

GADSDEN STATE COMMUNITY COLLEGE
ACCOUNTING TECHNOLOGY
ADVISORY COMMITTEE MEETING

Minutes
April 9, 2013

The Advisory Committee Meeting was held Tuesday April 9, 2013 at 7:30 a.m. This was a breakfast meeting in an attempt to accommodate our business and industry partners by not interrupting them at mid-day. The overall attendance in the room appeared to be a bit down from last year.

The participation of Accounting Technology Advisory Committee is greatly appreciated by Gadsden State Community College and Mr. Waits. Mr. John Ford, Ms. Sonya Kendrick and Ms. Rosalind Woodgett attended the meeting. Advisory members not able to attend included Mr. Michael Morgan and Mrs. Tasha Allen. Mr. Waits will contact these members and de-brief them on the topics covered in the meeting.

Mr. Waits described the Alabama Commission on Higher Education requirement of an average of seven graduates per year. Mr. Waits is closely monitoring the number of graduates from the program and the graduate numbers seem to be in decline at this time. Mr. Waits' computed average for the 2010-2012 years was 7.33 graduates per year which is still within the ACHE guidelines. However Mr. Waits had record of only one graduate in the year 2012. Sonya Kendrick said she would check the computer system to see if paperwork of other graduates had failed to cross Mr. Waits' desk. Mr. Waits expressed some concern about the number of majors he has in the program at this time. The committee brainstormed about current economic times and why we might be seeing this downward trend in enrollment. Ms. Woodgett commented that WIA spotlights Accounting as a field in which they wish to sponsor students so maybe we will see an enrollment boost from that area of financial aid.

Financial Aid was discussed in terms of the allocation over two semesters rather than three. Summer, 2012, Mr. Waits had to teach a night class in Gadsden to get his full teaching load. Summer enrollment is a real concern and Ms. Kendrick mentioned that future cuts in some financial aid was anticipated. She referred to a couple of \$300 supplemental aid programs that are currently in jeopardy.

In terms of how we can possibly do things better, Mr. Ford talked about the frustrations he remembered as a student in dealing with the Bookstore. He recalled some of the books not being in stock at the beginning of the semester and other memories of long lines. With that area being a private contractor, I told him that I was not sure how much control Gadsden State could exercise over

Barnes and Noble. I told him I would mention the problem in the minutes of this meeting.

Mr. Waits gave the committee an update regarding the Southern Association of Colleges and Schools. Mr. Waits also brought the committee up to date with our "Quality Enhancement Program" (QEP) and our use of technology across the curriculum (TEC).

Computer lab equipment and software was discussed next. The committee was taken by the computer lab to see the room of thirty microcomputers. The committee is aware that their input for equipment needs is vital for future monetary earmarks within the institutional planning and budgeting framework. Mr. Waits showed the committee where our electronic calculators had been updated as a result of committee recommendations.

The Curriculum was reviewed for the Associate in Applied Science in Accounting Technology and the short-term Certificate in Computerized Accounting.

The new College Mission Statement was reviewed which has just been revised by the Institutional Planning Committee and the Accounting Technology Program fits appropriately within the guidelines of the overall college mission.

The committee agreed that the existing program is adequately serving the needs of the college's service area.

Respectfully Submitted,

Philip W. Waits
Accounting Technology Program Coordinator

GADSDEN STATE COMMUNITY COLLEGE
Air Conditioning and Refrigeration
Advisory Committee Meeting
April 9, 2013

Minutes

The annual meeting of the Air Conditioning and Refrigeration Advisory Committee was called to order at 8:30A.M. on April 9, 2013 by Eric Campbell.

Present:

Charles Pruitt – Pruitt Refrigeration

Darod Clough – Wittichen Supply

Dustin Wilson – Climateflow

Joey Wade – Complete Service Company

Tommy Wade – Complete Service Company

Wayne Mizell - Mizell Heating and Air Conditioning

Old Business:

No old business was discussed.

New Business / Discussion:

Textbooks, workbooks, lab manuals, sample test, technical portfolio, and course syllabi were provided as an example of the ACR (Air Conditioning and Refrigeration) program along with the program's goals, objectives and expected outcomes. A tour of the ACR facility was also provided describing in detail the different types of work stations, tools, and equipment that are presently in the lab area.

In open discussion, Tommy Wade, commented that he was pleased to see that the program had made several improvements since the last time he was here two years ago. He wanted to know from the other committee members, since he was unable to attend the previous year's meeting, what recommendations had been made at last year's meeting concerning new equipment. The committee responded by telling Mr. Wade that new ice machines, new refrigerated merchandisers, and air flow measurement tools were recommended. Mr. Wade then asked Eric Campbell (the instructor) if any of that equipment had been purchased. Mr. Campbell's response was that he had requested the recommended equipment, but had not heard whether or not the equipment had been approved. Mr. Wilson stated that he hoped that he could continue to see refrigeration equipment added to the program, and not knowing whether or not the previous year's recommended equipment will be purchased, will affect our ability as a committee to effectively evaluate the program's equipment needs.

While still in an open discussion forum, Wayne Mizell asked Mr. Campbell "since ductless A/C technology is new to the HVAC (heating, ventilation, air conditioning and refrigeration) industry, how do you feel about working on ductless systems and/or teaching students about them?" Mr. Campbell responded that since ductless systems are so new, currently, the program does not provide instruction on these types of systems, but is something to consider. The committee agreed with Mr. Mizell, and recommended purchasing several ductless systems. Additionally, the committee recommended that Mr. Campbell receive additional training in order to be more effective in the instruction of ductless systems, if necessary.

Dustin Wilson sought the input from other committee members in reference to system sizing and heat load calculations. Several committee members stated that the newly adopted Alabama Energy Code will greatly affect the HVAC industry in those areas mentioned by Mr.

Wilson, and that additional training will be necessary to prepare students for new code requirements. Darod Clough followed by stating that heat load calculation software, a duct blaster unit, as well as blower door testing equipment will be needed to facilitate the specific training needed for those areas.

The overall opinion of the advisory committee of the ACR department was positive. However, the committee as a whole agreed that there were equipment needs for the program, for ductless A/C equipment, heat load calculation software, duct blaster, and blower door testing equipment, as well as several more specialty system analysis meters. The committee also stated that the ACR program overall is doing well, and with the committee's recommendations can continue to improve in serving the community and the HVAC industry.

Adjournment:

Meeting was adjourned at 10:30A.M.

Recommendations:

- ⊕ Ductless A/C Equipment
- ⊕ Heat Load Calculation Software
- ⊕ Duct Blaster
- ⊕ Blower Door Testing Equipment

Minutes Submitted by:

Eric Campbell – HVAC Instructor

Gadsden State Community College
Air Conditioning and Refrigeration
Valley Street Campus
Minutes Craft Advisor Committee meeting
April 9th 2013

In attendance were Mr. Tim Jones, Mr. Danny Cornwell, and Mr. Ron Engle.

The meeting began at 7:30am at the East Broad Campus. The committee then traveled to the Valley Street Campus to tour the Lab and Classroom.

The committee was impressed with the new equipment and technology that had been installed or implemented in the last year. There was extensive discussion about how the industry is changing rapidly.

Mr. Jones asked about the new duct blaster certification and if we were going to start offering classes for students and also contractors on duct testing. I assured him we will. Mr. Cornwell also commented saying that Wittichen supply is also trying to get up to speed on the new technology. Mr. Jones was impressed with the new Heat pump trainers but added that we still new to do more in the area of training in electricity.

Mr. Engle added how he is getting students ready at the City of Gadsden High School to enter the program here at Gadsden State.

The meeting adjourned at 10:38am.

Tim Hardy

ST. CLAIR CAMPUS



1000 St. Clair Road, Springville, AL 35146



205-467-7946



205-467-7951

MEMORANDUM

To: TIM GREEN, DEAN OF TECHNICAL EDUCATION

From: RICKEY MELSON, HVAC/R INSTRUCTOR

Subject: Craft Committee Minutes

Date: May 1, 2013

The St. Clair HVAC/R Department had a meeting on April 18, 2013 at 10:00 A.M..

The Craft Committee members are:

Dan Nichols, Maintance at St. Clair Correctional Facility-Present

Eddie Garrett, Owner of Garrett Heating & Air-Absent

Mayo Melson, Owner of Mayo's Heating & Air- Absent

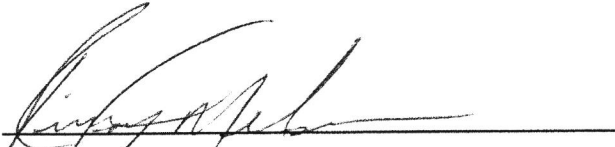
Topics:

1. The 2013 changes in the HVAC/R Industry
2. Prparation and Training

Energy management and Duct tightening in the HVAC/R Industry are two of the major topics that was discussed. Testing and Evaluation given by the Alabama Power Heat Pump Training Center is filled and taking Applications for the next Class.

The Class was apart of a House Demonstration for Energy Management & Duct Tightening.

The Meeting was Adjourn at 12:00p.m.



MR. RICKEY MELSON, HVAC INSTRUCTOR, MS



Auto Collision Repair Technology Program Advisory Committee

Minutes

The meeting was held on April 9, 2013. The time of the meeting was 7:30 a.m. to 9:20 a.m. at Gadsden State Community College, Ayers Campus. The following members were in attendance: Jerry Allen, Terry Allen, Steven Turley, Robert Dark and Charles Whitfield.

Old Business: The visitor safety glass station was purchased and has been installed. Don Smith, Maintenance Manager replaced the missing fire extinguishers. The new paint mixing room was completed. The three man full face hood fresh air system was not pushed and was put back on the federal VOC-Tec money list for 2013-2014.

Subject: **Review Syllabus and Curriculum**

Action: The Committee agreed that the syllabus and curriculum were up to industry standards.

Subject: **Shop Safety**

Action: The Advisory Committee did a thorough walk through of the shop. Jerry Allen and Robert Dark noticed parts of cars sitting in the safety lanes. They believed this could be a tripping hazard. The parts were removed but due to the size of the shop and limited amount of storage, I don't see how this can be prevented in the future. Between the student's toolboxes and the parts removed from live work, there is just not enough room for work space. Charles suggested putting a see-through sliding curtain at the edge of the paint booth and wash bay to limit dust and debris from the body shop getting into the paint booth. All shields and safety equipment were in place and properly labeled.

Subject: **Industry Trends and New Equipment**

Action: Steven Turley, Shop Manager for Turley's Collision Repair, said one piece of shop equipment needing to be purchased to be up to industry standards was a Nitrogen Plastic Welding system for plastic bumper repair. The reason for this is the increased pressure from the insurance companies to repair more plastic bumpers instead of replacing them. Charles noticed in the tool room that there were three six inch DA's that had broken handles and miscellaneous sockets and hand tools that were broken or lost. These miscellaneous tools have been added to the Federal Vo-Tec list for 2013-2014. These tools can be easily worn, broken or lost due to the high volume of usage from the students.

Subject: **Budget**

Action: All the committee members were in agreement that the budget amount needs to be increased due to the escalating cost of materials. It is hard to get the instructional supplies needed for the hands-on skills being taught. After ink cartridges, welding supplies, consumables for the shop (i.e., Oil-Dry, shop towels, etc.) are

purchased there is not enough money in the budget to buy the necessary clear coats, masking tapes and paper for the students to begin learning the hands-on skills.

Subject: **Live work**

Action: The committee was asked how I could increase the amount of frame work taken into the shop for hands-on training. Due to the State and the schools policy on live work, the committee had no suggestions on this subject other than possibly discussing this with the Dean.

The meeting adjourned at 9:20 a.m.

Submitted by Bruce Hill GSCC Ayers Campus Collision Repair

Gadsden State Community College
Advisory Committee Minutes
Collision Repair Technology

Date: April 9, 2013
9:00 am

Location: GSCC Collision Repair Department

Members Present:

Shannon Mashburn	Mashburn Body Shop
Donald Payne	WJ Body Shop
Robbie Kilgo	Crome Craft Body Shop
Mike Landers	Chevrolet of Gadsden
Chris Deavors	Crome Craft Body Shop
TJ Hollingsworth	GSCC
Joe Mashburn	GSCC

The meeting was called to order at GSCC by chairperson, Joe Mashburn presiding. The minutes from the previous meeting were read as the first item of business.

Budget: It was mentioned by Joe Mashburn that there were 22 students total enrolled currently in his shop. Monies that were budgeted for instructional supplies for students were spent wisely and the shop has had plenty of practice materials for instructing new students as well as returning ones. These supplies were used for practicing spraying trainers, for instance, before they worked on live work.

The committee conducted a facilities review. Donald Payne noted that the new rollup door had not been installed since the last meeting. One has been requested because the current one is not working properly. Also, the privacy fence had not been put in place. The new classroom for instruction has been finished and is currently being used daily. Shannon Mashburn made comments about how good the painted floor looked and how clean the facility was.

The committee reviewed the tools and equipment. Plenty of tools and equipment are being used and nothing at this time is needed for proper instruction. Chris Deavors commented that the facility was up to date and he didn't see anything that needed to be added except a virtual painting helmet. Robbie Kilgo said those were expensive and needed to be requested early in the fall with monies for the new fiscal year. The committee agreed.

The committee conducted a safety inspection. Mike Landers commented again on the ceiling tiles that need replacing and how the shop leaks. This could pose a future safety issue and

needs to be addressed. This comment has been made on several occasions in the past meetings. A request for new ceiling tiles will be made at the beginning of fall semester. All of the committee members bragged on the entrance that has just been finished on Wallace Drive. This will be easier for the students to register, go to the bookstore, etc. and will be more safe of an entrance into the east broad campus.

The committee performed a review and evaluation of instruction. Shannon Mashburn asked about the issue of building a privacy fence to store salvage parts. He reminded the committee that trainers could also be stored in an area such as this. This would free up shop space. He also suggested that the wall be taken down to the old classroom.

The committee reviewed information from annual follow-up procedure and offered the following suggestions for modifications to training program:

The committee discussed program improvement strategies. Robbie Kilgo thought the virtual spray gun would be a great addition to the training process. The grant was discussed that the class and college worked so hard to receive. They didn't get it. Maybe next year another can be worked on hopefully with success this time. Shannon Mashburn bragged on the new sod that was placed outside.

The committee recommended that the following tasks be added to the curriculum: The old classroom/office area is transformed into taping area, this will be an added instructional area and will free up some shop space. The committee also suggested some updated instructional materials.

The committee agreed that the next meeting will be held on October 8, 2013 at 10:30 am in the GSCC Collision Repair Department. The meeting was adjourned at 11:00 am.

Automotive Service Technology

April 10, 2012

7:30am

AST Building

Meeting called by: GSCC

Advisory Counsel

Harold Waddell

Attendees:

Jacob Vanderford	Parts and Service Director	Ronnie Watkins Ford	Gadsden, Alabama
Harold Waddell	Instructor	GSCC	
Charles Nunn	Lab Assistant	GSCC	

Absent:

Brian Webb	Manager	Advance Auto Parts	Rainbow City, Alabama
Mike Reagan	Service Manager	Chevrolet of Gadsden	
Mike Griffith	Tech	Ronnie Watkins Ford	
Greg Noah	Fleet Manager	City of Gadsden	
Rob Johnston	Regional Parts Manager	Ford Motor Atlanta Region	
Alan Brauer	Regional Service Manager	Ford Motor Atlanta Region	
Ronnie Watkins	Owner/Dealer	Ronnie Watkins Ford	

Minutes

Agenda item: Equipment and NATEF certification

Discussion: All in attendance were pleased about becoming NATEF certified and the new On-Car Brake Lathe.

Agenda item: NATEF

Discussion: Through personal visits the National Certification was discussed with Ronnie Watkins, Brian Webb, Mike Griffith and Mike Reagan.

Conclusion: All were in agreement to help the shop become NATEF certified.

The shop meeting was adjourned to the East Broad auditorium for lunch and general session at 9:00am

CARPENTRY ADVISORY COMMITTEE MEETING

APRIL 10, 2013

Present were Danny Rubrigi, Steve Scharfenberg, Bobby Dale Welch, and Heath McDaniel.

The Committee discussed projects the Carpentry class have been involved with, as well as projects B D Welch Construction have been involved with. We discussed the outlook on construction and it is good. November and December was the two biggest months in Residential construction since 2008, this also causing lumber price to soar. Bobby Dale stated that his Construction Company had not missed a day since January 2011 and that he was always looking to hire hard working, ambitious, self-motivated people.

The committee recommended that I get involved with the Home Builders Association; membership is \$360.00 per year. They also recommended that I get some training on green building and Energy Star. Bobby Dale also stated that he wanted me to get his guys Osha certified and that when I joined Home Builders he felt a lot of other contractors would want to send their guys here to get Osha certified.

I explained to the committee how expensive it is for me to provide a truck and the fuel to pull our job trailer around to these work sites, replacing brakes and now the transmission has went out. The committee recommended that the school buy a truck for the Carpentry Department and provide fuel and maintenance on this vehicle. Also we discussed the need for a flat trailer. Our covered trailer will only haul 10' lumber. We need the trailer for hauling other items that will not fit in the covered trailer like ladders and walk boards.

Meeting Adjourned.

Heath McDaniel

Carpentry Instructor

Minutes from the CHD Advisory Committee Meeting

April 9, 2013

Members present:

Cindy Williams - Chairperson
April Lylas - Cheaha Regional Head Start
Jenny Dempsey - Meadowbrook Day Care
Denyse Spruell - McClellan Child Development Center
Allison Edwards, - Talladega Head Start
Tara Dorsey - Childcare Network
Kelly Mumper - Childcare Central, Program Director
Sabrina Robinson - Childcare Central, Training Specialist
Sherri Williams - Adjunct in Child Development

Those not present were:

Susan Rae Brown - Susan Rae's Early Learning Center
Jeanna McGwin - Grace Baptist Church
Virginia Frazier - Post Secondary

- I. The meeting opened with Cindy's welcome to everyone. She then allowed us all to introduce ourselves and tell a little about ourselves. An announcement was made by Kelly Mumper, when it was her turn to introduce herself. She said there would be a Special Needs Training Session on the Ayers Campus. The training would be through Childcare Central.
- II. Cindy read the minutes from last year's meeting. She then expanded on updates that were made from last year:
 - She was able to add a class concerning ESL. It is 211Q and is called Teaching ESL. The class was taught by Kim Mattox, who has been a teacher in the Oxford City School System for many years. Kim has also worked for the State Department of Education in conjunction with the ESL Dept.
 - A computer class will be set up for those who need to be taught computer literacy skills. It will be a low-cost, non-credit class to improve basic computer skills, and will last 6-8 weeks. Denyse shared a website which aids in basic computer skills. The cost to join is \$20.
 - Cindy is really stressing proper dress in her classes, as well as cell phone usage, and language and grammar skills. She also strongly encourages the need for getting background checks, etc. from her students.
 - Alabama State Minimum standards are now taught in CHD 100, 208, and 215.
- III. Brief summary of GSCC's role in the CDA (there are changes coming on the horizon)
 - Gadsden State provides these classes toward the CDA: CHD 100, 201, 204, and 212
 - GSCC's role in the CDA is listed in the brochure produced for us by Child Care Central
 - Transformations in CDA were discussed by Kelly Mumper and Sabrina Robinson from Childcare Central. Kelly gave a handout on it. Changes will take place after June 1st. Requirements include: a high school diploma plus 120 hours in eight subject areas, and will require more student accountability

- Cindy discussed scholarships from: 1. Leadership in Child Care Scholarship and 2. TEACH Scholarship
- IV. Suggestions to Cindy from members of the committee:
- Notes/suggestions about practicums: Students should not be allowed to do their practicum in their own childcare center, and should come dressed professionally (dress for success) to class and to the center where they are doing the practicum. Make sure all tattoos and weird piercings are covered. No flip-flops allowed, either. It is acceptable for students to interact with the children while doing observations. If a student has set up a time to do an observation, he/she should keep that appointment and be punctual. If unable to keep appointment, it is imperative to call ahead of time and reschedule. It is not acceptable to “just show up” to do an observation. Cindy made it clear that she is to be called by the cooperating child care center when and if this should happen.
 - Implement a Job Fair/Professionalism Day to demonstrate to students how to dress and conduct a proper interview.
 - Daycares need to work more closely together for the benefit of the children
 - Look into implementing an assessment system. One such system is CLASS (classroom assessment scoring system) Other good sources are: PBS called A Place of Our Own and ECLKC.com (Early Childhood Learning Knowledge Center)
 - It has been suggested that Cindy needs an iPad to video her students during her observations of their lessons. This can be used as a teaching tool in which Cindy can review the lesson with the student and point out the good things in the lesson as well as things that need to be improved.
- V. Cindy read parts of the NAEYC Accreditation Report to the committee and asked for their input. The advisory committee is referred to as Stakeholders in the NAEYC Accreditation Report.
- VI. Cindy inquired about the needs of the child care centers, and how the CHD students can be better prepared to enter the world of child care.
- They need to know that Head Start programs are not daycare centers. Head Starts are run by federal mandates, and they must follow these to the letter of the law. Someone made the suggestion that it would be good to have students come in and see and compare daycares and the Head Start program
 - Cindy had an idea to add the Job Fair, mentioned in these minutes, to her CHD 100 class. This also may help students see how different Head Start programs are from daycares.
 - Pictures were taken of the members and will be placed on the Child Development/Gadsden State facebook page.
 - Advisors received a tomato plant from Cindy as a thank you for their contributions to the Child Development Department
 - Meeting was adjourned

Respectfully Submitted,
 Sherri Williams as recorder of the meeting

Gadsden State Community College-Ayers Campus

COSMETOLOGY DEPARTMENT

Meeting Minutes

April 9, 2013

Opening:

The regular meeting of the Cosmetology Craft Advisory Committee was called to order at 9:15 on April 9, 2013 in the Ayers Cosmetology Department by Melinda White, Cosmetology Program Coordinator and Division Chair.

Present:

Melinda White, Division Chair for Applied Technology

Robin Cochran, Cosmetology/Esthetics Instructor

Kim Pritchett, Owner/Cosmetologist/Esthetician at Monet Day Spa

Deb Cartmill, Cosmetologist

Irina Mitchell, Manager of Master Cuts

Old Business:

Once breakfast and introduction was completed in the Student Center, we brought the committee to the Cosmetology Department and gave them a tour. We discussed soft skills, time management and quality of work that was the student's weaknesses from last year's meeting. The committee was in agreement that these items were getting better from the current students hired within their salons/spas.

New Business

Mrs. White asked the members if they were pleased with the training the students receive from our program. They stated that each of them was very satisfied with the skill level for both cosmetologist and estheticians derived from our programs.

Mrs. White asked the members to discuss the strengths and weakness of the students. Students needed more hands on to get efficient in each of the skills needed to become successful.

Mrs. White asked the members what is something that we need to work at as a department. The members stated that we needed to continue the work on preparing students with good work ethics, time management, and quality of work. The members also stated that due to the economy that we needed to prepare the students for lower commission pay which is the new growing trend for private salons. The franchise salons continue with the hourly pay and commission that is the norm of minimum wage and 50%-60% based on experience.

Mrs. Cochran went over the Financial Aid Guidelines for Cosmetology and Esthetics. They were informed that we are now a clock hour program. They were informed on how it has cut our program to 50% of students than we were training in the past years.

Mrs. White showed the textbooks and kits for Cosmetology and Esthetics Programs. The members stated that the textbooks and kits we used were updated and covered all the necessary topics for each program. We gave each committee member a copy of a theory syllabus, a lab syllabus and also the objective sheet with the professionalism evaluation form that we use in the department. They agreed with the format that we used and especially liked the professionalism form that documents daily participation, time management, professionalism, safety, infection control, daily lab cleanup and quantity of work completed each day in lab. The members were given a copy of Sanitation and Infection Control Assignment Sheet and Mrs. Cochran discussed what we require as the department for end of day cleanup. The members agreed that the students should be performing these assignments because it will be required when they are employed in a salon or spa.

Mrs. Cochran went over the new legislative bill (HB664) which will change our board to cover Barbers and also offer additional licenses.

Mrs. White asked if there was any equipment that we should get that we don't have available at this time. Committee members toured the department and commended us on the professional look of the department. They again suggested that we could update the shampoo area with new shampoo bowls and chairs. In the Esthetics area, they stated that we could use additional microdermabrasion machines to aid in the training of the students. They stated that as a training facility in the beauty industry, the department must continue updating equipment and the total look of it. Mrs. White informed the members of the state board requirements for examination for Cosmetology, and Esthetics.

Mrs. White asked if the time for the meeting was convenient for them and they stated yes.

The members stated that the training the students receive at Ayers was fabulous and that they loved the good work that we are doing in the Ayers Cosmetology Department.

We asked the members to answer three questions and write down any comments that they wanted to make and the answers and comments are listed below:

Question #1

How can we better prepare students for the cosmetology/esthetics industry?

Question #2

Do you view any equipment, supplies, etc that we could use for enhanced training of our students?

Question #3

Do you have any suggestions or recommendations to help our students to become successful in this industry?

Irina Mitchell:

Question #1

“Teach the basics to use more practical skills. Product knowledge.”

Question#2

“Great idea to always get a new equipment, because it helps the students to learn a new technique.”

Question#3

“Set the goals and be a deterrent to accomplish the cosmetology to be a successful in your chosen career! Be passion about it!”

Comments:

“Getting an Associate’s Degree in Cosmetology sounds great, but (it will just) still will be a big concentration on how professional cosmetologist is in delivering the work in hair services or esthetics knowledge.”

Kim Pritchett:

Questions#1

“More Training for Instructors-New York Show, Summit Education (Summit Salon Education), Redken Exchange.”

