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

MEETING DATE: 3/5/15 MEETING TIME: 2:00 - 4:00 pm MEETING PIACE: 1310 F Ave, Amarillic College Name: 130 F Ave, Amarillic College Name: Na	MEETING DATE RECORDER:		MEETING TIME: er	00 – 4:00 pm			1310 F Ave, Amarillo, TX ETCC, room 116
ECORDER: Rebecca Archer COMMITTEE MEMBERS st all members of the committee, then place an X in the box left of name of those present NAME TITLE Rodney Halcom Rodney Ha	RECORDER:						-7
st all members of the committee, then place an X in the box left of name of those present NAME TITLE Bell Helicopter Textron Bell Helicopter Textron Texas Air & Space Museum Travis Lamance Leading Edge Aviation Services Coyote Flight Center Texas Air & Space Museum Danita McAnally Denita McAnally Exaction Services Steve Moore Coyote Flight Center Texas Air & Space Museum Danita McAnally Danita McAnally EX-OFFICIO'S PRESENT Amarillo College							
Stall members of the committee, then place an X in the box left of name of those present PHONE NAME TITLE EMPLOYER INFO PHONE Bell Helicopter Textron Kyle Washburn Texas Air & Space Museum Ron Fernuik Texas Air & Space Museum Bob Dempsey President 806.467.4257 806.662.5823 806.595.0330 1				COMMITTE	E MEMBERS		
NAME TITLE EMPLOYER INFO PHONE Bell Helicopter Textron Rodney Halcom Senior Training Analyst 806.467.4257 Bell Helicopter Textron Kyle Washburn 2506.467.4257 Texas Air & Space Museum Ron Fernuik 1506.662.5823 Texas Air & Space Museum 806.662.5823 806.662.5823 English Field Aviation Travis Lamance President 806.595.0330 Leading Edge Aviation Services Steve Moore Quality Assurance Manager 806.395.2616 Coyote Flight Center Joshua A. Collier President 806.335.2616 Texas Air & Space Museum Danita McAnally 806.335.2616 Coyote Flight Center Joshua A. Collier President 806.335.9763 Texas Air & Space Museum Danita McAnally Bos.335.9763 Texas Air & Space Museum Bos.335.9763 Bos.335.9763 Bos.335.9763 Bo	List all member	rs of the committee,	then place an X in the box l	eft of name of t	hose present		
Bell Helicopter Textron Rodney Halcom Senior Training Analyst 806.467.4257 Bell Helicopter Textron Kyle Washburn Texas Air & Space Museum 806.662.5823 Texas Air & Space Museum Bob Dempsey 806.662.5823 English Field Aviation Travis Lamance President 806.662.5823 Leading Edge Aviation Services Steve Moore Quality Assurance Manager 806.595,0330 Coyote Flight Center Joshua A. Collier President 806.335.2616 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally EX-OFFICIO'S PRESENT Amarillo College Dr. Kim Hays 806.335.4343 Amarillo College M. J. Coats 806.335.4211 Amarillo		NAME	TITLE	EMP	LOYER INFO	PHONE	EMAIL
Bell Helicopter Textron Kyle Washburn Texas Air & Space Museum Ron Fernuik Texas Air & Space Museum Bob Dempsey Bob Dempsey Bob Dempsey Ron Fernuik Ro	Bell Helicop	iter Textron	Rodney Halcom	Senior Traini	ing Analyst	806.467.4257	RHalcom@BH.com
Texas Air & Space Museum Ron Fernuik Texas Air & Space Museum 806.662.5823 Tenglish Field Aviation Travis Lamance President 806.62.5823 Leading Edge Aviation Services Steve Moore Quality Assurance Manager 806.335.2616 Coyote Flight Center Joshua A. Collier President 806.335.2616 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Fexas Air & Space Museum Danita McAnally President 806.335.9763 Fexas Air & Space Museum Danita McAnally President 806.335.9763 Fexas Air & Space Museum Danita McAnally President 806.335.9763 Fexas Air & Space Museum Dr. Kim Hays Ex-OFFICIO'S PRESENT 806.335.9763 Fexas Air & Space Museum Dr. Kim Hays 806.335.4343 806.335.4343 Amarillo College		iter Textron	Kyle Washburn				
