TEMPLATE for Advisory Committee Meeting Record (Add lines throughout as needed)

CHAIRPERSON: Joey Johnson		
MEETING DATE: 8-5-2016	MEETING TIME: 11:00 – 1:00	MEETING PLACE: Collin Higher Education Center
RECORDER: Joe Butler		PREVIOUS MEETING: 6-17-2016

MEMBERS: (P = Present) OTHERS PRESENT:

(P?)	Name and Title (List all members)	Business Affiliation	Name and Title
P	Joey Johnson (Chair)	Trane	
P	Thomasena Philen	Daikin	
P	Greg Tabor	Princeton ISD	
P	Steve Trout	Bill Joplin's A/C and Heating	
P	Kevin Self	ACIS	
P	Patrick Szlachtowski	Lennox	
P	David Hitt	Plano ISD	
P	Ken Dunlap	Collin College	
P	Seth McGinnis	Classic Heating and Air	
P	Keith Nicholson	Encore Wire	
P	Craig Van Hamersveld	CAMPAT	
P			Joe Butler, AVP
P			Karen Murph, Collin College
P			Karen Buechman, Plan ISD

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	NA	NA
Old Business:	NA	NA
New Business:		
Degree Plans	Joey Johnston called on Joe Butler to present on course details, course mappings to skills and degree plans. Joe pointed to the course descriptions, skills maps and degree plans in the committee's packets. Joe pointed out that there were four skills not specifically mapped in courses, VFR, Boilers, Inverters and OSHA 30. Joe added that as Collin builds the course syllabi we can add additional outcomes to the WECM courses. For example OSHA 30 would be embedded into most of the courses. The content experts will determine the appropriate courses to embed the other three topics.	NA

	Joe explained the design of the degree plans as stackable credentials from Certification I to Certification II to and AAS degree.	
Program Accreditation	Joe Butler Though the program will not be initially accredited and accreditation is not required, eventually Collin would be seeking program accreditation. When designing the content, we will need to keep an eye towards accreditation. There are a couple of different program accreditors. Seth spoke of a presentation regarding NC3 accreditor. It seems to be good and turnkey. Joey provided additional information. NC3 can help to develop a curriculum and instructor training. Predesigned training stations including equipment and furniture. Joey pointed out a concern that Collin had regarding NC3 being too Trane specific. Seth said it didn't matter. If you take the label off it looks the same on the inside. Additionally, donated hardware would be from different manufacturers anyway. Joey added the cost of joining NC3 is $5000. Residential lab for 16 students, 3000 square feet, about $530,000. Light Commercial Lab, about $530,000. Control Lab, about $530,000. Seth stated needed processes that are replicable. This program is replicable and not dependent on one person or instructor. CTE Director from Princeton stated the instructor is key and training the instructor is the key. Joey stated the consistency in the program allows for qualified substitutes that knows exactly where to pick up where the instructor left off. Joe points out the professional development for instructors that is part of NC3. Thomasena said that inverter and VFR curriculum doesn't exist. Publishers are working on that. Individual manufacturers provide that training now.	

	Ken Dunlap moved to accept the degree plan as presented. Seconded by Steve Trout. Approved unanimously.	
Next Steps	Karen Murph pointed out the Time Table which necessitates the next meeting being Sept. 23rd	
Next Meeting	Motion: Thomasena Philen Second: Steve Trout Next meeting will be 9-23-2016 from 11:00 – 1:00 at CHEC	Joe Butler
Faculty	Tomasena asked about faculty. Joe stated we do not have faculty, but we have hired an Associate Dean, Michael Coffman. He will most likely be over the program before it goes live. Jim Barko will be the Dean. Tomasena also asked about start date. Joe said the start date is still stated for Fall 2017. Discussion ensued on the difference between technician certifications and program accreditors.	
Adjourned	Adjourned for lunch at 12:45	
Other:		

CHAIRPERSON SIGNATURE (or designee):	DATE:	NEXT MEETING: