

**CENTRAL TEXAS COLLEGE  
DIESEL DEPARTMENT  
ADVISORY COMMITTEE MEETING RECORD – 04/20/2022**

<b>CHAIRPERSON:</b> Mr. John Haack, Board President Stewart & Stevenson Training Centers Manager of Technical Training EMAIL: <a href="mailto:J.Haack@ssss.com">J.Haack@ssss.com</a>		
<b>MEETING DATE:</b> April 20, 2022	<b>MEETING TIME:</b> 10:00 AM -11:00 AM	<b>MEETING PLACE:</b> WEB-X, Central Texas
<b>RECORDER:</b> Barbara Moschilli INDUSTRIAL TECHNOLOGY DIESEL TOOL ROOM CLERK		<b>PREVIOUS MEETING:</b> April 20, 2021

● **ADVISORY BOARD MEMBERS**

P = PRESENT; M = MISSING; OP = OTHERS PRESENT (NON-MEMBERS PRESENT ARE LOCATED TOWARDS THE BOTTOM)

(P/OP?)	NAME AND TITLE (LIST ALL MEMBERS) EMAIL ADDRESS AND PH #	BUSINESS AFFILIATION	NAME AND TITLE
<b>P</b>	John Haack <a href="mailto:J.Haack@ssss.com">J.Haack@ssss.com</a>	STEWART & STEVENSON TRAINING CENTERS	Manager-Technical Training
<b>M</b>	Mr. Jim Yeonopolus <a href="mailto:jim.yeonopolus@ctcd.edu">jim.yeonopolus@ctcd.edu</a>	Central Texas College (CTC)	Chancellor
<b>P</b>	Dr. Martina J. Ady, Ph.D. <a href="mailto:martina.ady@ctcd.edu">martina.ady@ctcd.edu</a>	Central Texas College (CTC)	Deputy Chancellor Instruction & Workforce Incentives
<b>P</b>	Janice R. Anderson <a href="mailto:janice.anderson@ctcd.edu">janice.anderson@ctcd.edu</a>	Central Texas College (CTC)	Dean of Instruction
<b>P</b>	Rahsaan Dawson, MA.Ed, MGMT, CPP, COM <a href="mailto:rahsaan.dawson@ctcd.edu">rahsaan.dawson@ctcd.edu</a>	Central Texas College (CTC)	Dean of Adult & Workforce Education
<b>P</b>	Kerstin Brooks <a href="mailto:kerstin.brooks@ctcd.edu">kerstin.brooks@ctcd.edu</a>	Central Texas College (CTC)	Associate Dean of Instruction Central Campus
<b>P</b>	William Kirshner <a href="mailto:w.kirshner@ctcd.edu">w.kirshner@ctcd.edu</a>	Central Texas College (CTC)	Department Chair & Diesel Professor, Industrial Technology Diesel Department
<b>P</b>	Kenneth Buster <a href="mailto:kenneth.buster@ctcd.edu">kenneth.buster@ctcd.edu</a>	Central Texas College (CTC)	Lead Diesel Technician, Industrial Technology Diesel Department
<b>P</b>	Jamie Payne <a href="mailto:jamie.payne@ctcd.edu">jamie.payne@ctcd.edu</a>	Central Texas College (CTC)	Assistant Department Chair, Industrial Technology

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**• ADVISORY BOARD MEMBERS — CONTINUED**

P = PRESENT; M = MISSING; OP = OTHERS PRESENT (NON-MEMBERS PRESENT ARE LOCATED TOWARDS THE BOTTOM)

