

**GADSDEN STATE COMMUNITY COLLEGE**  
**ACCOUNTING TECHNOLOGY**  
**ADVISORY COMMITTEE MEETING**

Minutes  
April 4, 2014

The Advisory Committee Meeting was held Tuesday April 4, 2014 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. All the programs appeared to have good representation from the respective advisory committees.

The participation of Accounting Technology Advisory Committee is greatly appreciated by Gadsden State Community College, Angela Waits, Business Division Chair and Phil Waits, program coordinator for Accounting Technology. Members in attendance were Angela Waits, Jamie Payton, GSCC Accounting Instructor, Sonya Kendrick, Financial Aid – Wallace Drive Campus GSCC, Michael Morgan, Cost Accounting Manager – Government Contractor over the Incinerator-AOD, and Ms. Rosalind Woodgett, GSCC Financial Aid, Ayers Campus. All three members attending graduated from Mr. Waits Program and went on to get four-year degrees. This is commendable and it also speaks well for the Accounting Technology Program.

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 are in decline at this time. Mr. Waits' computed average for the 2011-2013 years was 3.67 graduates per year which is below the old ACHE guidelines. Mrs. Waits did mention that she has not heard of the commission flagging any programs in quite some time because of low enrollment. Mr. Waits expressed some concern about the number of majors he has in the program at this time. He suggested that the College spotlight under enrolled programs in the advertising campaigns of the college. Ms. Woodgett commented that WIA continues to spotlight The Accounting Technology Program as a major in which they wish to sponsor students' financial aid. Mrs. Kendrick also stated that it was being discussed to once again return to funding students' Pell Grants over the year instead of Fall and Spring semesters only. This would greatly help with the dilemma we find ourselves in with enrollment almost every summer semester that rolls around.

Mrs. Waits gave the committee an overview of where we stand with accreditation at this time. She stated that a final report is due to ACBSP (Accreditation Council for Business Schools and Programs) in the Fall for the school's Business Accreditation. We are currently in good standing and between self-study periods with the Southern Association of Colleges and Schools.

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. Mr. Waits gave a quick tour of the building and discussed the complete renovation taking place at this time. The building is getting new ceilings, lighting, floors, and paint. The building will accommodate classes in music, economics, accounting, and English.

The Curriculum was reviewed for the Associate in Applied Science in Accounting Technology and the short-term Certificate in Computerized Accounting. Mr. Morgan and Mrs. Kendrick both suggested the need for more emphasis on Excel Spreadsheets including Pivot Tables. (A Pivot Table is way to present information in a report format. The idea is that you can click drop down lists and change the data that is being displayed. For example, choose just one student from a drop down list and view only his or her scores.) Mr. Morgan and Mrs. Kendrick said that much of their work is centered around the use of these tools. Mrs. Waits suggested that Mrs. Lancaster is in the processing designing such a new class.

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

## **ADVISORY COMMITTEE MEETING MINUTES**

### **MINUTES OF EAST BROAD CAMPUS AIR CONDITIONING & REFRIGERATION TECHNOLOGY PROGRAM ADVISORY COMMITTEE MEETING**

East Board Auditorium

April 2, 2014

The meeting was called to order by Reggie Arledge, Gadsden State Community College ACR Adjunct Instructor, Wednesday, at 8:00 a.m after the groups met for breakfast at 7:30 a.m.

Members present were: Ron Engle, Danny Cornwell, Ernest Jolly, and Tim Jones.

The members were welcomed by Harold Waddell, AUM Instructor, Gadsden State Community College. Mr. Waddell planned to discuss equipment and NATEF Certification.

The following topics were discussed among the members:

- A more environment-true atmosphere.
- More infield experience.
- Apprenticeship or possible government subsidized student intern program.
- Public Relations ability such as dress, appearance, language, and communication skills.
- Starting a business.
- Teaching scruples.
- Personal hygiene.
- Professionalism—tied to Apprenticeship
- Accountability

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Reggie Arledge, Instructor  
GSCC Air Conditioning and Refrigeration Technology  
Adjunct Instructor

## CIVIL ENGINEERING TECHNOLOGY

**Date: 4/03/2014**

### **General meeting notes:**

The meeting was opened with introductions. The following people were in attendance: Gadsden Water Engineer Brian Purcell. The instructor and advisory board member in attendance reviewed text books, syllabi, and the curriculum for the Civil Engineering Technology program. There was a general discussion on various topics, and the board member was encouraged to provide feedback. The following are the collecting comments from the advisory board members.

### **Brian Purcell:**

- Utilize two total stations for the survey courses to maximize the time for training “hands-on” lectures.
- Discuss permitting situations with ADEM, ALDOT, Corp of Engineers, etc. for various projects.
- Incorporate Excel in the lectures to teach students the importance of spreadsheets.
- Include cost estimating and quantity takeoff.

After collecting the advisory board’s comments, the instructor took the board on a tour of the facility and equipment used in instruction. The meeting was then concluded.

GADSDEN STATE COMMUNITY COLLEGE  
Air Conditioning and Refrigeration  
Advisory Committee Meeting  
April 25, 2014

Minutes

The annual meeting of the Air Conditioning and Refrigeration Advisory Committee was called to order at 9:00A.M. on April 25, 2014 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 10:00A.M.

**Recommendations:**

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

**Minutes Submitted by:**

Eric Campbell – HVAC Instructor

**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: APRIL 24, 2014

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The St. Clair HVAC/R Department had a meeting on April 24, 2014 at 9:30 A.M...  
The Craft Committee members are:

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

Eddie Garrett, Owner of Garrett Heating & Air-Absent-Sent Copy of Min.


Mayo Melson, Owner of Mayo's Heating & Air- Absent-Sent Copy of Min.

Topics:

1. The 2013-2014 changes in the HVAC/R Industry
2. Preparation and Training
3. Installing 2 Units- A Split Unit & A Package Unit
4. Discussed Refrigeration and building a Walk-In Cooler
5. Duct tightening.

Installing 2 Units and Duct tightening in the HVAC/R Industry were two of the major topics that were discussed. Testing and Evaluation given by the Alabama Power Heat Pump Training Center is filled and taking Applications for the next Class.

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



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MR. RICKEY MELSON, HVAC INSTRUCTOR, MS



## Auto Collision Repair Technology Program Advisory Committee

### Minutes

The meeting was held on April 4, 2014. The time of the meeting was 7:30 a.m. to 9:31 a.m. at Gadsden State Community College, Ayers Campus. The following members were in attendance: Jerry Allen, Terry Allen, Shawn Hill, Willie Brown and Rich Laird.

Old Business: The Nitrogen Plastic Welder was purchased and has been installed. The three-man, full face hood fresh air system was purchased and has been installed. The committee reviewed the budget and was informed that the Ayers Campus Collision Repair Technology program had been given a budget of \$3500.

Subject: Review Syllabus and Curriculum.

Action: The Committee agreed that the syllabus met industry standards. The Committee said the I-Car curriculum was outdated. We discussed the \$900 a year update for the I-Car curriculum. Shawn and Jerry wondered if the cost of the curriculum would be worth the high cost of the updates. We never came to a definitive answer. This will have to be addressed at the next meeting.

Subject: Shop safety

Action: The Advisory Committee did a thorough walk through of the shop. All shields and safety equipment were in place and properly labeled. During the walk through Rich Laird commented on shop equipment being stored by the main entryway. The equipment is being stored around a fire extinguisher and an eye wash station. The equipment is not blocking these items but the committee was concerned that in an emergency situation there could be confusion with these items being so close to the fire extinguisher and eye wash station. Jerry Allen and Willie Brown commented on the equipment being stored in the class room. They said the white board was barely accessible due to all the shop equipment being stored in front the board in the classroom. Bruce commented that due to the shop size there are no other areas available for storage. Bruce commented that the program has no room for growth potential due to the size of the shop. Jerry and Terry Allen observed that car parts and student tool boxes were blocking the safety lines and commented that the same problem had been documented during the meeting in April 2013. Bruce asked for suggestions from his committee members concerning the ventilation and air quality of the shop. Rich Laird, graduate of the Auto Collision Repair program on the Ayers Campus, commented that the welding smoke would get very thick during the winter months when all the shop doors were closed. The heavy smoke would make it hard to breathe. He suggested that the College purchase a proper ventilation system to alleviate the air quality problems. Bruce commented to the committee that the collision repair program on the Gadsden Campus has a welding booth station. These welding booths are the perfect way to keep your students safe from the hazardous smoke. The committee was informed that the cost of a welding booth would range from \$7500 to \$8500. The committee was all in agreement that the only solution to solve the safety issues in the shop and the poor air quality is to have a larger building or have an addition added to the existing building. Shawn Hill commented that the addition should be large enough to house the frame machine, the lift welding booth and have an area for equipment storage. Terry

Allen and Rich Laird commented the new edition should have a loft area for storage of car parts to eliminate them being stored in the safety lanes.

Subject: Industry Trends and New Equipment

Action: Willie Brown, a technician for F & S Body Shop said one needed piece of shop equipment is a silicon bronze welder. Due to the new structural construction of the new automobiles a regular Mig welder cannot be used on the newer cars. Shawn Hill, Willie Brown and Rich Laird suggested another necessary piece of equipment to be purchased is a welding booth to help improve air quality in the shop. Jerry and Terry Allen also commented that the shop is very well equipped with all the modern equipment but it just needs more room for training.

Subject: Live work

Action: The committee was asked how the program could increase the amount of frame work taken into the shop for hands on training. Due to the time frame this will have to be addressed at the next meeting.

The meeting adjourned at 9:31 a.m.

Submitted by Bruce Hill GSCC Ayers Campus Collision Repair

**Gadsden State Community College  
Advisory Committee Minutes  
Collision Repair Technology**

Spring Advisory Meeting

Date: April 2, 2014

Location: GSCC Collision Repair Department

Time: 7:30

Members Present:	Chance Alford	O'Reilly's Auto Parts
	Jerry Allen	Rozars Paint Supply
	Donald Payne	W-J Body Shop
	Shawn Hill	John Pope Eaden Collision Repair
	TJ Hollingsworth	GSCC Collision Repair Lab Assistant
	Joe Mashburn	GSCC Auto Collision Repair Instructor

Members Absent:	Robby Kilgo	Chrome Craft Body Shop
	Chris Deavors	Chrome Craft Body Shop
	Brandon Guffey	Dupont/McCleskey Brothers
	Phillip Taunton	State Farm Claims Adjuster

The meeting was called to order at GSCC by Chairperson, Joe Mashburn presiding after breakfast was served from 7:30 to 8:15. The minutes from the previous meeting were read as the first item of business. A walkthrough of the shop and classroom facilities were performed at 8:15 to 8:30 am.

Everyone commented positively on shop renovations. All were impressed of the changes and updates. Jerry Allen has a curtain for the new detail area. As soon as our maintenance department hangs a steel angle track for the curtain, he will bring the curtain and install it. Jerry Allen also commented that we should use water based paint along with our solvent based paint to stay current with industry. He also said we should paint the walls to match the floor.

Chance noticed the broken paint booth door glass and thought it should be repaired or replaced for safety precautionary measures. Donald Payne commented that the shop had never looked this good and also asked if we were going to put up a storage / privacy fence for trainers and parts. Shawn Hill asked if we had considered the new virtual spraying system for students to virtually train with for painting.

One of Jerry Allen's salesman came by during the meeting and demonstrated the new Preston Refinishing products and buffing materials. Joe Mashburn mentioned that Tim Green was trying to get the shop a new vacuum system for the sanders.

TJ suggested we drop some of the old craft members and add new ones. The new list is as follows: Shawn Hill, Chance Alford, Donald Payne, Jerry Allen, Robby Kilgo, and Tim Gilbert.

The committee conducted a facilities review. Donald Payne noted that the new classroom across in the other building finally had a television that it needed for classroom use. Shawn Hill commented about a virtual sprayer. Donald Payne commented on the walkway that is being built to bridge the new classroom to the shop area. The committee was excited to hear of the new taping area and are anxious to see the curtain go up to separate that area for the overall shop.

The committee reviewed the tools and equipment. Plenty of tools and equipment have been purchased and Brandon commented that there was plenty of tools and equipment for classroom and shop instruction. Chance added that the new classroom areas and equipment in the new classroom was state of the art and was glad to see it used for classroom instruction.

The committee conducted a safety inspection. TJ mentioned to the committee that the shop still leaked and could possibly be a hazard to shop safety and instruction. This needs to be addressed by maintenance. Also, Shawn Hill added that the ceiling tiles needed to be replaced. This issue has been addressed on numerous occasions. Chance also commented that the window in the paint booth door needed replaced for safety reasons.

The committee performed a review and evaluation of instruction. Shawn Hill noticed that the school had purchased a new plasma cutter and a/c machine. Alford commented that the new areas built for preparation would be great for instruction.

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

The committee made the following suggestions for program improvement. Donald Payne suggested that the roof needs fixing before ceiling tiles replaced. New instructional material needs to be purchased for new classroom such as water based paint as well as solvent paint materials for refinishing instruction.

The committee agreed by the suggestion of Mr. Alford that the next meeting will be held in the morning on October 1, 2014 at 7:30 am in the GSCC Collision Repair Department. The meeting was adjourned at 11:07 pm.

**ADVISORY COMMITTEE MEETING**  
**INDUSTRIAL AUTOMATION**  
**AUTOMOTIVE MANUFACTURING TECHNOLOGY**  
**MINUTES from 4/02/2014**

**Attending: Gene Cleveland- KTH Plant Manager Leesburg, Al**  
**Jack Mayfield- GSCC Advisor for Industrial Automation Technology**  
**& Automotive Manufacturing Technology**

Mr. Cleveland was the only committee member that was able to attend today. We joined all the others for a great breakfast in the auditorium on the East Broad Campus. Mr. Cleveland also works very close with CARCAM here at GSCC so he is very familiar with the AUT and INT programs.

After breakfast we went and toured the PLC and Robotics labs in the Bevil Center. We discussed the possibility of me getting with some of the maintenance staff at KTH and developing into the robotics class activities that will help students understand the general maintenance and repair needs of a robot.

