

Advisory Committee Meeting Record

CHAIRPERSON: Sam Jackson		
MEETING DATE: August 1, 2024	MEETING TIME: 10:30 am – 11:30 am	MEETING PLACE: Virtual Meeting
RECORDER: Nancy Dickard/Stacey Brizuela		PREVIOUS MEETING: September 20, 2023

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 Num
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
Accepted	Walter Brizuela Drafting & Design Lab Coordinator	Central Texas College	Walter.Brizuela@ctcd.edu 254-526-1233
Present	Paul Thomas Senior Engineer Designer/Land Planner	Walker Partners Engineers/Surveyors	pthomas@walkerpartners.com
Invited	Matt Castelli CAD Manager/IT	Walker Partners Engineers/Surveyors	mcastelli@walkerpartners.com
Accepted	Cindy Bighorse Sharepoint Site Designer/AdminSystems, Software Engineer, Electrical Wiring Mfg Engineer	Bighorse Services	cabighorse@gmail.com 817-846-4062
Invited	Jennifer Boen Waco Area Group Manager	CP&Y	jboen@cpyi.com 254-399-7155
Invited	Dr. Melanie Baak Dean or Career & Technical Institute	Central Texas College	Melanie.Baak@ctcd.edu 254-616-3413
Present	Dr. Tracy Cook Dean of Academic Instruction	Central Texas College	Tracy.Cook@ctcd.edu 254-526-1169
Present	Matthew Lyles Associate Dean of Academic Instruction	Central Texas College	Matthew.Lyles@ctcd.edu 254-526-1190
Invited	Jinette Campbell Director, Instructional Program Support Services	Central Texas College	Jinette.Campbell@ctcd.edu 254-526-1154
Present	Lesley McGough Coordinator Institutional Accountability, Curriculum Support and Grants	Central Texas College	Lesley.McGough@ctcd.edu 254-526-1521

Present	Kelli Kelley Grant Coordinator, Institutional Accountability, Curriculum Support and Grants	Central Texas College	KKelley@ctcd.edu 254-501-3045
Present	Alexis Green Administrative Support Specialist Institutional Accountability, Curriculum Support and Grants	Central Texas College	Alexis.Green@ctcd.edu Ext. 2055
Present	Georgia White Administrative Support Specialist Institutional Accountability, Curriculum Support and Grants	Central Texas College	GWhite1@ctcd.edu Ext. 2055

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Introduction	Introductions were made of all in attendance.	Dr. Audrie Cruz-Sealey
New Business:	Select a Chair/Co-Chair/Secretary for the Committee	Sam Jackson
	Create new Certificate	Sam Jackson
	Change in our 2 nd Certificate	Sam Jackson
Discussion:	Industry License and Certificate	Dr. Audrie Cruz-Sealey

MINUTES

Key Discussion Points	Discussion
Old Business: None	N/A
New Business: Select a Chair/Co-Chair/Secretary for the Committee	We are looking for someone from the Advisory Committee to be the Chair of the committee. Anyone interested in being the Chair can send their information to Sam Jackson. An email will be sent to all members with an invitation to be Chair of the Advisory Committee.
Create new Certificate	Current Drafting & Design certificates and degrees were shown and explained to committee members. There will be no change in the 1 st certificate. Discussion was made about making CTC's Drafting & Design certificates to contain only Drafting & Design courses, with no other courses required. A 3 rd certificate will be created called Drafting Complete Certificate, consisting of all the Drafting & Design courses CTC offers and only those. The certificates are stackable.
Change in our 2 nd Certificate	In order to make CTC's Drafting & Design 2 nd certificate to contain only Drafting & Design courses, the math course is being dropped and the Drafting & Design course Pipe Drafting will be added. The name of the 2 nd certificate will be changed from Occupational Skills Achievement Certificate to Mechanical Drafting Certificate.
Curriculum Decisions:	Based on committee members' feedback, Pipe Drafting will be added to the Mechanical Drafting Certificate, and Electrical/Electronic Drafting will be moved to the complete certificate. One committee member commented that his company will take self-taught applicants. However, the preference is for applicants who can prove their skills with a certificate or degree earned. The question was asked if there are any private sector industry certificates available. One committee member said that there are some CAD trainings, but not any official certificates, saying that it is very difficult, time-consuming, and expensive for private sector companies to create their own certificate.
Other: None	N/A

CHAIRPERSON SIGNATURE (or designee): Sam Jackson	DATE: 09/18/24	NEXT MEETING: TBA
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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)	Action Item: Three stackable certificates, containing only Drafting & Design courses, will be made available for students to better prepare them for industry jobs.
Suggesting program revisions as needed	Action Item: Change the 2 nd certificate by dropping the math course and adding Pipe Drafting. Create a 3 rd certificate called Drafting Complete Certificate.
Evaluating the adequacy of existing college facilities equipment	
Advising college personnel on the selection and acquisition of new equipment	
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	
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 ask for interest in taking the position of 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 2025
Looking for new committee members for our advisory committee.	Sam Jackson	Goal: To get more members who can be active consistently.	August 2025
Search for industrial certifications and licenses for the Drafting and Design Program.	Sam Jackson	Goal: Continue searching for at least one industrial certificate.	August 2025
Obtain approval for changes to 2 nd certificate and addition of 3 rd certificate.	Sam Jackson/Dr. Audrie Cruz-Sealey	Goal: To obtain approval from CTC leadership and the CRC committee for changes to 2 nd certificate and addition of 3 rd certificate.	August 2025