Question#2

“LED Lamps & polishes-Shellac”

Questions#3

“Local salon owners to educate students.”

Comments:

“An Associate’s Degree in Technology will not be beneficial to Cosmetology. Cosmetology is a hands on training career choice. Some of the required courses will not benefit Cosmetologist.”

Deb Cartmill:

Question#1

“They are doing a great job.”

Question#2

“Manicuring and pedicuring supplies for today nails such as LED lamps, new lines of polish.”

Questions#3

“Have local guest speakers from different salons to introduce the different types of salons and their future in Cosmetology in the area.”

Comment:

“The additional classes “sound” impressive but there is such a short amount of hours for the course work in cosmetology. It really does not apply nor will it encourage future students in this field. Additional courses would be helpful for instructors to have hands on class that so many vendors offer to remain current in this ever changing profession.”

Adjournment:

Meeting was adjourned at 11:00 a.m. by Mrs. White. Mrs. White thanked the Committee Members for coming and being apart of our Craft Advisory Committee.

Minutes submitted by:

Melinda White

Approved by:

Melinda White

Cosmetology Advisory Committee
April 10, 2013

Attendees:

Anna Rose Nix

Felicia Williams

Mark Anderson

Brandi Miller

Kristi Clifton

Zora Garner

Our advisory committee meeting was held at the cosmetology department located on the east broad campus. New members and instructors were introduced then completed a tour the program area. Items of discussion included student's soft skills, work ethics, outside education with additional training for students and instructors.

Members addressed the students desire to succeed in the world today; expressing how the basic soft skills and work ethics are a vital part of the job field for our students. Implementations and training is already in place was discussed with the committee. Time management and customer services were the main topics of concern with the members. We realize this is an issue with generation x and will have to continue striving for these skills to be implemented in our students everyday life.

Committee members also discussed the advanced opportunities to incorporated new training in the airbrush makeup and spray tanning systems as well as permanent makeup. Brandi Miller stated that she had several calls to her business recently on these two services. Everyone agreed with incorporating these training if finances were available and instructors were trained.

It was suggested to host advance training classes for hairdressers in the area. This would allow the business owners the opportunity to see our department and work with us on a closer base. Advanced education would be available for hairdressers from companies that they purchase items through on a regular basis.

Our goal is to see the cosmetology department continue preparing students for the workforce of tomorrow and with the efforts of our industry members we will continue to strive for the best.

The meeting was adjourned at 11:00 a.m.

Kristi Clifton

Gadsden State Community College
Drafting and Design Technology Advisory Committee Meeting

Minutes
Ayers Campus
April 9, 2013 – 8:30 AM

PRESENT

Guy Jones

INTRODUCTION

Guy Jones, Product Engineer, Amerex

DISCUSSION

- Textbooks
- Drafting and Design Courses
- New Rapid Prototype Machine
- Student Abilities When Finished With Degree
- Certification of Program and Students.

RECOMMENDATIONS

There was no recommendation by Guy. He stated that he was very impressed by my program. He said that we were right on track with everything we were doing. He was so impressed that he said he would consider hiring one of our designers in the future if the opportunity arises.

CLOSING

The meeting adjourned at 11:30 a.m.

Minutes Submitted by:
Barry Abernathy
Drafting and Design Instructor



1000 St. Clair Road, Springville, AL 35146



205-467-7946



205-467-7951

MEMORANDUM

To: Tim Green, Dean for Technical Education

From: Ken Elkins, Electrical Instructor

Subject: Craft Committee Minutes

Date: April 25, 2013

The St. Clair Electrical Department had a meeting on April 25, 2013, at 1:30 PM.

The Craft Committee consisted of the following members:

Ken Elkins, Electrical Instructor

Randy Word, Owner Inline Electric

Chuck Beasures, Inline Sales

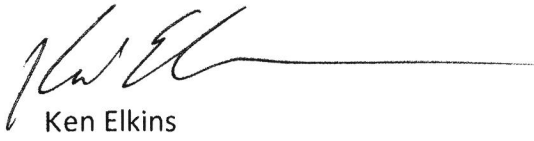
Randy Noogin, Electrical Technician

Topics discussed:

- Current affairs of the Electrical Construction Industry
- What were the current employment opportunities for students in the electrical field.
- How the current economic conditions are affecting the Electrical Trade.
- Quality of hands on training in the shop area.

The craft committee was impressed with the projects produced by many of the students. The meeting was adjourned and we tentatively scheduled the next meeting for spring.

Electrical Instructor GSCC,



Ken Elkins

MINUTES
ELECTRICAL TECHNOLOGY ADVISORY COMMITTEE
2013

The Electrical Technology Advisory committee met at 8:30 am on April 10, 2013. In attendance were: Steve Prickett, David Pruitt, Johnny Phillips, and Debbie Reynolds.

Topics of discussion were:

1. Robotics Classes
 - a. Crucial need for training in this area
 - b. Class availability and Number of offerings
2. Additional PLC Classes
 - a. PLC 5000 needs added
 - b. Three classes needed for troubleshooting.
3. Additional Motor Trainers
 - a. Too many students in class
 - b. Suggested number of students in one group .
4. CEU Requirement in 2014 from State of Alabama
 - a. Ratio is 10 to 1
 - b. Suggested classes electricians will need.
5. Solar Panels
 - a. Materials Cost
 - b. Sponsor available

Members offered comments and suggestions about the program and the need for Robotics training. The committee was very impressed with the AC DC Machine classes, but more trainers are needed. The continuing need for extensive training in the areas of Solar Power, and PLC 5000 were discussed heavily. PLC 5000 trainers are needed badly for the program. There being no further business to come before this committee, the meeting was adjourned.

Debbie Reynolds, Program Advisor

Gadsden State Community College
Electrical/Industrial Automation Advisory Committee Meeting

Minutes
Ayers Campus
April 9, 2013 – 8:30 AM

PRESENT

- A. Larry Harris
- B. Joey Conger
- C. Tony Thrower

INTRODUCTION

- A. Brandon Cupp, Commercial Sales, Mayer Electric Supply Co., Anniston, Alabama
(Not present but vital part of our committee)
- B. Joey Conger
 - a. ELT program graduate
 - b. State Licensed Master Plumber and Master Electrician
 - c. Owner of Conger Electric
 - d. Public Works Director, Weaver, Alabama
- C. Larry Harris
 - a. Owner of Larry Harris Electric
 - b. SkillsUSA, Alabama Technical Chair for Industrial Motor Controls and Construction Electrical Wiring
 - c. Member of SkillsUSA National Education Team
- D. Tony Thrower ELT/INT Program Coordinator GSCC, Ayers Campus

DISCUSSION

- A. Spring Semester 2013 enrollment
Six classes that average 18 students per class for a total enrollment of 108 students
- B. Employment Opportunities
- C. Committee Suggestions:
 - a. for motivating students to perform
 - b. for transforming apathy to interest

RECOMMENDATIONS

- A. Infrared Thermographic Testing Equipment: Thermal Imaging Camera and software
(Will support INT 126 and other classes that emphasize trouble-shooting)
- B. Develop a ELT/INT Special Topics class to introduce students to technologies such as Variable Frequency Drives and Electronic Sensors.
 - a. (6) AB Power Flex 40 Drive Trainer (\$2,495.00 each)
 - b. (6) Electronic Sensor Trainer (\$4,125.00 each)
 - c. Assortment of drives by manufacturers such as GE and SQ D and Siemens
 - d. Assortment of sensors by a variety of top manufacturers
 - e. Electrical enclosures (will enhance student awareness of these technologies)
- C. Motor Control Circuit Trouble-shooting Trainer
- D. Will support INT 113 and ELT 117 and ELT 122 and other classes that emphasize trouble-shooting motor controls)

CLOSING

The meeting adjourned at 9:45 AM.

Minutes Submitted by:

Tony Thrower

Electrical/Industrial Automation Program Advisor

Gadsden State Community College, Harry M. Ayers Campus

I agree with these recommendations and wish we could see these things happen in this program. I would not be here today to do this without this program and what it did for me.

Jerry Casper 4/9/2013

Larry Harris 4/9/2013

Gadsden State Community College
Electronic Engineering Technology and Automotive Manufacturing Technology
Advisory Committee Meeting

Minutes
Ayers Campus
April 9, 2013 - 8:30 AM

PRESENT: In Person

Frank Brady and Tom Gilmore

PRESENT: Via Telephone

Scott Davis, Daniel Hazelwood, Shawn Rampley, Matt Rosser, and Zach Weisler

INTRODUCTION

Scott Davis - Anniston Army Depot
Tom Gilmore - Team Manager, Honda
Daniel Hazelwood - Halliburton
Shawn Rampley - Orange Systems
Matt Rosser - Alabama Laser
Zach Weisler - Southwire

DISCUSSION

Textbooks, tests, testing procedures, and course syllabi were provided as examples of the instructional information provided to the Electronic Engineering and Automotive Manufacturing students. The committee agreed that the materials being used are very good instructional tools. The committee discussed the class structure and existing lab equipment.

