

Drafting & Design Advisory Committee Meeting

CHAIRPERSON: Dr. Audrie Cruz-Sealey		
MEETING DATE: October 14, 2022	MEETING TIME: 9:00 am – 10:00 am	MEETING PLACE: Virtual using Blackboard Collaborate
RECORDER: Stacey Brizuela		PREVIOUS MEETING: November 5, 2021

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)


(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Dr. Audrie Cruz-Sealey	CTC	Department Chair
P	Sam Jackson	CTC	Program Coordinator/Professor
P	Dr. Daniel Fischer	CTC	Dean of Academic Instruction
P	Matt Lyles	CTC	Associate Dean of Academic Instruction
P	Cindy Bighorse	Bighorse Services	SharePoint Site Designer/AdminSystems , Software Engineer, Electrical Wiring Mfg Engineer
P	Jennifer Boen	CP&Y	Waco Area Group Manager
P	Brian Oakes	CTC	Career Development Specialist
P	Lesley McGough	CTC	Coordinator Instructional Program Support Services
P	Lina Chtay	Belton Engineers	Principal Engineer
P	Jinette Campbell	CTC	Director, Instructional Program Support Services
NP	Dr. Martina Ady	CTC	Deputy Chancellor, Instruction and Workforce Initiatives
NP	Brian Czajkowski	PecoFacet	Vice President
NP	Walter Brizuela	CTC	Lab Manager
NP	Jay Manning	Manning Homes	Owner
NP	Thad Boatner	2BSign & More	Owner
NP	Colin Wilson	City of Killeen	GIS Project Manager

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Introductions were made of all in attendance.	Dr. Audrie Cruz-Sealey
Old Business:		
New Business:	Name change of course and curriculum change to include internship.	Sam Jackson
Curriculum Decisions:	Change Special Topics to DFTG 2486	Dr. Audrie Cruz-Sealey and Sam Jackson
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	Dr. Audrie Cruz-Sealey began the meeting by sharing how the Drafting & Design department classes are run and how Covid affected the program at the time but also that the program is up and running at 100%, we have students in the classes and we are open just as we were pre-Covid.
New Business:	DFTG 1405 Technical Drafting will change name to Introduction to Technical Drawing. The only changes will be the name and a couple of assignments added to introduce students to Auto CAD.
Curriculum Decisions:	Course DFTG1491 Special Topics has a suggested change to DFTG2486 which is an internship course. This will show students how drafters work in the field and prepare them to find a job as well as put them in touch with companies. The grading of the course will depend on the company's feedback on the student. This change would take place approximately Fall 2023. We hope to have about 5 students per semester in internships.
	The question was asked if our students are educated in civil engineering drafting. Our students are taught Topography, floor plans and surveying for land.
Other:	The feedback on the internships was very positive with the suggestion of expectations for students before the internship begins. Jennifer Boen said her office could take 2 interns at a time.
	Dr. Audrie Cruz-Sealey and Sam Jackson thanked everyone for joining us for the meeting and we hope to meet in person next year.

CHAIRPERSON SIGNATURE (or designee): 	DATE: 10/19/22	NEXT MEETING: Fall 2023
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Advisory Committee Required Functions

GIPWE Required Functions	How/when did the Committee address this function? At this meeting or a prior meeting? Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.
Evaluating the goals and objectives of the program curriculum	
Establishing workplace competencies for the program occupation(s)	Work with Committee to develop internship program.
Suggesting program revisions as needed	
Evaluating the adequacy of existing college facilities and equipment	Reach out to committee members to visit CTC labs to make sure we are in compliance and using relevant equipment. Visits will take place: Spring 2023 and Summer 2023.
Advising college personnel on the selection and acquisition of new equipment	Ask for input and vote on equipment status in Advisory Meeting 2023.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Network to business and industry leaders for new members of the advisory committee.
Assisting in promoting and publicizing the program to the community and to business and industry	Will invite committee members to speak in classes on-campus and dual credit in Spring 2023.
Representing the needs of students from special populations	

Action Items

Description	Assigned To	Progress	Completion Date
Work with Committee to develop internship program.	Sam Jackson	Creating a pathway that includes an internship within the degree plan. Create ledgers for responsibilities of all involved, grading rubrics, etc. Getting presentation organized to present at a Board Meeting and/or to the Curriculum Review Committee.	Spring 2024
Recruit companies to take on interns.	Sam Jackson	GOAL: Acquire at least 2 companies that are willing to partner with CTC to take on interns.	Spring 2024
Reach out to committee members to visit CTC labs to make sure we are in compliance and using relevant equipment. Visits will take place: Spring 2023 and Summer 2023.	Sam Jackson	Invites take place Fall 2022. Visits will take place Spring 2023 and Summer 2023.	August 2023
Ask for input and vote on equipment status in Advisory Meeting 2023.	Sam Jackson	This will take place during the visits on-campus.	August 2023
Network to business and industry leaders for new members of the advisory committee.	Sam Jackson	GOAL: Acquire at least 2 new committee members.	August 2023
Will invite committee members to speak in classes on-campus and dual credit in Spring 2023.	Sam Jackson	Invites take place Fall 2022. Visits will take place Spring 2023 and Summer 2023.	August 2023