(P/OP?)	NAME AND TITLE (LIST ALL MEMBERS) EMAIL ADDRESS AND PH #	BUSINESS AFFILIATION	NAME AND TITLE
<b>P</b>	Veronica Martin <a href="mailto:veronica.martin@ctcd.edu">veronica.martin@ctcd.edu</a>	Central Texas College (CTC)	Advising Director, Career and Technology Education (CATE)
<b>P</b>	Keisha Holman <a href="mailto:keisha.holman@ctcd.edu">keisha.holman@ctcd.edu</a>	Central Texas College (CTC)	Director, Career Services
<b>P</b>	Bryan Oakes <a href="mailto:boakes@ctcd.edu">boakes@ctcd.edu</a>	Central Texas College (CTC)	Career Services Career Development Specialist
<b>P</b>	Brent DeLeon <a href="mailto:bdeleon@premiertruck.com">bdeleon@premiertruck.com</a>	Premier Truck Group	Dealer / Trainer
<b>P</b>	Sam Adams <a href="mailto:SAdams@premiertruck.com">SAdams@premiertruck.com</a>	Premier Truck Group	Dealer / Trainer
<b>P</b>	Michael Kennedy <a href="mailto:michael_kennedy@swiftrans.com">michael_kennedy@swiftrans.com</a>	Swift Transportation	Service Leader
<b>P</b>	Jeff Wagley <a href="mailto:jeff.wagley@kubota.com">jeff.wagley@kubota.com</a>	Kubota	Manager, Educational Partnership
<b>P</b>	Bill Finn <a href="mailto:bill.finn@nc3.net">bill.finn@nc3.net</a>	National Coalition of Certification Center (NC3)	Technician, Kubota Partnership
<b>P</b>	Alan Wedding <a href="mailto:Alan.Wedding@WorkForceSolutionsctx.com">Alan.Wedding@WorkForceSolutionsctx.com</a>	WorkForce Solutions of Central Texas (Fort Hood)	Military Liaison
<b>P</b>	Ian Vassberg <a href="mailto:Ian.Vassberg@sbdinc.com">Ian.Vassberg@sbdinc.com</a>	Mack Tools	Representative , Student Tech Program
<b>M</b>	Drew Burk <a href="mailto:christopher.w.bishop@cummins.com">christopher.w.bishop@cummins.com</a>	Premier Truck Group	Regional Manager
<b>M</b>	Andy Spellman <a href="mailto:aspellman@premiertruck.com">aspellman@premiertruck.com</a>	Premier Truck Group	Service Manager
<b>M</b>	Josh Jenkins <a href="mailto:Joshua.Jenkins@premiertruck.com">Joshua.Jenkins@premiertruck.com</a>	Premier Truck Group	Service Manager
<b>M</b>	Jeff Weeks <a href="mailto:jweeks@premiertruck.com">jweeks@premiertruck.com</a>	Premier Truck Group	Service Manager
<b>M</b>	Devin Bailey <a href="mailto:devin_bailey@swiftrans.com">devin_bailey@swiftrans.com</a>	Swift Transportation	Senior Technician

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• **ADVISORY BOARD MEMBERS** — CONTINUED

P = PRESENT; M = MISSING; OP = OTHERS PRESENT (NON-MEMBERS PRESENT ARE LOCATED TOWARDS THE BOTTOM)

<b>M</b>	Spencer Ridgway <a href="mailto:spencer@ascoeq.com">spencer@ascoeq.com</a>	ASCO/Case	Branch Manager
<b>M</b>	Kevin Pitrucha <a href="mailto:kpitrucha@ascoeq.com">kpitrucha@ascoeq.com</a>	ASCO/Case	Service Manager
<b>M</b>	Christopher W Bishop <a href="mailto:christopher.w.bishop@cummins.com">christopher.w.bishop@cummins.com</a>	Cummins Gulf Region	Dealer / Trainer
<b>M</b>	John Oberfoell <a href="mailto:john.oberfoell@cummins.com">john.oberfoell@cummins.com</a>	Cummins Mineral Point	Team Leader
<b>M</b>	Duane Wordekemper <a href="mailto:DWordekemper@rdoequipment.com">DWordekemper@rdoequipment.com</a>	RDO Equipment Company	Svc. Operations Mgr.

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**• AGENDA**

AGENDA ITEM	ACTION, DISCUSSION, INFORMATION	DESIGNEE
APPROVE MINUTES FROM LAST MEETING: April 20, 2022	APPROVED/DISAPPROVED: Approved	APPROVING/DISAPPROVING AUTHORITY Mr. John Haack <a href="mailto:J.Haack@ssss.com">J.Haack@ssss.com</a>

NEW BUSINESS	ACTION, DISCUSSION, INFORMATION	RESPONSIBILITY OF
Concerns with today's Lower Emission Standards; and how to instruct student to apply Industry Standards.		