We finished up by talking about the next tour our robotics class will be taking of KTH toward the end of the semester. I also plan to spend a day working at his plant during the break between Spring and Summer semesters.

Jack Mayfield  
Industrial Automation Technology  
Automotive Manufacturing Technology

## **ADVISORY COMMITTEE MEETING MINUTES**

### **MINUTES OF EAST BROAD CAMPUS AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM ADVISORY COMMITTEE MEETING**

Room 102 Automotive Service Technology Building

April 2, 2014

Following a 7:30 a.m. breakfast for all Technical Advisory Committee members in the East Broad Auditorium the Automotive Service Technology Advisory Committee meeting was called to order by Harold Waddell, Gadsden State Community College AUM Instructor, Wednesday, at 8:30 a.m.

Members present were: Charles Nunn, Harold Waddell, Jeremy Smith, Scott Greene, Jason Barnes, and Jacob Vanderford.

Members absent were: Tena King, Ronnie Watkins, Brian Webb, Mike Reagan, Michael Griffin, and Greg Noah.

The members were welcomed by Harold Waddell, AUM Instructor, Gadsden State Community College. Mr. Jeremy Smith was nominated to serve as chairperson. All members present agreed.

One topic discussed was stackable certificates for students. Another topic was GSCC is acquiring Snap-on Diagnostic and meter kits for AUM to be able to teach a short-term class available to students as well as industry. Once the course is completed, students will be tested online through NC3 (an online testing company). When the students passes, they will be able to print a certificate at no charge to the person taking the exam.

The setup of the course was discussed and another meeting will be scheduled upon receipt of equipment.

The department meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Harold Waddell, Instructor  
GSCC Automotive Service Technology

## **Advisory Committee Meeting**

Minutes April 2, 2014

The Carpentry Advisory Committee met on Wednesday April 2, 2014. Present were Danny Rubrigi, Steve Scharfenberg, Bobby Dale Welch, and Heath McDaniel.

After breakfast the committee discussed projects the Carpentry class had been involved in and how they were relevant to the course curriculum and the industry needs. We discussed some of the big construction projects going on in our area and the money that was moving in the industry right now.

BD Welch brought up the fact that none of the Carpentry students had applied for employment with his company in the last year and expressed an interest in hiring student from our program. I recognized the Greater Gadsden Home builders association for their contributions for scholarships. Bobby Dale expressed that the association had intentions of continuing this support and wanted myself and some of the Carpentry students to get involved in the GGHBA golf tournament, some of the proceeds from the golf tournament would go to the scholarship fund.

Last year at our meeting the committee recommended that I join the Greater Gadsden Home builders association, get some training on green building/energy star, and that the department needed a truck for live work. I was proud to report to the committee that all of these things happened this year.

Gadsden State Community College  
Child Development Advisory Committee Meeting

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Minutes  
Ayers Campus  
April 21, 2014 – 7:30 PM

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**PRESENT**

Committee Members:

- Jessica Burgess, Child Care Central
- Jenny Dempsey, Meadowbrook Baptist Church Abundant Child Care
- Tara Dorsey, Child Care Network
- Amy Fortenberry, Children's Choice Child Care/UCP Center
- Kay Jennings, TCR Child Care Corporation
- Sabrina Robinson, Child Care Central
- Mary Heard, Child Care Central
- Cindy Williams, Chairperson

Adjunct Faculty:

- Robin Boyles
- Kim Mattox
- Becky Miller
- Kelly Mumper
- Ginger Tucker, Administrative Assistant

Cindy Williams welcomed everyone to her home. Each person introduced themselves to the group.

Mrs. Williams read the Advisory Committee minutes from last year and asked for any additions or corrections. Kay Jennings recommended that the minutes be approved as written and Tara Dorsey seconded.

Mrs. Williams expressed her appreciation to Kelly Mumper for all she did last year during the time she lost her mother and father. During Cindy's absence, Kelly worked with Gwen Ford in order to complete the paperwork for the NAEYC Accreditation. The report was mailed in March 2014. The Accreditation Committee will be reviewing the Child Development program during the fall 2014 semester. The Committee will meet with the Stakeholders (Advisory Committee members) when they arrive on campus.

**Mrs. Williams reviewed the suggestions made last year by the Committee:**

- Job Fair/Professionalism Day – This will be implemented during the fall semester. It will demonstrate to students how to dress and conduct a proper interview.
- Acknowledged the fact that involving students with the Head Start program would be an excellent idea; however, students would have to meet federal requirements which would include a background check. Students cannot be required to pay for a background check.

- Policies concerning appropriate dress, tattoos, piercings, flip-flops is being covered in the orientation to CHD 215. Many of the day care centers are finding that having no dress code poses a problem, especially with younger teachers.
- The Ipad request was not approved last year. The Ipad was to be used to video the observation of each student. The video would have been reviewed by Mrs. Williams and each student and used as a teaching tool to point out things that were good and things that needed to be changed.

