

## Advisory Committee Meeting Record

CHAIRPERSON: Sam Jackson		
MEETING DATE: August 1, 2024	MEETING TIME: 11:45 am – 12:45 pm	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 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	Sam Jackson Program Coordinator/Professor	Central Texas College	<a href="mailto:Sam.Jackson@ctcd.edu">Sam.Jackson@ctcd.edu</a> 254-526-1859
Invited	Walter Brizuela Drafting & Design Lab Coordinator	Central Texas College	<a href="mailto:Walter.Brizuela@ctcd.edu">Walter.Brizuela@ctcd.edu</a> 254-526-1233
Accepted	Timothy Smith Robotics Instructor	Central Texas College & Copperas Cove High School	<a href="mailto:Timothy.Smith@ctcd.edu">Timothy.Smith@ctcd.edu</a>
Present	Dr. Mienie Roberts Associate Professor of Mathematics and Owner of Quantegy Robotics Company	Texas A&M – Central Texas	<a href="mailto:dekock@tamuct.edu">dekock@tamuct.edu</a> 254-519-5441
Present	Jath Candy	Advanced Technology Consultants	<a href="mailto:jathcandy@atetrain.com">jathcandy@atetrain.com</a> 915-356-4016
Present	Dr. Rafael Moras Professor of Industrial Engineering	St. Mary’s University	<a href="mailto:rmoras@stmarytx.edu">rmoras@stmarytx.edu</a> 210-431-2017
Invited	Dr. Easwaran Gopalakrishnan Chair & Professor Engineering	St. Mary’s University	<a href="mailto:geaswaran@stmarytx.edu">geaswaran@stmarytx.edu</a> 210-436-3038
Accepted	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
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
Present	Dr. Tracy Cook Dean of Academic Instruction	Central Texas College	<a href="mailto:Tracy.Cook@ctcd.edu">Tracy.Cook@ctcd.edu</a> 254-526-1169
Present	Matthew Lyles Associate Dean of Academic Instruction	Central Texas College	<a href="mailto:Matthew.Lyles@ctcd.edu">Matthew.Lyles@ctcd.edu</a> 254-526-1190
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

Present	Lesley McGough Coordinator Institutional Accountability, Curriculum Support and Grants	Central Texas College	<a href="mailto:Lesley.McGough@ctcd.edu">Lesley.McGough@ctcd.edu</a> 254-526-1521
Present	Kelli Kelley Grant Coordinator, Institutional Accountability, Curriculum Support and Grants	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 and Grants	Central Texas College	<a href="mailto:Alexis.Green@ctcd.edu">Alexis.Green@ctcd.edu</a> Ext. 2055
Present	Georgia White Administrative Support Specialist Institutional Accountability, Curriculum Support and Grants	Central Texas College	<a href="mailto:GWhite1@ctcd.edu">GWhite1@ctcd.edu</a> 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
	Discuss the new Robotics courses	Sam Jackson
	Discuss the Robotics courses in the SMART degree	Sam Jackson
	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	An email will be sent to recruit a Chair for the committee.
Discuss the new Robotics courses	CTC is still working on the Robotics Certificate. There are no graduates yet. For the Spring 25 semester, we should be ready to offer Pneumatics and Robotic Programming and Diagnostics. The goal is for high school students to graduate with a Robotics Certificate. By end of Spring 2025, CTC will have its first Certificate graduates, mostly from Copperas Cove ISD. We are in discussions to see how our students can also obtain an industrial certificate through FANUC, from whom we have purchased our robots. The students should then be coming to CTC to finish a Robotics associates degree. At that time, there should be students in Year 1, Year 2, and Year 3. We will be building the rest of our curriculum for a degree, and should have yearly graduates. CTC is planning to include KISD in the Robotics program.
Discuss the Robotics courses in the SMART degree	The SMART degree will be new to CTC, focusing on students who are enrolled in the Engineering Associates Degree. It will specialize in manufacturing, automation, and robotics technology. Six of our Robotics courses will be in this degree. Students will be able to graduate with a SMART degree and a Robotics Certificate. Mr. Moras stated that St. Mary's has a 2+2+1 agreement (2 years at community college, 2 years at St. Mary's, 1 year graduate program) with other institutions, and they are willing to talk about doing the same kind of agreement with CTC. We are trying to find companies that would be interested in hiring/giving internships to our students. Ms. Roberts asked if the SMART degree will be offered online. Mr. Jackson answered that since the degree involves manufacturing, there will be a couple of classes that will require the student to attend on campus for a lab. Mr. Moras asked if there is a plan to teach students how to design machines, not only how to use machines. Mr. Jackson answered that the plan is to eventually have all the machines for the Robotics program and the SMART program in one big lab. Then the students will be able to learn how to use the machines, use the robots to pick up things, do tensile tests, quality

	control tests – all the processes from designing, making a product, testing the product, doing quality control and then sending the product to the market. Also, our drafting and design program will be part of the overall program.
Industry License and Certificate	Research is still being done to find industry licenses/certificates the students can benefit from.
Curriculum Decisions: None	N/A
Other: None	N/A

<b>CHAIRPERSON SIGNATURE (or designee):</b> Sam Jackson	<b>DATE:</b> September 1, 2024	<b>NEXT MEETING:</b> 2025
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## Advisory Committee Required Functions

GIPWE Required Functions	<p><b>How/when did the Committee address this function? At this meeting or a prior meeting?</b></p> <p><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	
Establishing workplace competencies for the program occupation(s)	Industry licensure/certificate discussion by Dr. Cruz-Sealey
Suggesting program revisions as needed	
Evaluating the adequacy of existing college facilities and equipment	Done at previous meetings
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	Industry licensure/certificate research is on-going.
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

[illegible]