

Advisory Committee Meeting Record Template

CHAIRPERSON: Curtis Gibson		
MEETING DATE: 11/30/2021	MEETING TIME: 6pm	MEETING PLACE: Hybrid/Airport Classroom & Online
RECORDER: Abe Molina		PREVIOUS MEETING: 12/08/2020

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

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Richard E. Whitesell	Central Texas College	Dept Chair, Aviation Science Department
P	Michael Hutyra	Central Texas College	Assistant Chief Flight Instructor
P	Abelardo Molina	Central Texas College	Assistant Chief Flight Instructor
P	Curtis Gibson	Retired – Central Texas College	Pilot
P	Randy Smedley	Contract Pilot	Pilot
P	Rebecca Sparks	Retired Southwest Airlines	Chief Pilot
P	Jim Reynolds	Retired Continental Airlines/Flight Instructor	Pilot
A	Nicholas Long	Southwest Airlines	Pilot
A	Randy Sealy	Southwest Airlines	Pilot
A	Thomas Ahearn	Southwest Airlines	Pilot

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Approved	Curtis Gibson
Old Business:	Entrance requirements	Richard Whitesell
New Business:	Updates from the department, entrance requirements, equipment needs	Richard Whitesell
Curriculum Decisions:		
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	Entrance Requirements
New Business:	<ol style="list-style-type: none"> 1. Aircraft Status <ul style="list-style-type: none"> • Aircraft repair and issues 2. Enrollment <ul style="list-style-type: none"> • Slight increase • More traditional student this semester 3. Underperforming Department <ul style="list-style-type: none"> • Will obtain documentation of student transferring to TAMU-CT 4. TAMU-CT gaining FAA Part 141 <ul style="list-style-type: none"> • Possible students could obtain R-ATP with 1000 hours 5. FRASCA simulator upgrade <ul style="list-style-type: none"> • Arrived – still working on some issues 6. Flight Fees increasing <ul style="list-style-type: none"> • Rising Fuel costs • Increase in staff salary • Will charge for ground school • Time frame – Summer/Fall increase 7. CTC Staff <ul style="list-style-type: none"> • Dean and Assistant Dean Retiring

	<ul style="list-style-type: none"> • 8 Department chair have stepped down or retiring • <p>8. Piper Cub</p> <ul style="list-style-type: none"> • Insurance cost • Continuing Ed course
Curriculum Decisions:	None needed at this time
Other:	

CHAIRPERSON SIGNATURE (or designee): <i>Alejandro Molina</i>	DATE: 11/30/2021	NEXT MEETING: Fall 2022, sooner if needed
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Advisory Committee Required Functions

<p style="text-align: center;">GIPWE Required Functions</p>	<p style="text-align: center;">How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p style="text-align: center;">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	Prior meeting
Establishing workplace competencies for the program occupation(s)	Established by Airman Certification Standards
Suggesting program revisions as needed	Completed last year with changing our TCO's, this year with discussion of acquiring different aircraft.
Evaluating the adequacy of existing college facilities and equipment	This meeting
Advising college personnel on the selection and acquisition of new equipment	ACTION – looking at possibility of a newer primary trainer aircraft, discussed this meeting.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	TAMU-CT has aviation internships. Students obtaining CFI can work at CTC
Assisting in promoting and publicizing the program to the community and to business and industry	This meeting
Representing the needs of students from special populations	Meeting that need

Action Items

Description	Assigned To	Progress	Completion Date
New Primary Aircraft	CTC Staff	Ongoing	SUMMER 2022