OTHER BUSINESS	ACTION, DISCUSSION, INFORMATION	RESPONSIBILITY OF

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**• MINUTES — OLD BUSINESS (CONTINUED)**

<p>1) • Mr. Haack, Begins Spring 04/20/2022 Diesel Advisory Meeting.</p>	<p>1) DISCUSSED: • Mr. Haack opened the meeting. - Welcomed all attendees. - Introduced himself. - Requested all attendees to do an introduction. - Discussed last minutes (04/20/2021). - Mr. Haack asked for any questions, then asked for a motion to accept the (04/20/2021) minutes. - Mr. DeLeon approved the motion to accept. - Mr. Kennedy 2<sup>nd</sup> the motion to accept. - Mr. Haack stated that the (04/20/2021) minutes have been approved.</p>
<p>2) • Mr. Haack address' Mr. Kirshner. 2020 PANDEMIC</p>	<p>2) DISCUSSED: • Mr. Kirshner How did the 2020 Pandemic affect the Diesel Department. - Diesel safety had to be changed according to CDC/State Guidelines. - Currently 42 students enrolled, working with e-learn courses, DTNA Get Ahead; Cummins Insites; Allison transmissions and their log-in procedures. - Diesel went to on-line blended courses, moved from CourseSites to the CTC Blackboard program. - Changed lecture based training, working with module books, written tests, hands-on training. - Most veterans did not return, found the blended courses a challenge, preferred real-time, visual hands-on/lecture based classes - Many younger, motivated students are enrolled in the online blended courses. - Mr. Buster (Sr. Lab. Tech.) ensures paperwork is properly done according to industry standards. Once verified, students forward it to Mr. Kirshner. Once he approves paperwork students move to hands-on or written Practical/Performance Exams. Once all modules, hands-on, tests have been completed, Mr. Kirshner directs students to their Final Exams.</p>
<p>3) • Mr. Haack asked questions pertaining to Module Book 1405 (Basic Electrical Systems). Mr. Kirshner responded.</p>	<p>3) DISCUSSED: • Module Book is being updated. Omitted starters, alternators/generators; industry no longer rebuilds them.</p>

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**• MINUTES — OLD BUSINESS (CONTINUED)**

INITIATE / TOPIC	RESPONDER / DISCUSSION
<p>4) • Mr. Haack addresses' New Curriculum.</p>	<p>4) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Mr. Kennedy suggested (computer) courses for <b>“Over the Air Diagnosis”</b> such as Virtual Technician or Detroit Connect, etc...</li> <li>• Drivers could be given advice or advance notification them regarding a vehicles currant/future mechanical issue(s).</li> <li>• Parts could be ordered, be on-hand prior to the vehicles returning to their maintenance facility; they can be fixed in an efficient manner.</li> <li>• Mr. Deleon offered to give Mr. Kirshner information/insights regarding the issue.</li> </ul>
<p>5) • Mr. Haack was asked if new curriculum could be added to the current CTC courses to enhance the industry. Mr. Kirshner suggested Mr. Kennedy (SWIFT) might</p>	<p>5) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Mr. Kennedy suggested (computer) courses for <b>“Over the Air Diagnosis”</b> such as Virtual Technician or Detroit Connect, etc...</li> <li>• Drivers could be given advice or advance notification them regarding a vehicles currant/future mechanical issue(s).</li> <li>• Parts could be ordered, be on-hand prior to the vehicles returning to their maintenance facility; they can be fixed in an efficient manner.</li> <li>• Mr. Deleon offered to give Mr. Kirshner information/insights regarding the issue.</li> </ul>
<p>6) • Mr. Haack discussed Aftertreatment Systems. Mr. Kirshner responded.</p>	<p>6) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Two (outdated) Aftertreatment Training aids are currently on hand.</li> <li>• Although needed newer, upgraded training aids cannot be purchased due to CTC Diesel Department budget constraints.</li> </ul>
<p>7) • Mr. Haack mentioned various programs CTC Industrial Technology Diesel Students could benefit from.  • Mr. Kirshner would be more than receptive to take any/all on-line/e-course training available that could be added to his Curriculum.</p>	<p>7) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• DTNA Ranking as of 04/2021: CTC Diesel was Ranked 19<sup>TH</sup> out of 259 Colleges Nation Wide. As of 04/2021 a program letter had not provided/received. Not sure if DTNA is still doing the program.</li> <li>• Dollar-for-Dollar Program up to a certain amount of funds (example \$20,000 (2) = \$40,000). If budget allows, could help CTC; not sure of this program is still in effect.</li> <li>• Students trained on (e-Learn) DTNA courses receive Certificates of Completion; at no cost to them.</li> <li>• Students trained on (e-Learn) Cummins QuickServe and Insites courses receive Certificates of Completion; at no cost to them.</li> <li>• Mr. Haack asked Advisory members if they knew any company that would be willing to work with CTC Diesel to help give them a leg up.</li> </ul>

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**• MINUTES — OLD BUSINESS (CONTINUED)**