The committee recommended we continue to focus on circuit and system theory, test equipment usage, and professionalism in the workplace. In addition, the committee recommended focusing on the following areas of study: fiber optics, instrumentation, microprocessor interfacing, robotics, and programming logic controllers.

RECOMMENDATIONS

- Instrumentation
- Robotics
- Programming Logic Controllers
- Motor Control Trainers

CLOSING

The meeting adjourned at 1:00 PM

Minutes Submitted by:

Frank Brady

Instructor, Electronic Engineering Technology

Advisory Committee 2013 For Electronics Engineering Technology

Attendees: Don Dean – Revere Control Systems

Lowell Brothers – Southern Company Services

Jeff Lankford – Alabama Technology Network

David Barnett – Gadsden State Community College

The meeting began at 8:15 AM on Wednesday April 10, 2013 at the Bevill Center. Introductions were made and the group went over the agenda. A review was made of the minutes of the 2012 meeting and Mr. Barnett discussed what's new over the past year including our NASA team and what is happening with them.

The committee then turned to our program and three issues to be emphasized.

- 1) The industry partners discussed the need for certifications and Mr. Dean of Revere Controls stated that many of their contracts require that techs have a certification. The problem with the certifications required by industry is that a person must have five years experience in the field in order to take the exams. This is not possible for our students but we are encouraging our students to take the first part of the ETA exam before graduation. One problem has been cost. Many students simply can't afford to take the ETA test. The committee suggested the college look into ways to fund the exams so every student can take the exam.
- 2) The second point the industry partners discussed is the need to have a prerequisite for the INT-104 Principles of Technology class. Mr. Brothers stated that he has had several students complain that they are not "math ready" for this class and having EET-100 Introduction to Engineering Technology would have made the class much easier. Mr. Lankford said that every college he knows of requires the math classes before any physics class is taken. Mr. Barnett will discuss this with the division chair.
- 3) The third point discussed was expanding the advisory committee. The group feels that the field is so broad we need another three to four members to get adequate input from as many areas of electronics as possible. We are going to look at expanding our committee in the upcoming year.

The committee toured the labs to see what new equipment or equipment upgrades we need to be considering. The committee feels we are in very good shape equipment wise with the following exceptions:

8 – Honeywell 4200 PID Controllers for the Instrumentation lab to replace older 3000 model to allow hardwire and wireless communication and networking.

8 – Telemetry boxes for the Instrumentation lab. These “smart” boxes are what industry uses to track, network, and monitor instruments in real time as well as historically and can be accessed and controlled anywhere in the world over the internet. Mr. Dean demonstrated one during the meeting. He said the cost for each is around \$ 1000.00.

5 – Fanuc I/O boxes for our robotics lab. We do not have the capability at present to do all of the experiments in the Fanuc Certification Training Manual as these labs deal with interfacing the robot with the outside world through an I/O box.

In summary, the committee is very impressed with Gadsden State overall and our Electronics program in particular. They feel we have good support and recognition both inside and outside the college.

ADVISORY COMMITTEE MEETING

INDUSTRIAL AUTOMATION

MINUTES From 4/8/2011

Attending:

**Jack Mayfield- GSCC Advisor for Industrial Automation Technology
& Automotive Manufacturing Technology**

Mr. Zack Hughes joined Ms. Reynolds group due to me being out of town that day. The facilities were toured and a discussion was held about the program. Courses were reviewed and there were no noted changes at this time. Meeting was adjourned around 12:00 for lunch. Contact will be maintained committee members for any updates that may need to be made in the future.

I have made plant visits with Mr. Greg Cash (Goodyear) and Mr. Blake Lacey (RTI). We discussed the courses offered and they were asked if there were any recommendations. Mr. Lacey suggested teaching students in one of the courses on wire splicing and soldering techniques. He said often his maintenance techs were required to splice cables back together. This is a skill we will try to incorporate into one of our existing courses.

Jack Mayfield
Industrial Automation Technology
Automotive Manufacturing Technology

Gadsden State Community College
Machine Tool Technology Advisory Committee Meeting

Minutes
Ayers Campus
April 9, 2013 – 8:30 AM

PRESENT

Steve Caldwell, Toni Curtis, Shelly Elkins, Phillip Hendon, and Rhonda Wetzel

INTRODUCTION

Toni Curtis, General Dynamics
Shelly Elkins, Aerospace Coating
Phillip Hendon, Hendon Machine
Rhonda Wetzel, Industrial Tooling Supply

DISCUSSION

Textbooks, sample tests, course syllabi, and assigned projects were provided as examples of the instructional information provided to the Machine Tool Technology students. The committee agreed that the textbooks currently being used are very good instructional tools. After reviewing the lab project assignments, the committee members commented that the lab projects looked like good beginner projects, will give students a good foundation for machining, and would be a good base for machinists. There was discussion on how punctuality and time management are two performance skills which are very weak in students today.

A tour of the Machine Tool Building was provided describing in detail the different types of tools and equipment that are currently in the lab area. During the tour, the following comments were made:

- **Classroom and Lab** – The areas are clean and well kept; nice and well organized; small, but clean.
- **Tools** – The quantity of tools is enough for number of students enrolled.
- **Condition of Lab Equipment** – The equipment is clean, old, and needs replacing.
- **Building Size** – All members concurred that the building needs to be expanded.

- **Safety Issues** – Several members commented that safety signs should be posted.

RECOMMENDATIONS

- Expansion of Building
- Wire EDM
- Lathe Machine
- Milling Machine

CLOSING

The meeting adjourned at 9:45 AM.

Minutes Submitted by:

Steve Caldwell

Instructor, Machine Tool Technology

GADSDEN STATE COMMUNITY COLLEGE
MACHINE TOOL TECHNOLOGY
Advisory Committee Meeting Minutes
April 10, 2013

Members Present: Jim Floyd, Richard Prickett, Mike Harris, Jeff Gaither, Scott Young, Wade McDaniel, Darrell McDaniel and David Smith

The meeting began with a breakfast in the Auditorium at 7:30 a.m. After eating and a brief program, Committee Members went to the Machine Tool Shop.

Mr. Smith showed everyone the two new Hass machines. The Committee Members liked the new machines but felt like we could use a couple more. Mr. Prickett said it would be good to continue to use different CNC equipment, like Hurco, to make the students well rounded.

Mr. Harris and Mr. Young said the Program needs to continue to put strong emphasis on manual machining. The others agreed that a good basic foundation was very important.

Mr. Prickett noticed how noisy the air compressor was and asked about its age. It was explained that the one the Machine Tool Program had a few years ago quit and are now using the Welding Department's old one.

The Committee was told that the Machine Tool program has Mastercam and the latest upgrade of the software in the classroom. Mr. Prickett said BAE Systems used Unigraphics for their programming. Mr. Floyd stated that he used Mastercam. Most agreed that Mastercam is the most common CAM software in our area.

Mr. Gaither told the group about our SkillsUSA Team finishing third in the nation last year in Automated Manufacturing Technology (AMT). He explained what the contests involved and all members thought the contests are great for the students.

The Meeting was adjourned at 10:00 a.m.

H. David Smith, Instructor



1000 St. Clair Road, Springville, AL 35146



205-467-7946



205-467-7951

MEMORANDUM

To: Tim Green, Dean for Technical Education

From: Chad Spurlin, Masonry Instructor

Subject: Craft Committee Minutes

Date: April 15, 2013

The St. Clair Masonry Department had a meeting on April 15, 2013, at 10:00AM.

The Craft Committee consisted of the following members:

Chad Spurlin, Masonry Instructor

Troy Spurlin, Owner Precision Masonry

Mike Spurlin, Owner Spurlin Masonry

Terry Snow, Jenkins Brick Co.

Dan Nichols, St. Clair Maintenance Dept.

On April 15, 2013, the Masonry Advisory Craft Committee met at the St. Clair correctional Facility. Present was Dan Nichols head of maintenance for the Department of Corrections, Troy Spurlin owner of Precision Masonry in Oxford AL., Mike Spurlin owner of Spurlin Masonry in Oxford AL., and Chad Spurlin Masonry Instructor for GSCC. Terry Snow of Jenkins Brick Corp. and Andrew Clay of Fire Rock were not able to attend but offered much valuable information to the Masonry Department at St. Clair.

Topics discussed:

- Current affairs of the Masonry Construction Industry
- Outlook for new intro employees in the field
- How the current economic conditions are affecting the masonry industry
- Quality of resources available for masonry students

The craft committee was impressed with the overall shop layout and the quality of projects produced by many of the students. The committee members agreed that a new commercial table saw would be needed in the near future.

The meeting was adjourned and we tentatively scheduled the next meeting for Fall 2013 or early Spring 2014.

Masonry Instructor GSCC,

A handwritten signature in cursive script that reads "Chad Spurlin". The signature is written in black ink and is positioned above the printed name.

Chad Spurlin

Gadsden State Community College
Mechanical Design Technology
Advisory Committee Meeting Minutes

April 10, 2013

8:30am – 10:00am

Chair: James Wilson

Agenda Items:

- Introduction
- Curriculum & 3-D Printer
- Student Enrollment
- American Drafting and Design Association
- Graduates
- Alabama SkillsUSA Conference
- Closing

Members Present: Christy Hopper, Neil Parker, Chuck Williams, Hollie Mulkey,

Members Absent: Lisa Bruce, Zac Megois

Minutes

Agenda Item: Member introductions

Discussion: Members present introduced themselves and gave a brief description of their background

Action: None

Conclusion: None

Curriculum - Restructuring program and course requirements, adding new courses, 3-D Printer Lab

Discussion: I gave an overview of the changes to the MDT curriculum and the addition of Advanced Inventor class and Creo formally known as Pro-E Wildfire, courses to the program that were discussed at the last meeting in 2012. The main emphasis in drafting has always been to teach students how to draw and to know drafting standards. This has always been done by having students replicate existing drawings. The direction I want to take the program will still use those methods for introductory courses but for intermediate and advanced courses the emphasis will be on project based reverse engineering and

redesign of actual mechanical parts. Once the design phase of the project is complete the students would then create a prototype of their redesign with the 3-D printer. My long range plan is to have a fully complemented 3-D lab with three 3-D printers that have the capabilities to create multiple types of parts from different materials. I have implemented this type teaching already in my advanced SolidWorks class with very positive results. This type of hands on experience engages the student to use analytical and problem solving which produces tangible results that they can see and understand why a particular design will or will not work. A long term goal would be to include a 3-D printer capable of making useable metal parts. These machines are very expensive and require strict safety guidelines so a partnership with ATN or an Industry partner might be a more feasible option to offset cost and to build a stronger working relationships with industry.

Conclusion: The Committee whole heartedly supports the direction I am taking the program with an increased emphasis on 3-D modeling and reverse engineering and use of the 3-D printer in class

Action: Research cost and create 3 year plan to implement 3-D printer Lab. Update committee on decisions that affect the education budget that will be needed to implement 3-D lab.

Student Enrollment – Increased Enrollment & Unemployment

Retraining the Work force & Changing Student Demographics

Discussion: I gave an overview of how many students were enrolled in MDT and how enrollment had increases in the past year due partly to unemployment and other economic factors.

Conclusion: Mr. Parker suggested that I offer more evening classes because he felt that there was a need for training and update training for employees on new releases of software. He felt that offering mini-semester for industry update training would increase my enrollment as well as provide industry with an affordable alternative to Industry trainers which are very expensive. He felt that companies would be more willing to pay for update training during off hours than have the disruption to the work day and the expense of industry workshops.

Action: I stated that I would have to research any conflict with ATN and any other companies who provide training to industry if I offered those types of classes and if GSCC would allow me to compete with Industry trainers.

American Drafting and Design Association – Program Certification, Student Credentialing

Discussion: We discussed plans to certify the MDT program with American Drafting and Design Association by August. My personal certification was recertification last August and will be in effect for 5 years. Mrs. Bruce and Mrs. Hopper suggested work force readiness assessments as an alternative to ADDA certification WFR assessments are less expensive and offer options to offset cost.

Conclusion: Program and teacher certification are important credentials that verify program and teaching standards are adhered too.

Action: Research options with WFR

Graduates - Job Placement, CO-OP programs & Internships

Discussion: I gave an overview of the job market for graduates. We reviewed the discussion we had in our last meeting in 2012 that the recession relating to our industry and in 2012-2013 near 100% of graduates have been employed in the drafting/engineering/manufacturing field.

Conclusion: Our prediction for a leveling and possible upswing in jobs in our industry had proved to be correct as job opening had continued to increase in 2012 and the first half of 2013. Cutbacks and layoffs had also slowed and all but stopped as new hires and rehires were becoming more frequent. Committee stressed that graduates need to understand that today's job market is lean minded and very competitive. Professionalism and flexibility are keys to securing a job. Mr. Parker suggested that courses in technical writing, as well as job interview training would increase their employment chances.

Action: I plan to continue to seek opportunities for internships for graduates as my time allows. I plan to propose that a position be created for a person that could set up internships and help build a network of industry feedback and support for our programs or to expand the co-op or job coach's responsibilities.

Alabama SkillsUSA Conference – BJCC Birmingham, Alabama - April 24 & 25

The Bevill Center Gadsden, Alabama - April 12

Contest Assessments and Credentialing

Discussion: I gave an overview of the contests our students would be competing in at the Conference. I also told them the Machine Tool program would be Hosting the Automotive Manufacturing Technology Team competition for Skills on April 12, 2013.

Conclusion: Committee was very supportive of GSCC's yearly involvement in SkillsUSA. At our 2012 meeting Mr. Parker recommended that there would be more interest if scholarship awards from schools and industry for winners would be a positive incentive to help SkillsUSA membership grow and increase student involvement at competitions. At the 2013 conference there is interest in revamping the awards and scholarships are being considered.

Action: None

Closing – Member input, new ideas, recommendations

Discussion: None

Conclusion: Adjourn

Action: None

**GADSDEN STATE COMMUNITY COLLEGE
PUBLIC SAFETY TELECOMMUNICATIONS
ADVISORY COMMITTEE MEETING MINUTES
APRIL 09, 2013**

The Public Safety Telecommunications (PST) Program Advisory Committee met at the Ayers Campus of Gadsden State, Anniston, Alabama, April 9, 2013, at 7:30a.m. Breakfast was served to all persons in attendance for the breakfast meeting session in the cafeteria. The meeting commenced at 8:30a.m. in the Library Conference Room. Persons in attendance were Mrs. Christina D. Isom, Instructor/Coordinator for the PST Program; and Mrs. Connie Meloun, Assistant Dean of the Division of Health Sciences, Mrs. Brenda Young and Dr. Jim Jolly.

Mrs. Isom circulated the following documents: 1) April 9, 2013, Meeting Agenda.

Mrs. Isom discussed there were (3) graduates this past Fall in the PST Program from Florida, Missouri and Ohio. There are three (3) additional potential graduates for spring and summer if they stay on course with their classes: Missouri, Alabama and Louisiana. Discussion also ensued about the graduation application timeline with the new Banner system.

Mrs. Isom discussed course enrollments from this current school year. At this time, pre-registration is on-going for the summer and also fall and is hopeful those enrollment numbers will increase the week before classes begin on May 1st. Mrs. Isom advised she has advised 20 students to date for the summer 2013 term for PST classes (does not count general education classes).

The committee also convened for the textbook subcommittee (see separate minutes).

Mrs. Isom discussed Tech Fees (computers/laptops) and Voc Tech Fees for this year. Discussion ensued with all members.

The MOU between Gadsden State and JSU will be amended this summer with the new IEP director's signature to be included in the SACS Interim Report.

Mrs. Isom discussed Financial Aid as it pertains to PST students for Gadsden State & JSU. Ms. Kelly D'Eath, Financial Aid Director at Gadsden State keeps Mrs. Isom informed of any changes. Some changes have affected current PST students. Discussion was held that Financial Aid has affected many programs and colleges across the state.

The meeting was adjourned at 10:00a.m.

Ms. Christina Dilges Isom, Recording Secretary

**Radiologic Technology Program Advisory Committee Meeting
Gadsden State Community College
March 8, 2013**

Members present:

Malisha Bullard	GSCC, RAD TECH Program President, 1 st year class
LeAnne Click	GSCC RAD TECH Program President, 2 nd year class
Michelle Holderfield	Clinical Instructor, Gadsden Regional Medical Center
Megan Menefee	Clinical Instructor, Gadsden Regional Medical Center
Chris Boatfield	Radiology Department Manager, Gadsden Regional Medical Center
Tammy Thompson	Clinical Instructor, Northeast Al Regional Medical Center (NEARMC)
Thomas Abernathy	Clinical Instructor, NEARMC
Cindy Burton	Radiology Department Manager, RRMCC
Carrie Golden	Radiology Department Assistant Manager, RMC Jacksonville
Susan Howle	Clinical Instructor, RMC Jacksonville
Randy Cortez	Radiology Department Manager, RMC Jacksonville
April Ingram	Clinical Instructor, Stringfellow Memorial Hospital
Alicia Peace	Clinical Instructor, Dekalb Regional Medical Center
Gaye Roberts	Radiology Department Manager, Dekalb Regional Medical Center
Sheila Suits	Clinical Instructor, Marshall Medical Center South
Connie Lang	Clinical Instructor, Marshall Medical Center South
Shela Smith	Program Coordinator, Marshall Medical Center South
Don McClendon	Radiology Department Manager, Marshall Medical Center South
Jennifer Blevins	Clinical Instructor, Highlands Medical Center
Brenda Lusk	Radiology Department Manager, Highlands Medical Center
Gina Tice	GSCC, Radiologic Technology Faculty/Clinical Coordinator
Gay Utz	GSCC, Radiologic Technology Faculty/Program Director

Welcome and lunch: Gay Utz welcomed the group and thanked everyone for attending. The members introduced themselves.

