

Advisory Committee Meeting Record Template

CHAIRPERSON: Jason Gadsby		
MEETING DATE: 10/20/2023	MEETING TIME: 5:00 pm	MEETING PLACE: WebEx (Virtual)
RECORDER:: Jeremiah Edwards		PREVIOUS MEETING: 10/2022

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


(P/OP?)	Name and Title (List all members)	Business Affiliation	Email Address and Phone Number
P	John Bridenstine	KISD, Welding Instructor	john.bridenstine@killeenisd.org 254-291-0329
P	Jason Gadsby	Gadsby's Garage Owner/Operator	jason.l.gadsby@gmail.com 254-368-7595
P	David Skrabanek	Killeen Welding Supply Manager	kws@dupuyoxygen.com 254-628-8600
P	Paul Nelson	Killeen Welding Supply Manager	kws@dupuyoxygen.com 254-628-8600
P	Jeremiah Edwards	CTC Instructor Welding Instructor	jedwards@ctcd.edu 254-616-3300
P	Aaron Otis	CTC Instructor Welding Instructor	aaron.otis@ctcd.edu 254-291-6425

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:	Adoption of Welding Principles and Applications 9 th edition and Welding Print Reading 8 th . edition	Jeremiah Edwards
	Multi-process welding machines	Jeremiah Edwards
	Prospective students for employment opportunities	Jeremiah Edwards
New Business:	Update burn table machine and program	Jeremiah Edwards
	Look into purchasing welding fabrication Table to use throughout the program	Jeremiah Edwards
Curriculum Decisions:	Update curriculum for WLDG 1313, WLDG 1317, and WLDG 2435. To include Module books and written exams	Jeremiah Edwards

MINUTES

Key Discussion Points	Discussion
Old Business: Adoption of Welding Principles and Applications 9 th edition and Welding Print Reading 8 th . edition	Committee agrees that the text books adopted for future years are More relevant to the curriculum, standards and practices that CTC Welding Program is striving to attain from students.
Multi-process welding machines	Committee agrees that the purchase and incorporation of a Multi Process welding machines for all of the welding booths will greatly Aid in the students being required to set up machines, adjust settings, And learn the different machines on an as required basis.
Prospective students for employment opportunities	Committee agrees that the idea of keeping a running list of students interested in employment opportunities. However, the committee would like to see greater number of students interested in and entering the workforce.
New Business: Update burn table machine and program	Committee agrees that the purchase and incorporation of updated software and machine gantry system is integral to the students being Employable upon graduation.
Look into purchasing welding fabrication Table to use throughout the program	Committee believes the incorporation of a fabrication table into the Shop area and the program will hold the students to a higher standard In the realm of layout, flip-ups, and welding within specified Tolerances and dimensions.
Curriculum Decisions: Update curriculum for WLDG 1313, WLDG 1317, and WLDG 2435. To include Module books and written exams	Committee agrees it is imperative that the curriculum for WLDG 1313, WLDG 1317 and WLDG 2435. To include module books and written Exams are updated as soon as possible,

RECORDER SIGNATURE (or designee): 	DATE: 10/20/23	NEXT MEETING: 10/25/2024
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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	Addressed during the meeting, no corrective action necessary
Establishing workplace competencies for the program occupation(s)	Addressed during the meeting, no corrective action necessary
Suggesting program revisions as needed	Addressed during the meeting, no corrective action necessary
Evaluating the adequacy of existing college facilities equipment	Addressed during the meeting, no corrective action necessary
Advising college personnel on the selection and acquisition of new equipment	Addressed during the meeting, no corrective action necessary
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Addressed during the meeting, no corrective action necessary
Assisting in promoting and publicizing the program to the community and to business and industry	Addressed during the meeting, no corrective action necessary
Representing the needs of students from special populations	Addressed during the meeting, no corrective action necessary

Action Items

Description	Assigned To	Progress	Completion Date
Suggesting program revisions as Needed	Jeremiah Edwards	In progress	
Evaluating the adequacy of existing College facilities and equipment	Committee	Research stage	