INITIATE / TOPIC	RESPONDER / DISCUSSION
<p>8)</p> <ul style="list-style-type: none"> <li>• Mr. Haack discussed space/room within the CTC Diesel Lab.</li> <li>• Is there adequate for room for any new/incoming equipment?</li> <li>• What is “CTC: doing to help their Industry Technology Diesel Program?</li> </ul>	<p>8) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• CTC Diesel is small, probably was the 3<sup>RD</sup> Building built on Campus.</li> <li>• As of 2021 Wi-Fi was installed in the Diesel Lab/Bays making it easier for students/staff to use the Diagnostic Computers.</li> <li>• Mr. Jeff Wagley (Kubota) concern was how would tractors, agricultural/lawn Care equipment fit in order for Students to adequately work on them?</li> <li>• How could more students find out about the Diesel Program?</li> <li>• Killeen Daily Herald Newspaper printed an article about our Hands-On Training (2021); maybe CTC could make a FaceBook page to inform anyone looking to work in the Diesel/Industry Field as a Technician, etc.?</li> <li>• CTC did not advertise that the Diesel Department was open as of 03/2021, therefore enrollment was extremely slow during this time; Staff Members took this time to clean and sanitize the whole shop.</li> <li>• Industry Partners/Advisory Members came together and rallied to keep the Diesel Department open;</li> <li>• e-Learn Courses helped the Diesel Department, to include Detroit DTNA Get Ahead program. Also, Diesel is actively engaged with a few of its Industry Partners.</li> <li>• Diesel Department is reaching out via the Phone System trying to schedule visitations. Also working a Pathways Program to help High School Students who Graduation, then pursue College; they can be Trained Up, and get placed within the Industry.</li> </ul>

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**• MINUTES — OLD BUSINESS (CONTINUED)**

INITIATE / TOPIC	RESPONDER / DISCUSSION
<p>9)</p> <ul style="list-style-type: none"> <li>• Mr. Haack inquired about Virtual Career Fairs, <u>Job Fair Recruitment</u></li> <li>• Dean Anderson addressed Mr. Kirshner regarding reaching out, building a Pathway with High Schools.</li> </ul>	<p>9) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Ms. Holman stated that there was a career fair (free event) scheduled for the day after this meeting, there were slots available if the Advisory Committee/Industry Members were interested. Mr. DeLeon request if he could get her email/chat address.</li> <li>• Mr. Haack changed is changed it to "<u>Job Fair Recruitment</u>" for High School students, and persons looking for a new career? Ms. Holman stated the CATE Department did not engage in that type of Recruiting.</li> <li>• Ms. Holman stated that the Admissions and Recruiting Department does Visit High Schools, but is unsure how this Department was affected by Covid.</li> <li>• Mr. Kirshner stated he tried to contact Killeen (local) High School, but no one would answer their phones. And due to the Covid, was frustrated that he was unable to just drive there. He's aware that they have no Diesel Courses.</li> <li>• Mr. Kirshner stated after contacting (Florence and Leander) Elementary Schools (start them young), they requested that he come to their schools after Covid and address the kids (Show and Tell).</li> <li>• Mr. Kirshner stated, unfortunately Diesel Department due to CTC Diesel Department budget constraints does not have a Trailer, therefore is unable to bring any equipment to show students, Up Close and Personal how, a Skid-Steer works, or a Back-Hoe, or an ATV.</li> <li>• Dean Anderson mentioned "Automotive to Diesel" perhaps students would be interested Transitioning, as was Mr. Sam Adams (Premier Truck Group).</li> <li>• Discussed Mr. Finn, the Kubota Tractor Program, Telematics, Recovery Systems, etc. which is in the Ball Park with "Tier 4."</li> <li>• Doing our best to work with students and maintain the CDC Guidelines/Protocols and safety requirements; so far Diesel Department i\has been Covid Free.</li> </ul>
<p>10)</p> <ul style="list-style-type: none"> <li>• Mr. Haack asked If there were questions, comments, words of wisdom.</li> <li>• Motioned to Close Meeting</li> </ul>	<p>10) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• There were no more questions, comments, words of wisdom requested a "Motion to Close the Meeting."</li> <li>• Mr. DeLeon motioned to close the meeting.</li> <li>• Mr. Michael Kennedy seconded the motion."</li> <li>• Mr. Haack affirmed: "Let it be Seen, that the Meeting is Adjourned at 10:57 a.m. (04/20/2021); the meeting was adjourned, he thanked the attendees for their time.</li> </ul>