Program Mission Statement and Goals: Members had copies of the Program's mission statement and goals. The Program's Assessment Committee met on 2-26-13 and a revision to the current mission statement was suggested. The committee recommended that the word "graduate" be removed so that the mission statement would read: "To provide the health-care community with entry-level radiographers skilled in diagnostic imaging procedures." The Advisory Committee voted to accept the revision. The Program's goals were distributed, read and affirmed by the Committee.

Assessment Committee Report: The Assessment Committee met on 2-26-13 and reviewed the mission statement, four program goals, program effectiveness data, and the employer and graduate surveys. The plan assessed the 2012 graduates. All goals and student learning outcomes were reviewed and benchmarks that were not met were discussed and action plans were developed. Goal # 1, "Students will competently and safely perform radiographic procedures" was discussed in relationship to student learning outcome # 3, "Students will be clinically competent." The tools used for this outcome are summer and fall recheck evaluations and exit competencies. The benchmarks were not met but faculty believes these tools are useful in assessing clinical competency. Many errors in the exit competencies were related to less commonly performed exams such as UGI, BE, and cranium.

Goal # 2, "Students will communicate effectively" was discussed in relationship to student learning outcome # 2, "Students will communicate effectively in the laboratory setting." Communication evaluations for contrast exams (UGI, BE, and IVU) are used to assess this outcome and the benchmark was not met for the 2012 cohort. While 17/20 scored 90 or higher 3 students did not. This evaluation tool has been changed to separate the quality of communication component from the education of patient component. For the 2013 cohort these will be reported out separately and faculty believes this will provide better data to assess this goal.

Goal # 3, "Students will use critical thinking skills" was discussed in relationship to student learning outcome # 4, "Students will produce radiographic images under trauma conditions in the laboratory." This was the first time this tool was used and the benchmark was not met. The benchmark was that all students will achieve a score of 80 or higher in the trauma lab assignment. 18/20 students did achieve a score of 80 or higher and the average score was 88.1, however 2 students did not meet the benchmark. The 2013 cohort was given the opportunity to practice with the portable equipment prior to the lab evaluation and also completed a written trauma scenario in the semester preceding the trauma lab evaluation. This allowed the students to think through the process without the time constraints and pressure of observation. Faculty has noted that scores for the 2013 cohort trauma lab assignment improved and believes the completion of the written trauma scenario was related to the improved scores. This will be reported in next year's assessment plan.

Goal # 4, "Students will demonstrate professionalism" was discussed as related to each student learning outcome. All benchmarks were met. Faculty is pleased and believes the tools used are beneficial for assessing this goal.

The 2012 Assessment Plan was available for review by the Committee members.

Student Supervision and Repeat Policies: The supervision and repeat policies were reviewed by Gina Tice. Gina reminded the group of the importance of adhering to these policies. The repeat policy requires a technologist be in the room when a student repeats an exposure and Committee members were asked to make sure this policy, along with direct and indirect supervision policies, are enforced.

Program Update:

Program Completion Rate: 24 students started the Program in fall, 2010 and 19 graduated in spring, 2012. (1 of the 19 was a readmit) Of the 7 students who left the Program 3 left for course failure. The remaining 4 left for personal reasons. The benchmark for annual program completion is 75%. The class of 2012 had a completion rate of 76%. This is an improvement from the 2011 program completion rate of 60% but faculty continue to look for methods to better ensure that students who are selected will be able to complete the Program.

The mandatory applicant information session continues to stress the pace, clinical requirements, amount of time devoted to studying, etc. Applicants attending the 2012 session were asked not to accept a slot in the Program unless they were sure they could devote the time and attention needed to be successful. Class officers, a department manager, clinical instructors, and faculty speak to applicants about what to expect if accepted but realize that until you are in the Program you really can't know how time consuming and stressful it can be.

1st and 2nd Year Enrollment Information:

The 1st year class began in fall, 2012 with 24 students. One student dropped from the Program during the fall semester due to academic problems and 2 left at the beginning of spring semester for personal reasons. There are currently 21 students in the 1st year class.

The 2nd year class began in fall, 2011 with 24 students. Four students failed course(s) in the fall semester and 1 left for financial reasons. Two left the Program in the 2nd semester due to relocation of family and 1 left to care for an ill family member. One student was readmitted in the 5th semester of the Program and 1 student transferred from another community college. Currently this class has 17 students and should have a program completion rate of 71%.

ARRT First Time Pass Rate: 18/19 graduates took the ARRT exam in 2012 and 17 passed the exam on the first attempt. The first time pass rate for the 2012 class is 94%. The benchmark set by the Program for the 5 year average 1st time pass rate is 80%. The current five year average is 93.2%. Programs are now required by the JRCERT to only include graduates who take the exam within six months of graduation in their first time pass rate statistics.

Employment of 2012 graduates: The Program is required to track the number of graduates seeking employment six months post-graduation. 18/19 graduates were employed which is a job placement rate of 94%. This is an improvement from a job placement rate of 87% for the 2011 class and up significantly from the 2010 graduate employment rate of 74%. One graduate is continuing her education in Radiation Therapy and 1 is not actively seeking employment. The Program's benchmark for employment six months post-graduation is 80% and the 5 year average is 84.8%.

Job Market: Committee members discussed availability of jobs and believe it to be improving somewhat in the area. Several employers are hiring for PRN positions.

JRCERT Update: The Program's Interim Report was submitted in late October and will be reviewed at the April Board of Directors Meeting. Submission of this report will determine if the Program is maintained at its current 8 year accreditation award or if it will be reduced and have a site visit the following year.

Request for Used Equipment: The Program is still in need of a used C-arm. The portable machine donated by RMC Jacksonville is being used for the trauma lab assignment.

Admissions Update: This is the 3rd year the A² test has been used in the admission/application process. The applicant information session will be held on Thursday, June 20, 2013, 1:00 – 4:00 pm in Helderman Hall.

New Business:

Clinical Instructor's Meeting: The next CI meeting will be held on Tuesday, April 23rd at 12:00 pm. The luncheon portion of the meeting is held at the GSCC fish pond area and the 1st year students provide lunch for the 2nd year students, clinical instructors, and Program faculty. All Committee members are invited to attend.

Radiation Safety: Gina asked the department managers present if they have encountered any new requirements from The Joint Commission concerning documentation of radiation safety training for students/employees. NEARMC is now requiring documentation of annual radiation safety training for all students performing clinical rotations at that facility. The Program has this documentation

available. If it needs to be sent to all affiliates that can be done. Department managers were asked to let Gina know if this documentation is needed on site.

Pinning Ceremony: The Pinning Ceremony will be held on Tuesday, April 30th at Rainbow Presbyterian Church @ 6:00 pm.

Thank You: Gay and Gina thanked the committee for their participation in the meeting and their continued support of the Program.

Submitted by: Gay Utz, 3-14-13

**Gadsden State Community College
Radiologic Technology Program
Advisory Committee Meeting
March 8, 2013**

Agenda

Lunch

Introductions

**Review Program Mission Statement and Goals
Report from Assessment Committee
Student Supervision and Repeat Policies**

Program Update:

- 1st and 2nd year enrollment statistics
- Program Completion Rate
- ARRT Results
- 2012 Graduate Employment statistics
- Employer Surveys

Job Market

JRCERT Update: Interim Report

Request for Used Equipment

Admissions:

- A2 Test
- Applicant Information Session, June 20th 1:00 – 4:00 pm, Helderman Hall

New Business:

Continuing Education Event, May 3rd @ GSCC

Next Clinical Instructor's Meeting: April 23, 2013 @ 12:00 pm

**Pinning Ceremony: Tuesday, April 30, 2013 @ 6:00 pm, Rainbow Presbyterian Church,
Rainbow City**

Advisory Committee Meeting, March 8, 2013

Radiologic Technology Program Mission Statement:

“To provide the health-care community with graduate entry-level radiographers skilled in diagnostic imaging procedures.”

