

Advisory Committee Meeting Record Template

CHAIRPERSON: Dr. Audrie Cruz-Sealey		
MEETING DATE: September 20, 2023	MEETING TIME: 12:00 – 1:00 PM	MEETING PLACE: CTC, Building 267, Room 246
RECORDER: Stacey Brizuela		PREVIOUS MEETING: October 14, 2022

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

(P/OP?)	Name and Title (List all members)	Business Affiliation	Email Address and Phone Number
Present	Dr. Audrie Cruz-Sealey Department Chair Mathematics	Central Texas College	Audrie.CruzSealey@ctcd.edu 254-526-1858
Present	Sam Jackson Program Coordinator/Professor	Central Texas College	Sam.Jackson@ctcd.edu 254-526-1859
Present	Walter Brizuela Drafting & Design Lab Coordinator	Central Texas College	Walter.Brizuela@ctcd.edu 254-526-1233
Present	Otto Wiederhold Senior Vice President	Walker Partners Engineers/Surveyors	owiederhold@walkerpartners.com 254-690-1478
Present	Paul Thomas Senior Engineer Designer/Planner	Walker Partners Engineers/Surveyors	pthomas@walkerpartners.com
Present	Matt Castelli CAD Manager/IT	Walker Partners Engineers/Surveyors	mcastelli@walkerpartners.com
Present	Dr. Martina Ady Deputy Chancellor, Instructional Workforce Initiatives	Central Texas College	MartinaAdy2@ctcd.edu 254-526-1402
Present	Dr. Melanie Baak Dean of Career & Technical Institute	Central Texas College	Melanie.Baak@ctcd.edu 254-616-3413
Present	Tracy Cook Interim Dean of Academic Instruction	Central Texas College	Tracy.Cook@ctcd.edu 254-526-1169
Present	Matt Lyles Associate Dean of Academic Instruction	Central Texas College	Matthew.Lyles@ctcd.edu 254-526-1190
Present	Jinette Campbell Director, Instructional Program Support Services	Central Texas College	Jinette.Campbell@ctcd.edu 254-526-1154
Present	Lesley McGough Coord. Instructional Program Support Services	Central Texas College	Lesley.McGough@ctcd.edu 254-526-1521

Present	Kelli Kelley Coord. Instructional Support & Development, Institutional Accountability & Curriculum Support	Central Texas College	KKelley@ctcd.edu 254-501-3045
Present	Timothy Smith Program Coordinator, Robotics	Central Texas College	Timothy.Smith@ctcd.edu
Present	Alexis Green Administrative Support Specialis Institutional Accountability & Curriculum Support	Central Texas College	Alexis.Green@ctcd.edu Ext: 2055
Accepted Invite	Lina Chtay Principal Engineer	Belton Engineers	lchtay@beltonengineers.com 254-731-5600
Accepted Invite	Jennifer Boen Waco Area Group Manager	CP&Y	jboen@cpyi.com 254-399-7155
Accepted Invite	Nancy Mendez	Kalyn Siebert Trailers	nmendez@kalyntx.com 254-865-7235
Invited	Brian Czajkowski Vice President	PecoFacet	Brian.czajkowski@parker.com 940-327-6324
Invited	Thad Boatner Owner	2BSign & More	2bsigns@gmail.com 512-556-0321
Invited	Colin Wilson CIS Project Manager	City of Killeen	cwilson@killeentexas.gov 254-501-7885
Invited	Michelle Flores Marketing Outreach & Engagement	Walker Partners Engineers/Surveyors	mflores@walkerpartners.com 254-714-1402
Invited	Jay Manning Owner	Manning Homes	jay@manninghomes.biz 254-547-3880
Invited	Cindy Bighorse SharePoint Site Designer/AdminSystems, Softwa Engineer, Electrical Wiring Mfg Engineer	Bighorse Services	cabighorse@gmail.com 817-846-4062

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:	Name change of DFTG1405 course	Sam Jackson
New Business:	Select a Chair/Co-Chair/Secretary for the Committee	Dr. Audrie Cruz-Sealey
	Plan to add internship Course, Change degree plan to make internship course or change DFTG1491 Special Topics,	Sam Jackson
Curriculum Decisions:	Discuss Descriptive Geometry Course.	Sam Jackson
Other:	Industry License and Certificate	Dr. Audrie Cruz-Sealey

MINUTES

Key Discussion Points	Discussion
Old Business: Changed the name of DFTG 1405	Drafting Course DFTG1405 name changed from Introduction to Technical Drafting to Introduction to Technical Drawing. This course also added some assignment from DFTG1409 Basic CAD to the end of the course to introduce students to the computer drafting.
New Business: Change Degree plan to make the internship course or take Special Topics DFTG1491	The discussion opened with the possibility of adding an internship course to the Drafting & Design degree. The comment was made that internships are positive and a lot of times positions are offered upon completion of the internships. The question was asked if the summer time of 10 weeks would be enough time for an internship to be completed and the response was that that would be enough time for an internship. Our students would be competing with students at ACC and TJC for these positions. The other option if internships are not available at that time is for students to take DFTG1491 Special Topics course in place of the internship. Another option is to change DFTG1491 to a 10-week class that will be offered in the summer as an internship course.
Industry License and Certifications	The discussion was made that it is helpful to the students to become certified in different areas of drafting such as Civil 3D and Cisco. Civil 3D has multiple levels of certification students can achieve and it would be helpful for students to complete level 1 prior to beginning an internship. We are also looking into possibly adding certifications to courses so students would have some certifications when they become an intern.
Curriculum Decisions: Descriptive Geometry Course	The question was asked if this course was necessary or should it be changed to some other course? The discussion was this course is very necessary to the industry and it is very important for students to use the correct terminology.
Other: Committee Positions Available	We would like to incorporate a Chair, Co-Chair and Secretary to the Advisory Committee. Anyone interested can send their information to Sam Jackson.

CHAIRPERSON SIGNATURE (or designee): Sam Jackson	DATE: 09/29/23	NEXT MEETING: TBA
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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	Action Item: We will send the committee of goals and objectives of the program curriculum to discuss at the next advisory meeting.
Establishing workplace competencies for the program occupation(s)	Action Item: We will send the committee of goals and objectives of the program curriculum to discuss how they transition to workplace competencies for the program.
Suggesting program revisions as needed	During the advisory meeting, the committee spoke to emphasizing Geometry and written assignments which will add to assignments in our courses.
Evaluating the adequacy of existing college facilities and equipment	After the formal meeting, the committee took a tour of our lab and determined our existing college facilities equipment is adequate.
Advising college personnel on the selection and acquisition of new equipment	After the formal meeting, the committee took a tour of our lab and determined our existing college facilities equipment is adequate.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	During the formal meeting, we discussed sites where students may possibly intern which could lead to learning experiences, employment, etc.
Assisting in promoting and publicizing the program to the community and to business and industry	
Representing the needs of students from special populations	

Action Items

Description	Assigned To	Progress	Completion Date
Reach out committee members to discuss interest in formal positions (Chair and Co-Chair) of the committee. Create and perform vote before next advisory committee.	Sam Jackson	Will be communicating with committee through emails and phone calls to find any interested members.	August 2024
Looking for new committee members for advisory committee.	Sam Jackson	GOAL: to get 2 new members.	August 2024
Look for more internship opportunities for the Drafting and Design students.	Sam Jackson	GOAL: to get 3 internship positions.	August 2024
Search for industrial certifications and licenses for the Drafting and Design Program.	Sam Jackson	GOAL: to find at least one industrial certificate.	August 2024

