body and they are well attended, but the evening automotive classes are not as well received. We are not going to offer CE courses in Automotive for now, but may at a later date if the interest picks up. 	
	<ul style="list-style-type: none"> We were finding that our graduates had the knowledge they needed to get a job, but did not have the “soft skills” they needed to keep a job. They needed to know how to write a resume, put together a portfolio of their work, dress professionally, show up to work on time and be prepared when they arrived. In order to teach them these skills, all Technical Education programs have adopted a Code of Professional Conduct which is part of their grade. It is very stringent and includes things like wearing a uniform to class, having and wearing the appropriate personal protection in lab situations, owning and bringing tools to lab with them and arriving on time. Any student straying from the code will suffer grade reductions and possible dismissal from the program. 	

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	<p>Along with the Code of Conduct, we are teaching our students to build portfolios and resumes using Workhands. This will network them to the Automotive Industry while they are in school and will give them a better shot at landing a job when they do graduate.</p>			
	<ul style="list-style-type: none"> We have updated our equipment significantly through JETT Grant purchases. The committee was shown the hand held tester, virtual paint booth, and Prius motor cutaway during the meeting. 			
	<ul style="list-style-type: none"> Grants 			
	<ul style="list-style-type: none"> Our program is busting at the seams and we are out of space in the current facilities. We are in the planning stages of expanding and building new facilities for the automotive program. 			
	<ul style="list-style-type: none"> Fundraising 			
Curriculum Decisions:	<ul style="list-style-type: none"> The state had us reduce our degrees from 72 hours to 60 hours and removed the requirement to pass the TSI in order to earn a degree. We felt that this set our students up for failure. 			
	<ul style="list-style-type: none"> To ensure student success, we added core skills courses to all technical education programs. These include: Technical Communication, Machine Shop Mathematics, Basic Electrical Theory, and Intro to Industrial Maintenance. Then we added Intro to Automotive to the automotive degrees. 			
Other:	<ul style="list-style-type: none"> At the end of this semester Robert Lafferty is retiring after 28 years of service to Amarillo College. We are in need of qualified applicants to be able to replace the position before the Spring semester begins. 			
	<ul style="list-style-type: none"> Campus wide we are building a culture of safety. All East campus staff, and faculty are CPR and AED trained and we have AEDs in every building. 			
	<ul style="list-style-type: none"> To aid in student success we have a food pantry to help students “bridge the gap” between paychecks. 			
	<ul style="list-style-type: none"> We have started a “Women in Industry” club. The majority of the officers come from the Automotive/Diesel programs. 			
	<ul style="list-style-type: none"> We concluded our meeting with a tour of our facilities and showed the committee members some more of our newly purchased equipment such as the 			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Chairperson Signature:</td> <td style="width: 20%;">Date:</td> <td style="width: 40%;">Next Meeting: TBD</td> </tr> </table>		Chairperson Signature:	Date:	Next Meeting: TBD
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