

## Advisory Committee Meeting Record Template

CHAIRPERSON: Dr. Audrie Cruz-Sealey		
MEETING DATE: September 28, 2023	MEETING TIME: 12:00 pm – 1:00 pm	MEETING PLACE: Virtual Meeting
RECORDER: Stacey Brizuela		PREVIOUS MEETING: October 14, 2022

### MEMBERS:

(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	<a href="mailto:Audrie.CruzSealey@ctcd.edu">Audrie.CruzSealey@ctcd.edu</a> 254-526-1858
Present	Timothy Smith Program Coordinator/Professor Robotics	Central Texas College	<a href="mailto:Timothy.Smith@ctcd.edu">Timothy.Smith@ctcd.edu</a>
Present	Dr. Mienie Roberts Assoc. Prof. of Mathematics and Owner of Quantegy Robotics Co.	Texas A&M Central Texas Quantegy Robotics Co.	<a href="mailto:dekock@tamuct.edu">dekock@tamuct.edu</a> 254-519-5441
Present	Dr. Rafael Moras Professor of Industrial Engineerin	St. Mary's University	<a href="mailto:rmoras@stmarytx.edu">rmoras@stmarytx.edu</a> 210-431-2017
Present	Jath Candy	Advanced Technology Consultants	<a href="mailto:jathcandy@atctrain.com">jathcandy@atctrain.com</a> 915-356-4016
Present	Matt Lyles Associate Dean of Academic Instruction	Central Texas College	<a href="mailto:Matthew.Lyles@ctcd.edu">Matthew.Lyles@ctcd.edu</a> 254-526-1190
Present	Lesley McGough Coord. Instructional Program Support Services	Central Texas College	<a href="mailto:Lesley.McGough@ctcd.edu">Lesley.McGough@ctcd.edu</a> 254-526-1521
Present	Kelli Kelley Coord. Instructional Support & Development, Institutional Accountability & Curriculum Support	Central Texas College	<a href="mailto:KKelley@ctcd.edu">KKelley@ctcd.edu</a> 254-501-3045
Present	Alexis Green Administrative Support Specialist Institutional Accountability & Curriculum Support	Central Texas College	<a href="mailto:Alexis.Green@ctcd.edu">Alexis.Green@ctcd.edu</a> Ext: 2055
Invited	Dr. Martina Ady Deputy Chancellor, Instructional Workforce Initiatives	Central Texas College	<a href="mailto:MartianaAdy@ctcd.edu">MartianaAdy@ctcd.edu</a> 254-526-1402
Invited	Dr. Melanie Baak Dean of Career & Technical Institute	Central Texas College	<a href="mailto:Melanie.Baak@ctcd.edu">Melanie.Baak@ctcd.edu</a> 254-616-3413

Invited	Tracy Cook Interim Dean of Academic Instruction	Central Texas College	<a href="mailto:Tracy.Cook@ctcd.edu">Tracy.Cook@ctcd.edu</a> 254-526-1169
Invited	Jinette Campbell Director, Instructional Program Support Services	Central Texas College	<a href="mailto:Jinette.Campbell@ctcd.edu">Jinette.Campbell@ctcd.edu</a> 254-526-1154
Invited	Sam Jackson Professor	Central Texas College	<a href="mailto:Sam.Jackson@ctcd.edu">Sam.Jackson@ctcd.edu</a> 254-526-1859
Invited	Brian Oakes Career Development Specialist	Central Texas College	<a href="mailto:Bryan.Oakes@ctcd.edu">Bryan.Oakes@ctcd.edu</a> 254-526-1702
Invited	Dr. Easwaran Gopalakrishnan Chair & Professor of Engineering	St. Mary's University	<a href="mailto:geaswaran@stmarytx.edu">geaswaran@stmarytx.edu</a> 210-436-3038
Invited	Dr. Juan Ocampo Associate Professor of Mechanical Engineering	St. Mary's University	<a href="mailto:jocampo@stmarytx.edu">jocampo@stmarytx.edu</a> 210-436-3916
Declined	Micah Green President & CEO, Founder	Maidbot	<a href="mailto:micah@maidbot.com">micah@maidbot.com</a> 240-205-0524

## AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Introductions were made of all in attendance.	Dr. Audrie Cruz-Sealey
New Business:	Select a Chair/Co-Chair/Secretary for the committee.	Dr. Audrie Cruz-Sealey
	Industry License and Certificate	Dr. Audrie Cruz-Sealey
	FANUC Training for handling tool operation	Timothy Smith
Curriculum Decisions:	Discuss RBTC1309 Pneumatics Course	Timothy Smith

## MINUTES

Key Discussion Points	Discussion
Select a Chair/Co-Chair/Secretary for the Committee	Our Robotics program is a new program and still in its infancy. We just started offering classes and haven't even had any students complete the program yet. We are looking to build up our advisory committee and because of that reason, we will be sending out an email to recruit a Chair and Co-Chair for the committee so it could run a lot smoother. This would also help us to meet the needs of our students as they go out looking for jobs and become employable.
Industry Licenses and Certifications and FANUC Training for handling Tool Operation	<p>We are interested in tying some sort of industry license or certifications to our courses. If you look at our degree plan and know of any that a student can test for and attain after a course, we would love to know what that is so when students leave CTC to look for jobs they can have those credentials to assist students in their search for employment.</p> <p>Tim just attended a FANUC training in Houston and now need to complete a half hour lesson and record and send it in so I can be certified as a teacher. Once that is completed we will be able to have students take that course and become certified for handling tool operation for the FANUC Robot. There is already one certification already in process and will probably have the FANUC training happening next Spring 2025.</p> <p>Universal Robotics has a certification and Tim is certified to teach that course also. That would require us to purchase a Universal Arm.</p>
RBTC1309 – Pneumatics Course	I am in the process of building the RBTC1309 Pneumatics Course. The syllabus has been written and Tim is waiting for it to be opened in Black Board so it can be created so it can be offered next semester. We are in the process of building some of the other courses and am interested in hearing from those in industry what things we should be focusing on/which courses should we be developing next to make sure students are ready to go into the industry when they leave here.
	While professor Smith is creating the courses and the Robotics program, what are you Dr. Roberts and Mr. Candy needing from students coming out with a Robotics degree, what are you expecting, what are you seeing, what is lacking that could help us to fill in that hole? Dr. Roberts spoke of the ability for students to be able to relay technical information to a non-technical audience either in writing or verbally. Student have to be able to communicate what they are doing and it deepens their understanding. Mr. Candy spoke about knowing how to troubleshoot and not just know how a robot works but the connections that go along with it. What steps you can take to troubleshoot problems because otherwise companies lose money when their robots go down.

	<p>Dr. Cruz-Sealey posed the question to Dr. Moras, if students finish a two-year degree here, what do you notice about students transferring in that is missing or what foundations can we address before students move on to a four-year university? Dr. Moras talked about making sure the math and physics courses are there. They are trying to work on articulation agreements and in general is the education that you bring in compatible in terms of subjects? That's the big issue.</p> <p>Mr. Smith and Dr. Moras have decided to meet and see what is offered at St. Mary's University for freshmen and sophomores to see what we can offer to make the transfer more compatible. He offered to have Dr. Ocampo and their Robotics professor included also.</p>
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<b>CHAIRPERSON SIGNATURE (or designee):</b> <b>Timothy Smith</b>	<b>DATE:</b> <b>11/2/23</b>	<b>NEXT MEETING:</b> <b>2024</b>
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## Advisory Committee Required Functions

<p style="text-align: center;"><b>GIPWE Required Functions</b></p>	<p style="text-align: center;"><b>How/when did the Committee address this function At this meeting or a prior meeting?</b></p> <p style="text-align: center;"><b>Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed</b></p>
Evaluating the goals and objectives of the program curriculum	Discussions with Dr. Mora regarding what students need for success at their institution.
Establishing workplace competencies for the program occupation(s)	Licensure discussion by Dr. Cruz-Sealey
Suggesting program revisions as needed	Revisions suggested by Dr. Mienie Roberts
Evaluating the adequacy of existing college facilities equipment	Done at previous meetings
Advising college personnel on the selection and acquisition of new equipment	Not done at this time.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Discussions with Dr. Mienie Roberts
Assisting in promoting and publicizing the program to the community and to business and industry	Action Item to be added
Representing the needs of students from special populations	Action item to be added

Action Items

Description	Assigned To	Progress	Completion Date
Assisting in promoting and publicizing the program to the community and to business and industry	Mr. Tim Smith		
Meeting with Dr. Mora in San Antonio	Mr. Tim Smith		
Representing the needs of students from special populations	Mr. Tim Smith		