Texas Air & Space Museum Bob Dempsey 806.62.5823 English Field Aviation Travis Lamance President 806.595.0330 Leading Edge Aviation Services Steve Moore Quality Assurance Manager 806.335.2616 Coyote Flight Center Joshua A. Collier President 806.335.9763 Texas Air & Space Museum Danita McAnally 806.335.9763 Texas Air & Space Museum Danita McAnally 806.335.9763 Amarillo College Dr. Kim Hays Ex-OFFICIO'S PRESENT Amarillo College Dr. Kim Hays Ex-OFFICIO'S PRESENT Amarillo College M. J. Coats Scott Latino 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.431 Amarillo College Rebecca Archer Secretary, Aviation 806.335.431	Texas Air &	Space Museum	Ron Fernuik	Texas Air & S	Space Museum	806.662.5823	info@texasairand spacemuseum.org
English Field Aviation Travis Lamance President 806.595,0330 Leading Edge Aviation Services Steve Moore Quality Assurance Manager 806.335,2616 Coyote Flight Center Joshua A. Collier President 806.335,2616 Texas Air & Space Museum Danita McAnally 806.335,9763 Amarillo College Dr. Kim Hays Ex-OFFICIO'S PRESENT Amarillo College Dr. Kim Hays Ex-OFFICIO'S PRESENT Amarillo College M. J. Coats Scott Latino Amarillo College Scott Latino Secretary, Aviation 806.335,4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335,4211 AGENDA ITEM none	\vdash	Space Museum	Bob Dempsey			806.662.5823	info@texasairand spacemuseum.org
Leading Edge Aviation Services Steve Moore Quality Assurance Manager 806.335.2616 Coyote Flight Center Joshua A. Collier President 806.335.9763 Texas Air & Space Museum Danita McAnally President 806.335.9763 Amarillo College Dr. Kim Hays Ex-OFFICIO'S PRESENT Amarillo College Dr. Kim Hays Ex-OFFICIO'S PRESENT Amarillo College M. J. Coats Scott Latino 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4211 AGENDA ITEM none	1	d Aviation	Travis Lamance	President		806.595.0330	
Coyote Flight Center Joshua A. Collier President 806.335.9763 Texas Air & Space Museum Danita McAnally	Leading Edg	ge Aviation Services	Steve Moore	Quality Assu	rance Manager	806.335.2616	smoore@leacorp.com
Texas Air & Space Museum Danita McAnally EX-OFFICIO'S PRESENT EX-OFFICIO'S PRESENT EX-OFFICIO'S PRESENT Amarillo College Amarillo College M. J. Coats Amarillo College Amarillo College	1	ht Center	Joshua A. Collier	President		806.335.9763	jcollierAcoyoteflight.com
Amarillo College Acrion Discussion information Acrion Discussion information Acrion Discussion information	-	Space Museum	Danita McAnally				
EX-OFFICIO'S PRESENT Amarillo College Action Discussion information Action Discussion information Action Discussion information							
EX-OFFICIO'S PRESENT Amarillo College Dr. Kim Hays Susie Wheeler M. J. Coats Amarillo College M. J. Coats 806.335.4343 Amarillo College Scott Latino 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4211 AGENDA ITEM none							
Amarillo College Dr. Kim Hays Amarillo College Susie Wheeler Amarillo College M. J. Coats Amarillo College Scott Latino 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4211 AGENDA ITEM none	1			EX-OFFICIO)'S PRESENT		
Amarillo College Susie Wheeler Amarillo College M. J. Coats Amarillo College Scott Latino Amarillo College Rebecca Archer Secretary, Aviation 806.335.4343 Amarillo College Rebecca Archer ACTION DISCUSSION INFORMATION AGENDA ITEM none	1	llege	Dr. Kim Hays				
Amarillo College M. J. Coats 806.335.4343 Amarillo College Scott Latino 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4211 AGENDA ITEM ACTION DISCUSSION INFORMATION Id Business: none	_	llege	Susie Wheeler				
Amarillo College Scott Latino 806.335.4343 Amarillo College Rebecca Archer Secretary, Aviation 806.335.4211 AGENDA ITEM ACTION DISCUSSION INFORMATION d Business: none	_	llege	M. J. Coats				
Amarillo College Rebecca Archer Secretary, Aviation 806.335.4211 AGENDA ITEM ACTION DISCUSSION INFORMATION d Business: none	-	llege	Scott Latino			806.335.4343	
ACTION DISCUSSION INFORMATION none	-	llege	Rebecca Archer	Secretary, Av	viation	806.335.4211	rcarcher@actx.edu
none	AG	ENDA ITEM		CTION DISCUSSI	ON INFORMATION	-	RESPONSIBILITY
	Old Business:						
Continuing Business: none	Continuing Busi	iness:	none				