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**• MINUTES — OLD BUSINESS (CONTINUED)**

INITIATE / TOPIC	RESPONDER / DISCUSSION
<p>11)</p> <ul style="list-style-type: none"> <li>• Advisory Meeting Began.</li> <li>• Mr. Haack addressed Mr. Kirshner regarding various topics.</li> <li>• Covid-19 and how it changed the way of teaching on the instructional side, hands-on, recruiting students, etc...</li> <li>• Requested the number of students currently enrolled in the CTC Industrial Technology Diesel Courses (2021).</li> <li>• Covid affected the student's enrollment.</li> <li>• Mr. Kirshner responded.</li> </ul>	<p>11) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Mr. Haack began 10/27/2021 (Fall) Advisory Meeting. He gave verbal accolades to Advisory Members.</li> <li>• Board Members/Associates/Guests introduced themselves and gave brief accolades.</li> <li>• E-Learn courses, DTNA Get Ahead; Cummins; Allison and their log-in procedures</li> <li>• Currently assisting 42 students, answering questions, guiding them to the proper e-Learn sites; Module Books, Fact Sheets, Work Sheets.</li> <li>• Most veterans did not return, found the blended courses a challenge, prefer real-time visual hands-on/lecture based classes.</li> <li>• Many younger, motivated students are enrolled in the on-line/blended courses.</li> <li>• Mr. Kenneth Buster (Senior Lab Tech.) ensures paperwork is done according to Industry standards. Once verified students forward it to Mr. Kirshner; after verified moves to (hands-on or written) Practical/Performance Exams. Once all modules and tests have been completed, Mr. Kirshner directs the student to the Final Exam.</li> </ul>
<p>12)</p> <ul style="list-style-type: none"> <li>• Mr. Haack asked questions pertaining to Module Book 1405 (Basic Electrical Systems). Mr. Kirshner responded.</li> </ul>	<p>12) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Module Book had been updated. Omitted starters, alternators/generators; industry no longer rebuilds them.</li> </ul>
<p>14)</p> <ul style="list-style-type: none"> <li>• Mr. Haack was asked if new curriculum could be added to the current CTC courses to enhance the industry. Mr. Kirshner suggested Mr. Kennedy (SWIFT) might</li> </ul>	<p>13) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Mr. Kennedy suggested (computer) courses for “<b>Over the Air Diagnosis</b>” such as Virtual Technician or Detroit Connect, etc...</li> <li>• Drivers could be given advice or advance notification them regarding a vehicles currant/future mechanical issue(s).</li> <li>• Parts could be ordered, be on-hand prior to the vehicles returning to their maintenance facility; they can be fixed in an efficient manner.</li> <li>• Mr. Deleon offered to give Mr. Kirshner information/insights regarding the issue.</li> </ul>
<p>15)</p> <ul style="list-style-type: none"> <li>• Mr. Haack discussed Aftertreatment Systems. Mr. Kirshner responded.</li> </ul>	<p>15) DISCUSSED:</p> <ul style="list-style-type: none"> <li>• Two (outdated) Aftertreatment Training aids are currently on hand.</li> <li>• Newer, upgraded training aids cannot be purchased due to CTC Diesel Department budget constraints.</li> </ul>

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**• MINUTES — NEW BUSINESS**