**Mrs. Williams asked “What are your needs and how can students be better prepared?”**

- Allow students to grade themselves after they view their observation video. Peer reviews can also be successful. Critiquing each other could make the student more conscientious of their work.
- Project based learning activities could help students learn to work with others, which could help them as they work with others in the work place. One problem is older teachers vs. younger teachers. This tends to create problems because of the different teaching techniques. Teachers must learn to work together.
- Encourage teachers to get their Infant/Toddler CDA. This type of CDA will trump a regular CDA. After the federal mandate for Pre-K classrooms takes place, centers will lose a lot of their 4 year olds to the public school; therefore, concentration will have to be on 3 year olds and younger. Head Start will be collaborating with private daycares and will offer training to these facilities. Once the bill is signed, teachers will have 18 months to get their Infant/Toddler CDA. The government will be reimbursing thousands of dollars per year for each Head Start baby, so the shift will have to go from 4 year olds to infants and toddlers.
- Prepare teachers to work with all types of children. Many of the children, especially in Head Start, need a safety net due to problems in the home: drugs, domestic abuse, alcohol, home environment, etc. During their training, let them know that teaching is not like in a story book where you just sit in the floor and play. Teachers need to be prepared for this culture shock. Children do not know how to verbalize their feeling, so they act it out with their behavior.
- Each director should set some standards for their teachers. Emphasize to the students that every child care place is different. There are church, state, and federal child care centers and they will all have their own standards. In any center, there must be high expectations. Teachers should learn to work with others. Reinforce the fact that teaching is a profession and a career, so dress accordingly.
- Set up mock interviews. Interviewers can talk with the students about the importance of good grammar. Help students see that long fingernails are not good when working with children. Get the attention of the students early so they will realize that this field is not babysitting. It is hard work but very rewarding. This would be great to incorporate in the CHD 100 course.
- Encourage students and centers to apply for the TEACH Scholarship. Once the federal mandate goes into effect, teachers will have 18 months to get trained. Many older teachers will need to update their training in order to keep their jobs. Encourage students to apply for the Leadership in Child Care Scholarship.
- Students in Elementary Education should be encouraged to add on a P-3 to their degree because hundreds of positions will be available in elementary education.

- Encourage students to update their portfolios before giving them to CDA. Don't turn in old forms. Make sure they proof it for poor grammar and misspelled words. All instructions should be followed.
- A video link will be sent to Mrs. Williams showing how child care professionals are very important to all people.
- It was recommended that students be reminded of the weekend seminars for which they registered. Mrs. Williams will remind instructors to email or call the students one week before the seminar begins.

### **Equipment Recommendations**

- The Committee requested last year, and again this year, that Mrs. Williams receive an Ipad, which will be used during the observation of her students. This will be a teaching tool in which the observation can immediately be reviewed with the student in which she will point out the positive and negative.
- A new projector is needed in the classroom. The **old** projector uses a bulb that costs more than a new projector.
- An Elmo would be an excellent addition to the classroom, making it possible to project documents on a projector screen.

Minutes Submitted by:

Ginger Tucker,  
Recorder of the Meeting

Agenda

April 2, 2014

1. Lis Scholarship awarded
2. NAEYC update.... Help with visits in the fall... Discussed everyone's part in the NAEYC visit coming up.
3. CHD listings updated and 211 descriptions added.... CHD 203 in place of CHD 202... Pass out a copy of each degree and discuss. New CHD 211 courses added-technology and English a second language.
4. Maymester courses and full summer classes... Mrs Swilley's seminar.... Pass out summer schedule.
5. Help with adding to Advisory Committee and community involvement... Talked about names to add. Replacement for Toni Ball and Lucille after retirement.
6. Enrichment ideas for students in the community.
7. Winter and spring graduates this year...
8. Honors Day recipients for Child Development were Kim Tarver and Athanasia Kiropocolous

Present:

Gwen Ford- Wallace Drive Coordinator

Sara Pugh- Adjunct/ Retired Kindergarten teacher

Pat Kuby- Athens State University

Lucille Dolbery Edge- Meadowbrook Baptist Church

Donna Giles- Attalla Etowah Highschool

Gadsden State Community College  
Division of Health Sciences  
Clinical Laboratory Technology Program

Advisory/Admissions Committee Meeting Minutes  
July 10, 2014

In attendance: Elizabeth Waller Vanessa Williams Terri Arrington  
Deborah Cole Ann Wheeler Connie Meloun

**Job Placement of most recent graduates**

Deborah Cole called the meeting to order at 1:30 p.m. The job placement and board scores of the May 2013 graduates were discussed. Nine of the recent graduates have jobs. Three are currently looking in the area for a job and four are unknown.

