

Robotics Advisory Committee Meeting Record

CHAIRPERSON: Dr. Audrie Cruz-Sealey		
MEETING DATE: October 14, 2022	MEETING TIME: 10:00 am – 11:00 am	MEETING PLACE: Virtual using Blackboard Collaborate
RECORDER: Stacey Brizuela		PREVIOUS MEETING: November 1, 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	Dr. Rafael Moras	St. Mary's University	Professor of Industrial Engineering
P	Dr. Mienie Roberts	TX A&M Central Texas	Associate Professor of Mathematics and Owner of Quantegy Robotics Company
P	Brian Oakes	CTC	Career Development Specialist
P	Lesley McGough	CTC	Coordinator Instructional Program Support Services
P	Dr. Easwaran Gopalakrishnan	St. Mary's University	Chair & Professor of Engineering
P	Jinette Campbell	CTC	Director, Instructional Program Support Services
NP	Dr. Martina Ady	CTC	Deputy Chancellor, Instruction and Workforce Initiatives
NP	Micah Green	Maidbots	President & CEO
NP	Walter Brizuela	CTC	Lab Manager
NP	Dr. Juan Ocampo	St. Mary's University	Associate Professor of Mechanical Engineering

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:	History of developing program. Making committee aware of training that Sam Jackson will attend in order to certify students in the program.	Dr. Audrie Cruz-Sealey
New Business:	First semester of classes has begun and introduction of hands on to begin next semester.	Sam Jackson
Curriculum Decisions:	Transition of students from high school to CTC then to 4-year university	Sam Jackson
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	
New Business:	We began our first semester in Robotics here at CTC. We started with the high school students and a few additional students. We have 30+ students currently enrolled this semester and plan to have hands on learning beginning next semester.
Curriculum Decisions:	With no bachelor degree in Robotics, how can the students transfer to a 4-year university and with what degree? Dr. Mienie Roberts suggested 12 hours in Robotics could transfer to Mathematics or Engineering at A&M Central Texas.
	Dr. Gopalakrishnan said St. Mary's has 12 different programs in Engineering that the Robotics students could transfer into very easily and they also have a unmanned aerial program with drones that would be a good fit for Robotics students.
Other:	Sam Jackson will be going to a training summer 2023 for training in safety, operation and mechanics and troubleshooting so he will be able to certify students in the areas needed.
	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	<p>How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p>Please add to "ACTION ITEMS" below if necessary to show that this function is or will be addressed.</p>
Evaluating the goals and objectives of the program curriculum	
Establishing workplace competencies for the program occupation(s)	
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
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