Advisory Committee Meeting Minutes

	Advisory Committee Infecting Milliates	
New Business:	Introductions Presentation	Chairman will open and start Scott Latino will give presentation
	Student Repair Station Concept	Q
	Tool Control Program	
	Aircraft Work Order Initiative	
	 Original Equipment Manufacturer (OEM) Certificates 	
	 Aviation Jobs for Students – Integration with Industry – Internships 	
	Q&A	Scott Latino will entertain Q&A
	Adjourn	Chairman will adjourn
7		
Carricalan Decisions.	lione	
O++		
omer.	Anything macinal come up during the Q&A portion of the meeting	
KEY DISCUSSION POINTS	DISCUSSION	
Old Business:	As this was a new committee there was no old business to discuss	
Continuing Business	n/a	
New Business:	Chairman Bob Demosey opened the meeting with introductions	
	Chairman 200 octubacy opened the meeting with mithoductions.	
	Next on the agenda, Scott Latino gave the audience a PowerPoint presentation to explain the difference between o	PowerPoint presentation to explain the difference between our
	and the different governing bodies controlling the two. While each program provides academic credits that can be applied toward an Associate in Applied Science degree plan, the A&B is strictly mandated by the EAA and the	pyides academic credits that can be
	Aerospace Manufacturing program has more flexibility. The Texas Higher Education Coordination Board is a common denominator for both programs.	ation Coordination Board is a common
	The goal of the A&P is an FAA Mechanics Certificate. Our problem has been that with the strict FAA guidelines, we	t with the strict FAA guidelines, we
	have not been able to produce the workforce that Industry needs. Historically, graduates certainly know the FAA regulations, but did not know how to read blueprints/schematics, write work tickets/emails, or do basic math. They	graduates certainly know the FAA ckets/emails, or do basic math. They
	also lacked critical thinking skills. To rectify these problems Amarillo College has Manufacturing program.	lems Amarillo College has added CORE Skills to the

Advisory Committee Meeting Minutes

The 4 courses added were:

- ELPT 1311 Basic Electrical Theory
- ETWR 1391 Technical Communication
- INMT 1305 Introduction to Industrial Maintenance
- MCHN 1343 Machine Shop Mathematics

For a total of 12 semester hours

(NOTE: These were not added to the A&P program due to the strict FAA guidelines.) Add another 12 semester hours:

- AERM 1345 Aircraft Composites
- AERM 1391 Special Topics in Fasteners
- AERM 1303 Shop Practices
 AVNC 1343 Aircraft Electrical and Electrical Systems Installation

Current initiatives of the program that we need industry support for are:

And the student will earn an Aerospace Manufacturing Certificate (AERM.CERT.AERO).

- Creating a tool crib program
- Creating a repair station manual
- Going paperless
- OEM Certificates

from shipping departments from some of our industry partners to use in setting up our tool cribs. And, the Amarillo subscriptions. We are also using a free FAA online textbook and an FAA question bank. We have also secured foam scanned documents making them electronically available. We have also begun to use online maintenance manuals and We have already begun moving on these. Instead of working off of microfilm, VHS tapes and overheads, we have certificates to students at no extra charge. integrate OEM aerospace products into existing programs using the existing curriculum. The goal is to issue OEM College Aviation Program will be developing training partnerships with Aerospace manufacturers. The objective is to

After the presentation Scott opened up the Q&A:

in order to help our graduates be stronger candidates that will catch the eye of potential employers. Also, we need responded that we need Industry's input regarding what it is we need to be doing, or what changes we need to make, Danita McAnally asked what role AC needed the Advisory Committee to play for the Manufacturing Program. He help with donation of scraps/materials/equipment and with student recruitment.

Aviation graduates outside the Amarillo area, since locally times are lean right now. Danita suggested that some promotional material be put together that highlights different entities that are hiring

Chairperson Signature:	Other:	Curriculum Decisions:						
Next Meeting: March 3, 2016		none	M. J. Coats offered to make sure the webpage is up to date and to produce an e-newsletter. She also suggested that we make sure that AskAC and Advising and the High School recruiters are made aware of our program.	Scott said that we also need input on any curriculum changes that need to be made to keep up with Industry needs. The most important thing is that we keep the lines of communication open.	to the fact that the A&P school graduates are coming to him only knowing the FAA guidelines and are not up to date on current business standards like using computers, computer based manuals and good grammar. He offered that he was impressed with the addition of the CORE curriculum and thought that it would be a great improvement.	Travis Lamance of English Field said that he was glad to hear that we were looking outside the restraints of the FAA and utilizing other programs. He said he would take a certificate graduate over an A&P graduate any day because he could hire them as an apprentice and train them while they were acquiring their A&P license. He stated that this is due to be could hire them as an apprentice and train them while they were acquiring their A&P license. He stated that this is due to be apprenticed in the program of the could have been acquired to be a could hire them as an apprentice and train them while they were acquiring their A&P license. He stated that this is due to be a could hire them as an apprentice and train them while they were looking outside the restraints of the FAA.	aircraft. This way they will have hands on experience, a place they can make and learn from their mistakes, and make a paycheck while they are finishing their degree.	Scott mentioned that the Texas Air & Space Museum is going to dedicate a hangar to Amarillo College and we are looking into some grants to have an apprentice program for our students to build museum quality (not air worthy)