

Advisory Committee Meeting Record Template

CHAIRPERSON: Raquetta Carter		
MEETING DATE: 11-15-2021	MEETING TIME: 10 AM	MEETING PLACE: Building 118 Room 24
RECORDER: Jay Jackson		PREVIOUS MEETING: 10-06-2020

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 and Phone Number
P	Raquetta Carter	Affordable Air Service	gorikki2018@yahoo.com 254-338-5726
	Rikardo Carter	Affordable Air Service	rikardo.carter@yahoo.com 254-466-6042
P	Guillermo Will	Four Seasons Heating and Air	fourseasons5@hotmail.com 254-466-7713
	Theo Carter	Annointed Air Service	theodoremcarter@gmail.com 254-384-4087
P	Leo Navarro	Robert Madden Ind.	leo.navarro@rmadden.com 254-634-0670
	John Deane	Dean Electric	Deanofthebass@yahoo.com 254-371-5016
P	Veronica Martin	CATE Advising Director	veronica.martin@ctcd.edu
P	Keisha Holman	Career Service Director	Keisha.holman@ctcd.edu
P	Bryan Oaks	Career Service	boakes@ctcd.edu
	EX- OFFICIO Gering, Patrick	HVAC Instructor, Industrial Technology	pgering@ctcd.edu
P	EX-OFFICIO Jay Jackson	HVAC Instructor, Industrial Technology	Jay.Jackson@ctcd.edu

P	<u>EX-OFFICIO</u> William Kirshner	, Department Chair, Industrial Technology	wkirshner@ctcd.edu
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Key Discussion Points

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	October 06, 2020 Minutes unanimously approved	
Old Business: Self pace , Course Site testing, text book revision,	Student can register on any class he need on his degree plan , And he work on the class on his own , all tests on course site	
Class room lecture base Program	Semester class room program student can register in the opened classes only	
New Business: : Self pace + Class room lecture base Program	Semester class room program student can register in the opened classes only(HART 1401, HART 1407), Then will be self pace which make all the classes open at all time	
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Curriculum Decisions:	All curriculums are same no changes unless more fact sheets on modules books	
Other:		

Key Discussion Points	Discussion
Module Book Revision	Module Books have been updated to be easy to use according to the new self-pace program to make it easy for the student to know what to do at whit time and how, and also added some more fact sheets for more explanation. Show the Advisories our lab and all kind of equipment tools and working stations that we have in the lab and how the students do their lab work and hand on performance.
Curriculum Decisions:	No changes on the curriculums.
Other: Evaluation Of Program	Evaluation of program standards by advisory commottee

CHAIRPERSON SIGNATURE (or designee): Raquetta Carter	DATE:11/15/2021	NEXT MEETING: TBD
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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	Past and Current Advisory Meetings
Establishing workplace competencies for the program occupation(s)	Past and Current Advisory Meetings
Suggesting program revisions as needed	Self pace + Class room lecture base Program Semester class room program student can register in the opened classes only(HART 1401, HART 1407), Then will be self pace which make all the classes open at all time
Evaluating the adequacy of existing college facilities and equipment	Past and Current Advisory Meetings
Advising college personnel on the selection and acquisition of new equipment	Past and Current Advisory Meetings
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Affordable Air Service Four Seasons Heating and Air Annotated Air Service
Assisting in promoting and publicizing the program to the community and to business and industry	
Representing the needs of students from special populations	Past and Current Advisory Meetings

Action Items

Description	Assigned To	Progress	Completion Date
Evaluating Self pace + Class room lecture base Program And make a Suggestions if we need to keep it or go to full class room lecture base for all classes	Jay Jackson	Working on evaluating the students learning ability to make the final suggestion for the Committee	End of Summer semester