INITIATE / TOPIC	RESPONDER / DISCUSSION
5) <ul style="list-style-type: none"> <li>• Mr. Haack, Curriculum/Annual Review Process.</li> </ul>	5) DISCUSSED: <ul style="list-style-type: none"> <li>• Mr. Kirshner, Curriculum/Annual Review Process.               <ul style="list-style-type: none"> <li>- Program Updates/Outlook</li> <li>- Computer Technology</li> <li>- Budget</li> <li>- Tried</li> <li>- Example:.</li> </ul> </li> </ul>
1) <ul style="list-style-type: none"> <li>• Mr. Haack, Begins Fall 11/27/2021 Diesel Advisory Meeting</li> </ul>	1) DISCUSSED: <ul style="list-style-type: none"> <li>• Mr. Haack opened the meeting.               <ul style="list-style-type: none"> <li>- Welcomed all attendees.</li> <li>- Introduced himself.</li> <li>- Requested all attendees to do an introduction.</li> <li>- Discussed last minutes (04/20/2021).</li> <li>- Mr. Haack asked for any questions, then asked for a motion to accept the 04/2021 minutes.                   <ul style="list-style-type: none"> <li>- Sam Adams approved the motion to accept.</li> <li>- Dean Anderson 2<sup>nd</sup> the motion to accept.</li> </ul> </li> <li>- Mr. Haack stated that the 04/20/2021 minutes have been approved.</li> </ul> </li> </ul>
1) <ul style="list-style-type: none"> <li>• Mr. Haack, PROGRAM UPDATES and OUTLOOK.</li> </ul>	1) DISCUSSED: <ul style="list-style-type: none"> <li>• <b>Mr. Kirshner; PROGRAM UPDATES/OUTLOOK.</b> <ul style="list-style-type: none"> <li>- Reached out to Industry Partners for updating the DEMR 1405 Module Book (MB).</li> <li>- Add or omit from the Electrical portion of the MB.</li> <li>- Omitted the hands-on portion of breaking down and putting back together alternators/generators and starters; Industry no longer rebuilds them.</li> <li>- It is more cost effective and easier to order/purchase rebuilt/new ones.</li> <li>- Students are still required to name/define all the internal components.</li> <li>- Upon recommendations Module Book 1405 Basic Electrical Systems is updated and complete. This was our Biggest Update Completion.</li> </ul> </li> </ul>

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**• MINUTES — NEW BUSINESS (CONTINUED)**

<p>2) • Mr. Haack, PROGRAM UPDATES and COMPUTER TECHNOLOGY (CT).</p>	<p>2) DISCUSSED: • <b>Mr. Kirshner, COMPUTER TECHNOLOGY (CT).</b> - Still trying to get updates for CT to train our Technicians (Techs), because Each Industry members is need something different from our Techs. - Swift would like more hands-on Training (TNG) on navigating through the Computer Program (CP). - Tried to get news regarding the most updated Computer Programs and Technology the Industry is now using which could help Students. Different Industry Members have different needs/requirements/expectations. - Example: Swift would like a more hands on approach regarding the navigation throughout its Troubleshooting Programs. - Their opponent (DNNTA and Insites) a Tech pushes a button, read what it says, follow the instructions.</p>
<p>3) • Mr. Haack, PROGRAM UPDATES and BUDGET.</p>	<p>3) DISCUSSED: • <b>Mr. Kirshner, BUDGET UPDATES.</b> - Diesel Budget is based on Student Enrollment. We have 32 Students; pre-Covid there were 52. We are making due with the students we have. - <b>Parts/Resources</b> – pre-Covid parts were easily obtained; after Covid a supply delay has developed. <b>Example</b> - it could take a minimum of 6 months to 1 year to receive a part for our Skit-Steer (donated by) Case.</p>
<p>5) • Mr. Haack, PROGRAM UPDATES and Curriculum/Annual Review Process.</p>	<p>5) DISCUSSED: • <b>Mr. Kirshner, CURRICULUM/ANNUAL REVIEW PROCESS.</b></p>

**• MINUTES — APPROVAL — DATE & TIME OF UPCOMING MEETING**

CHAIRPERSON SIGNATURE (or DESIGNEE)	TODAYS DATE	DATE OF NEXT MEETING
	1/12/2022	TBD

**CENTRAL TEXAS COLLEGE  
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**• ADVISORY COMMITTEE REQUIRED FUNCTIONS**

**CENTRAL TEXAS COLLEGE  
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**Advisory Committee Required Functions**

<b>GIPWE Required Functions</b>	<b>How/when did the Committee address this function? At this meeting or a prior meeting?</b>  <b>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</b>
Evaluating the goals and objectives of the program curriculum	Past and Current Advisory Meetings
Establishing workplace competencies for the program occupation(s)	Past and Current Advisory Meetings
Suggesting program revisions as needed	Kubota curriculum
Evaluating the adequacy of existing college facilities and equipment	Past and Current Advisory Meetings
Advising college personnel on the selection and acquisition of new equipment	Past and Current Advisory Meetings
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Case/Asco Swift Transportation Premier Trk Group S. Dallas, TX
Assisting in promoting and publicizing the program to the community and to business and industry	Past and Current Advisory Meetings
Representing the needs of students from special populations	Past and Current Advisory Meetings

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Advising college personnel on the selection and acquisition of new equipment	Past and Current Advisory Meetings
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Case/Asco Swift Transportation Premier Trk Group S. Dallas, TX
Assisting in promoting and publicizing the program to the community and to business and industry	Past and Current Advisory Meetings
Representing the needs of students from special populations	Past and Current Advisory Meetings