**Board Scores of most recent graduates**

As of the meeting 9 graduates have taken and passed the Board of Certification. Two graduates were scheduled to take the board this week.

**Current Student Update**

The CLT current student data was discussed. The CLT program currently has 20 students. One was lost due to non-academic reasons. One former student has asked to be readmitted back into the CLT program. If he is readmitted, the number will be 21 second year students.

Mrs. Cole stated that a total of 46 phlebotomy students had completed the CLT 100 phlebotomy class for the past academic year.

**Clinical Rotations:**

Mrs. Cole updated the committee on the recent state-wide CLT programs curriculum change. She informed the committee that each clinical rotation was reduced to three weeks for each department excluding phlebotomy. Laboratory managers present at the meeting were asked if they would be willing to take CLT students during the summer if all students could not be placed into clinicals in the spring semester. All managers present agreed to take students in the summer if needed.

**NAACLS Accreditation**

Mrs. Cole informed the committee members that the Gadsden State Clinical Laboratory Program's self-study was due to NAACLS in October of 2014. The site visit would then be scheduled sometime in the spring. The lab managers were told that they would be contacted for updated information required by NAACLS.

**Discuss Policies:**

Policies of selection criteria was discussed with committee members. New committee members were shown the selection process and how the admission scores were calculated. Mrs. Cole asked the committee how long scores for the Compass test should be accepted before a prospective student would be required to retake the test.

Mrs. Meloun suggested three years and the committee agreed.

**Review of Fall 2014 Applicant Folders**

Applicant folders were reviewed and 20 students and 3 alternates were selected.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Ann Wheeler  
Clinical Laboratory Technology Instructor

Members:

Faculty:

Billa Burger  
Frank Cornutt  
Tim Moore  
Paul Ozor-Ilo  
Donna Wood  
Sheila Lancaster

Advisors:

Renee Restor – Manager-Service Delivery Hosted Services, EarthLink Inc.

Ms. Restor is very interested in the development of our students for summer internships. They have had success in hiring our students who pursue the Network Administration program and she often has jobs to fill. She said these internships can pay \$12.00 – 18.00 per hour, based on the students experience and can lead to full time jobs. She was unable to attend at the last minute. She will be contacted with questions listed below and her input will be used to add to curriculum planning.

Sherita Hayes – Technology Coordinator - Liaison with Oxford School System

**What type of hardware and Software do you use?**

Their school system does use Cisco products for the administration of the networks and there are Windows and Macintosh OS systems that connect to it. The students and faculty are issued Apple Macbooks and/or iPads.

They have one Apple certified technician for the system now. She is interested in whether they could utilize student interns to help this person. She is going to talk to her supervisors about this.

There are in the early stages of assignment of Apple products to the students, so most problems consist of drops, liquid spills, broken keys, etc. Not a lot of software upgrading or reformatting is needed yet.

Ms. Hayes takes care of most of the training for students, faculty and staff. There is another person that does curriculum development.

**What type of applications, programming or technical training do they provide for the students?**

The students have done projects in 7<sup>th</sup> grade using the Lego robotics curriculum and the 8<sup>th</sup> grade uses the Vex robots with the RobotC programming language.

Students have done projects where they are encouraged to learn more. A math teacher is using Javascript and XHTML in her math class, and some students have worked with C# on their own.

**What changes do you see in the near future for your programs that would affect the way we prepare students?**

The high school is anticipating changing the way students are classified to promote job readiness. The usual “Honors or college preparatory” or “distributive education” titles may go away as student are grouped into “Academies” based on their interest and aptitude.

9<sup>th</sup> grade students who are interested in the STEM academy will have an opportunity in Fall 2014 to take a new Computer Science class that will give them an introduction to the STEM fields. They will be going to a schedule of core classes in the morning and would be free to pursue “major” classes in the afternoon. This could lead to a Dual Enrollment or ECEP opportunity for these students, to come to Gadsden State to pursue additional classes in computer science.

**New courses and topics for curriculum**

The faculty discussed the need for advanced work in spreadsheet technology due to so many employers currently asking for students with experience in Excel.

This is also a topic that has been requested by the OAD department as a need for their students and was also brought up at their advisory meeting.

Currently one course was added for the spring 2014 term as a trial and it will be planned to add this to the upcoming schedule for additional offerings. Faculty were encouraged to look for materials that are not the typical step-by-step tutorials, but that cover more depth in creating and understanding formulas and advanced topics such as macro programming.



Cosmetology Advisory Committee was held on 4/2/2014 at 9:00 am in the cosmetology department on the East Board campus.

Members Present:

Johnalene Woods, Tracy Martin, Felicia Williams, Kristin Abercrombie, Zora Garner,  
Vicki Albright.

The following topics were discussed.