Radiologic Technology Program Goals:

1. Students will competently and safely perform radiologic procedures.
2. Students will communicate effectively.
3. Students will use critical thinking skills.
4. Students will demonstrate professionalism.

Gadsden State Community College ***Radiologic Technology Program***

The following are Gadsden State Radiologic Technology Program Policies and Procedures for clinical education. It is the student's obligation to abide by the rules and regulations of the clinical site to which he/she is assigned, in addition to the clinical education policies and procedures of Gadsden State.

Supervision of Students

Supervision of the students may be direct or indirect, depending on the progress of the student in the program. **Direct supervision** means (1) a qualified radiographer* is present in the radiographic room when the student is performing any examination(s); (2) a qualified radiographer reviews the procedure in relation to the student's achievement; (3) a qualified radiographer evaluates the condition of the patient in relation to the student's knowledge; (4) a qualified radiographer reviews and approves the procedure; (5) a qualified radiographer is present during any student performance of any repeat of any unsatisfactory radiographs. During portable radiography a qualified radiographer **must** accompany students performing the exam. **Portable radiography must ALWAYS be done under direct supervision.** Direct supervision is given for students who have not completed a competency on the procedure. For students who have completed a competency on the procedure being performed, a qualified radiographer must be present for indirect supervision.

Indirect supervision allows the student to perform radiographic procedures without the presence of a qualified radiographer in the room. Indirect supervision is only permitted after the student has successfully completed a competency on that particular examination. Indirect supervision requires that a qualified radiographer be near if needed to assist the student.

*The Gadsden State Community College Radiologic Technology Program defines a qualified radiographer as a person who is certified by and maintains registration with the ARRT.

Repeat Policy

All "repeat" radiographs performed by a student require the presence of a qualified radiographer in the radiographic room at the time of the "repeat."

REALTIME REPORTING
PROGRAM ADVISORY COMMITTEE MEETING
Wednesday, April 10, 2013

The Realtime Reporting Advisory Committee met on April 10, 2013, at 9:00 a.m. in the Realtime Reporting Building on the East Broad Campus of Gadsden State Community College. Those present were Carrie Robinson, RTR instructor; Leah Elkins, RTR instructor; Michelle Roberts, RTR technician; Terri Towe, RTR director; Honorable William Rhea, Etowah County Circuit Court Judge; Gloria Inman, Official Court Reporter for Etowah County Circuit Court; Lauren Deerman, Caption Colorado, closed captioner; Tiffany Wagon, Caption Colorado, closed captioner and CART provider; Lisa Simmons, JSU, CART provider; and Sabrina Cosby, Caption Colorado, closed captioner.

Mrs. Robinson opened the meeting by thanking the members for taking time out of their busy schedules to be present.

Mrs. Robinson briefed everyone on the possible move to Rall's Hall.

Mrs. Robinson reported to the committee stats of our recruiting efforts. She also stated that most of our recruits to-date are coming from other colleges or from within GSCC. She encouraged each committee member to help with this recruiting process. She also stated that our enrollment is low and is one of our main focuses in revamping our program.

Mrs. Robinson opened a discussion regarding the state certification guidelines. She discussed sending a request to the Alabama Board of Court Reporting (ABCR) to allow national certification test legs to stand for state certification legs. All committee members were in agreement that this would help in the passing of our state certification test. Mrs. Elkins stated that this would help those reporters who have completed legs in one category on the state level and completed the other categories at a national level acquire their certification to work. Mrs. Robinson stated that she would send an e-mail with supporting documents to the ABCR for discussion at their April 19th meeting.

Mrs. Robinson reminded everyone of the NCRA Conference in Nashville, August 8-11, 2013. She suggested that we send out requests to alumni to sponsor a student to attend this conference. A student's registration fee would be \$130.00 for the entire conference.

Mrs. Robinson asked for ways that we could improve the training to better prepare students for the workforce, and it was suggested by Tiffany Wagon and reiterated by Lauren Deerman that more emphasis should be put on the terminology related to captioning and CART for all students, both captioning and judicial, to help those seeking jobs in those areas or who change careers.

*GADSDEN STATE COMMUNITY COLLEGE
SURGICAL TECHNOLOGY
ADVISORY COMMITTEE MEETING MINUTES
APRIL 09, 2013*

The Surgical Technology Advisory Committee met at the Ayers Campus of Gadsden State, Anniston, Alabama, April 9, 2013, at 7:30a.m. Breakfast was served to all persons in attendance for the breakfast meeting session in the cafeteria. The meeting commenced at 8:30a.m. in the Library Conference Room. Persons in attendance were Mrs. Brenda Young, and Mrs. Connie Meloun, Assistant Dean of the Division of Health Sciences, Mrs. Christina Isom and Dr. Jim Jolly.

Mrs. Young reminded those in attendance that face to face meetings with absent members will take place so any concerns will be addressed.

Mrs. Young discussed graduates this past Fall in the SUR Program of which there were 10. And the graduates of Spring of which 14 is the anticipated number. Discussion also ensued about the graduation application timeline with the new Banner system.

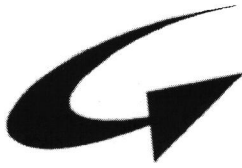
Mrs. Young discussed course enrollments from this current school year. Four seats have been added to make a full class of 24 in the Fall and Spring semesters.

The committee also convened for the textbook subcommittee (see separate minutes).




Mrs. Young discussed Tech Fees (computers/laptops) and Voc Tech Fees for this year. Discussion ensued with all members.

The meeting was adjourned at 10:00a.m.

Ms. Brenda Young, Recording Secretary



G A D S D E N S T A T E
C O M M U N I T Y C O L L E G E

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MEMORANDUM

To: Tim Green, Dean of Technical Education
From: Brad Black, Welding Instructor
Subject: Craft Committee Minutes
Date: May 1, 2013

The St. Clair Welding Department had a meeting on May 1, 2013, at 10:00AM.
The Craft Committee Meeting consisted of the following members:

Brad Black, Welding Instructor
Allen Norton, Owner G & N Compaction Corporation
Dan Nicols, Maintenance at St. Clair Correctional Facility
Paul Moon, Gadsden Fabrication Company Owner
Jim Nelson, Supervisor of Gadsden Fabrication

1st Topic of discussion: Was on ways to get the students to improve their work ethics.

2nd Topic: Was in relation to how welding offered inmates a trade which will greatly benefit them upon their release, giving them a good paying job in which they could reenter society and be productive.

3rd Topic: The lack of increase in budgetary matters was discussed. Prices have risen astronomically but our funds have not increase to match the prices.

4th Topic: How we can find ways to make things safer for the students and teachers.

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Meeting was adjourned at 12:00PM



Brad Black, Welding Instructor

Gadsden State Community College
Welding Technology Advisory Committee Meeting

Minutes
Ayers Campus
April 9, 2013 – 8:30 AM

PRESENT

Mr. Bart Smith and Gary Udaka

INTRODUCTION

Bart Smith, Alabama Specialty Products

DISCUSSION

There was discussion concerning the importance of students being able to read and comprehend measuring devices, such as tape measures and rulers, and the various methods of teaching these measuring skills to students of varied educational levels. Mr. Smith stated that this skill is an essential skill and without it students will limit themselves to certain job opportunities. I stated that the welding and cutting equipment in the shop is adequate and up to date with industry standards and that GSCC is dedicated to remaining current with our local industry. Mr. Smith agreed.

There was discussion concerning issues with the air compressors which are used for the welding booths, plasma cutting equipment, and air carbon arc gouging process. I explained to Mr. Smith that compressed air is required for our welding booths to operate at maximum efficiency. Sufficient air volume and adequate and reliable compressors are required to run all air powered equipment. I explained that after most power outages we have had components on our compressors burnt up by power spikes or less than full power. I also explained to him that the compressors we currently have in operation were not designed to operate the amount of equipment we now have, nor provide adequate volume needed. Mr. Smith suggested that it would be beneficial to investigate what is available on the market that will provide the volume of air needed without having to run at maximum output 100% of the time. He also recommended that some type of electrical surge and power loss protection be installed on all current and newly purchased compressors so as to prevent future outages.

After reviewing course syllabi, textbooks, and tests, it was agreed that they were in line to benefit our students.

RECOMMENDATIONS

It was recommended that a search for current software pertaining to reading measuring instruments be performed to see if any newer teaching aids or programs are available.

Mr. Smith also recommended the purchase of an air compressor that will meet or exceed the required volume of air needed to run all shop equipment. At a bare minimum, he recommended electrical circuitry protection be installed to prevent future air compressor outages.

CLOSING

The meeting adjourned at 8:45 AM.

Minutes Submitted by:
Gary Udaka
Instructor, Welding Technology