

MINUTES

Industrial Maintenance Advisory Committee Meeting

June 25, 2002

The Industrial Maintenance Advisory Committee assembled for its **first meeting on Tuesday, June 25, 2002**, at 2:30 PM in Room B-12, located in building B at York Technical College; Rock Hill, S.C. Members attending the meeting were Mr. Mike Brumbach, York Technical College Industrial Maintenance Department Manger; Dr. Marc Tarplee, IET Division Dean; Mr. Jason Kefover, York Technical College Industrial Electricity/Electronics Instructor; Mr. Ed Moore, York Technical College Industrial Mechanics Instructor; Mr. Terry Burnett, Mack Truck Inc.; Mr. J.C. Clade, York Technical College Industrial Electricity/Electronics Instructor; Mr. Lee Sneed, Weyerhauser Inc. Chester Division; and Mr. Hez Barnette, York Technical College Welding Instructor. Not attending were Mr. Glenn Edward, Duracell Inc.; and Mr. Perry Troutman, Liener Healthcare.

Fruit and refreshments were served upon arrival of the committee members. Mr. Brumbach called the meeting to order at 2:42 PM. Mr. Brumbach chaired the committee during this meeting in order to establish the parameters in which the committee is to operate. Introductions were made, then a brief review of the agenda.

The first order of business was to establish the role of the Committee. In order to establish this, Mr. Brumbach distributed the Advisory Committee Guide to all members and referred them to page #1 of said guide. During the review of this material, Mr. Kefover asked about the return-to-industry policy at York Technical College. Dr. Tarplee briefly answered the question with examples, and then turned the floor back over to Mr. Brumbach.

When Mr. Brumbach had finished discussing the role of the committee, Dr. Tarplee made mention that the advisory committee should be led by the external members of this committee in order to achieve the maximum effect. All that were present agreed.

Mr. Brumbach performed an overall review of the existing Industrial Maintenance program and the DACum process, along with its purpose, to the external members. Dr. Tarplee commented that the Advisory Committee would also aid in enhancing the Industrial Maintenance Curriculum. A brief overview of the EEM, IMT, and WLD curriculum was made by accessing the Industrial Maintenance website, thus, informing the external members of the program structure.

Mr. Brumbach discussed the program effectiveness of the Industrial Maintenance Curriculum. This included enrollment numbers, retention rates, graduation and placement numbers. Enrollment averages, for the last year, for the three different departments were EEM –28 students, IMT-20 students, and WLD-18 (WLD up from approximately 10 students from previous years). Retention was approximately 70% for various reasons. Placements of graduates, in past years, have run close to 95%. Mr. Sneed asked if these numbers represent day and night students. Mr. Brumbach answered saying that these numbers were composed of day students only and that if the night students were included, these percentages would, more than likely, rise.

Mr. Brumbach discussed the age of the lab equipment that is used at York Technical College and its effectiveness in all three programs, EEM, IMT, and WLD. Mr. Brumbach and Mr. Barnette advised the committee of the fact that the welding department has recently purchased a few new welding machines and that the lab is being environmentally reconditioned. Mr. Brumbach also discussed the fact that the EEM curriculum only has enough lab equipment to accommodate approximately 12 students even though the lectures can hold 24; therefore, the students must divide into two separate labs. Dr. Tarplee asked the external members if they could think of any lab equipment that we did not have which they felt that was needed. Mr. Kefover commented about the robots that are used in the CIM 241 class. Mr. Burnett and Mr. Sneed were both in compliance that the lab equipment that was used in the curriculums was adequate to the best of their knowledge. During this discussion, Mr. Burnett commented that more emphasis could be placed on troubleshooting. Mr. Burnett and Mr. Sneed, both, complimented on the new equipment that is used in the EEM 145 class. Mr. Burnett also

commented that some students who do not pay attention to instruction, abuse the lab equipment. Mr. Moore asked the external committee members about the need to teach vibration analysis and thermography. Mr. Sneed suggested that thermography should be considered due to the fact that it is considered predictive maintenance.