- The importance of a good foundation of basic skills.
- Possible ways to help students see how to use those basics skills to achieve current looks in hairstyling. Example: using finger waves to achieve a current style from picture or styling book.
- Changes in the Cosmetology/Barbering law and the resulting in the need for schools to offer classes for the new licensure categories. Enabling students to receive the hours needed for ABOC license exams and renewals.
- The importance of maintaining a professional image, from the way the facility looks and is maintained to the employees and the individual students. Image is very important in the field of cosmetology because of the services we offer.
- We also discussed the differences in secondary and post-secondary cosmetology programs. And the problems in secondary of not having enough time with the students to be adequately prepared for the state board exam.

The meeting was adjourned at 12:00 p.m.

Zora Garner

GADSDEN STATE COMMUNITY COLLEGE

**Diesel Technology**

Advisory Committee Meeting

November 07, 2013

Minutes

On this date, the Diesel Technology Program on the Ayers Campus of Gadsden State Community College held a scheduled Advisory Committee meeting. The Diesel Advisory Committee meeting was called to order at 7:30 a.m., by Stephan Stuelp, Diesel Technology Instructor. Diesel Technology Advisory Committee members in attendance were:

Charles Rogers, Vice President of Fleet Management, B.R. Williams Trucking

Scott Greene, Technician, City of Gadsden Water and Sewer Board

Larry Pearce, Automotive Instructor, Calhoun County Career Technical Center

Jimmy Mann, Field Representative, Snap-On Tools

Bain Stephens, Instructor, Thompson Tractor Company, Inc.

Tyla H. McKenzie, Supervisor, Anniston Army Depot Technical College

Budget

*Stephan Stuelp showed the budget to the committee members and explained it. Account 7641 materials and supplies were a concern to the committee. Bain Stephens and Charles Rogers wondered how the task can be performed with this budget. I explained that "live work" is supposed to provide material for that, unfortunately the right "live work" is usually not available or never available.*

Subject: Shop Safety Inspection

Stephan Stuelp presented Scott Green with a Safety Inspection Sheet and asked that he complete the form and record consensus responses of the committee. Stephan Stuelp then led the committee on a safety inspection/tour of the Diesel shop facility, highlighting areas of special interest. Most areas received positive responses gained through consensus of the committee. Bain Stephens was concerned about 3 work bays that were utilized as storage instead of work bays. Others showed concern regarding this situation. I explained to them that on one work bay, the door raising mechanism is faulty and the door does not open. The work bay next to it is used for storing Diesel Engines when not being used since there is no storage for them. The 3<sup>rd</sup> bay across from the other two was taken from the

welding/fabricating area to store equipment as it had to be purchased for NATEF Certification. The consensus was that a storage area is needed so the work bays can be utilized as designed enabling the students have room to perform their tasks.

I told the committee I will work on a solution and present it at the next meeting.

Subject: Review Curriculum

The members were provided printouts detailing the current Plan of Study required for the students attending the program; schedules for the Spring Semester 2013, Fall Semester 2013, Sumer Semester 2013, and Fall Semester 2014; and a program Plan of Study.

Stephan Stuelp gave an update on the high school students that started attending in Fall 2013. At this time they were taking 2 classes, DEM 105 Preventive Maintenance and DEM 191 Special Topics in the Diesel Mechanic's. The students are separate from the college students to ensure the proper safety and for a more effective delivery of instruction. This program will continue for Spring 2014 and again will only take two classes for the semester.

Larry Pearce inquired about the Diesel textbook in current use and if the program is still utilizing CDX.

Stephan Stuelp explained that it has been used for one year and some modification has been implemented. The knowledge check in the CDX course will be required to be answered, typed and submitted through Black Board for homework. This will be for accountability, ensuring that the students study and review the course. It also will be graded as their homework.

Members reviewed the presented materials. Tyla H. McKenzie, expressed approval of the materials presented. All members concurred.

Subject: Industry Trends/Needs

Charles Rogers expressed concern over the electronics diagnosis involving the new technology utilized in trucks. He stated more time has to be devoted to electronic diagnosis than ever and the new technology requires more maintenance hours than before. Scott Green agreed with this assessment as equipment is becoming more complex as well.

Stephan Stuelp explained that DEM 131 (4 Hours) will be dropped and replaced with DEM 181(6 hours) which both are electrical classes. This will give more instruction time to address this concern. This will be implemented in Summer 2014. Jimmy Mann endorsed the DMM Certification as he has seen it being utilized in High School Programs.

Also the process to obtain Consulab Educatech trainer and DMM certification is pending due to funding which is sought from another source.

All members concurred.

Industry Trends/New Equipment:

Charles Rogers expressed a concern for the SCR system required to meet EPA 2010 Emissions Regulations. The students have to learn the system as it is very complex and currently gives them "lots of headaches". The diagnostics are complex and repair time is up due to the packaging of the system which requires a lot of space. The program would really need a EPA 2010 Emissions Regulations compliant Truck since the system is incorporated into the truck not just the engine. The exhaust system alone is very complex compared to the old trucks which only had a muffler and pipe.