Mr. Brumbach asked the external committee members if cable terminations should be taught. Both, Mr. Sneed and Mr. Burnett agreed that this would be a valuable part of the curriculum if it were added.

Mr. Sneed suggested that the college should target the demands of local industry. He mentioned that this could be accomplished through meetings with the local industry and setting up field trips.

Dr. Tarplee discussed a couple of the partnerships between York Technical College and local industry, and the benefits that both parties receive. Mr. Sneed asked how industry could get involved in partnerships with York Technical College. Dr. Tarplee explained the process to the committee and charged the committee to think about a good partnership opportunity before the next meeting (i.e. Allen-Bradley).

Mr. Brumbach discussed the different learning opportunities that are available through York Technical College and the surrounding industry. Mr. Clade made commented on several students that have used the Co-op programs as an example. Mr. Burnett commented that he is currently enrolled into an Apprenticeship Program through Mack Truck Inc. and that he chose York Technical College for his education. Dr. Tarplee asked the external members: "How can we find professional development opportunities for our faculty?" Mr. Burnett and Mr. Sneed, both, suggested that York Technical College should contact the Human Resources Department of the local industries. Mr. Moore suggested that there might be possibilities in the local temporary hire services. Mr. Brumbach suggested "*shadowing*" a technician in industry. All matters discussed seemed to broaden the possibilities of learning opportunities for both the students and the faculty.

Mr. Brumbach discussed the recruitment of future students. In this discussion, Dr. Tarplee asked the external committee members their opinions on where the college should be recruiting its students.

Mr. Sneed offered a suggestion that included the local high schools and local vocational schools. Mr. Burnett suggested probing (through a marketing campaign) local industry. Mr. Kefover asked about the possibility, as incentive, of high school students receiving some college credit through a partnership with the local vocational schools and York Technical College. Dr. Tarplee informed Mr. Kefover that there were two programs in place to assist the students in this, the EXCELS and the TAP programs. Mr. Brumbach stated that the EEM program has four new certificates to entice students into the programs. He also stated that it has been very successful in recruitment.

The committee performed a self-evaluation of its effectiveness during this meeting.

The election of officers was postponed due to the fact that all participants were not present and the committee felt it best to wait until the next meeting when all members are present. The committee agreed to meet sometime in October. Mr. Brumbach will schedule a time after contacting each committee member closer to October. The meeting adjourned at 5:23PM.

Respectfully submitted,

J.C. Clade

APPENDIX G

Standards for Advisory Committee Effectiveness

Each credit degree program/cluster designed for immediate employment of graduates must have an active advisory committee. The following are annual expectations for these program advisory committees. The department manager must maintain documentation of the completion of each standard. In January of each year, department managers will report the previous year's accomplishments to the Office of Planning and IE for inclusion in the Performance Funding report and scoring.

Please complete the following checklist:

“Must” conditions:	Yes	No
Does the credit degree program/cluster designed for immediate employment of graduates have an advisory committee?	X	
Does the college have an Advisory Council Manual that includes purpose and procedures for operation of advisory committees and the duties and responsibilities of its members?	X	
Standards	Yes	No
1. Did the advisory committee meet at least two times this year (excluding virtual meetings and polling)? If not, indicate how many times the advisory committee met. <u>(1) Once</u>		See items in red
2. Did the advisory committee provide input to help in reviewing and revising programs for currency with business and industry processes as appropriate?	See items in Green	
3. Did the advisory committee review and make recommendations on the utilization/integration of current technology and equipment in existing programs?	See Items in Plum	
4. Did the advisory committee assist in providing professional development opportunities, field placements, and/or cooperative work experiences for students and/or faculty within their company?	See items in Pink	
5. Did the advisory committee provide assistance with student recruitment, student job placement and, if appropriate, faculty recruitment?	See items in Blue	
6. Did the advisory committee complete a self-evaluation of the effectiveness of the advisory committee in its defined role to the institution?	X	
7. Were advisory committee outcomes and recommendations documented in minutes?	X	