Bain Stephens agreed with Charles Rogers and said Caterpillar Co is working on a trainer that has an engine with SCR (EPA 2010 Emissions Regulations) that would help the students understand the system. He said students need the theory so they will then be able to see it work and they can perform diagnostics and repairs on the trucks. Larry Pearce and Scott Green agreed with this and reiterated the difficulty in diagnostics of such a large and complex system.

Stephan Stuelp told the committee members that he has talked to the Dean of Technical Programs about obtaining a newer truck for the reasons given, but did not know that a trainer was yet available and will check into finding one that suits the needs of the program so it can be presented to the committee .

All members concurred.

Bain Stephens stated that a EPA 2010 Emissions Regulations class should be available next year for updated training and that he will send an E-Mail when it is available.

Stephan Stuelp adjourned the meeting at 9:35 a.m.

GADSDEN STATE COMMUNITY COLLEGE

**Diesel Technology**

Advisory Committee Meeting

**Friday, April 4, 2014**

Minutes

On this date, the Ayers Campus of Gadsden State Community College held a scheduled campus-wide Advisory Committee meeting for applicable campus technical programs.

The meeting began at 7:30 a.m., with a breakfast being provided by the college for all committee attendees. Brief general presentations were made to all committee attendees on behalf of the college by Michelle Conger, Campus Director ; Tony Thrower, GSCC Electrical and Industrial Maintenance Instructor; President and Tim Green, Dean of Technical Education and Workforce Development.

After the initial welcoming meeting was adjourned, the Diesel Technology Advisory Committee reconvened in the Diesel Technology building for the specific program meeting.

The Diesel Advisory Committee meeting was called to order at 8:25 a.m., by Stephan Stuelp, Diesel Technology Instructor. Diesel Technology Advisory Committee members in attendance were:

Charles Rogers, Vice President of Fleet Management, B.R. Williams Trucking

Scott Greene, Technician, City of Gadsden Water and Sewer Board

Larry Pearce, Automotive Instructor, Calhoun County Career Technical Center

Jimmy Mann, Field Representative, Snap-On Tools

Dewayne Pruitt-Instructor, Eden Pope Career Technical Center

Subject: Membership

The members reviewed the list of current members and Scott Green stated he had started a job with Marshal County Career Tech as an Automotive Instructor and would like to be removed from the list. We all agreed and thanked him for his contribution. Stephan Stuelp stated since Dave Barnett's health is deteriorating they should remove him from the list. All concurred. Stephan Stuelp told the members that he had spoken with Larry Frazier, a mechanic with Ryder Truck in Rainbow City, and that Mr. Frazier was interested in being a member of the Advising Committee. Mr. Frazier was invited to the meeting but he was not able to attend due to the short notice. Bain Stephens stated Mr. Frazier would be good since he works in Etowah County and that it would give the program a contact in that county.

Subject: Budget

Stephan Stuelp passed a copy of the budget to the members. Bain Stephens mentioned the lack of funding for consumables. Stephan Stuelp stated the current budget ending period is September 30, 2014 and at the budget meeting all of the instructors were told that the entire Budget received a 20% cut. He also advised them that the next budget meeting will be next fiscal year and no date has been set. Stephan Stuelp stated that he would provide Meeting Minutes from the committee to support the request for an increased budget. Larry Pierce stated that he understood the budget problem but in order to meet the requirements set by NATEF, more funding is needed. Stephan Stuelp stated the funding for the Class 8 EPA 2010 Emissions Regulations (SCR) Truck should be approximately \$75,000 and represents a very large percentage of the money available to all technical programs at Gadsden State Community College. Charles Roger stated it would be very difficult to purchase a Truck meeting the criteria for the funding provided.

Subject: Annual Follow Up

Stephan Stuelp showed the Employer Survey to the committee members. The note below is from the office that supplied the survey.

I have attached the last Employer Survey. As you can see, the results were so low that we didn't post them. Since the Admissions Office has switched everything to Banner and online, we don't have a good setup to retrieve the information on the Graduate Survey which affects the Employer Survey. We are working on getting a better system so that we can have better results.

The members hoped that a solution will be found to this problem. Charles Rogers stated that he employs 3 of my students and has one CO-OP student from the program and they meet and exceed their criteria.

Subject: Shop Safety Inspection

Stephan Stuelp presented Dewayne Pruitt with a Safety Inspection Sheet and asked that he complete the form and record consensus responses of the committee. Stephan Stuelp then led the committee on a safety inspection/tour of the Diesel shop facility, highlighting areas of special interest. All areas received positive responses from a consensus of the committee except the ones noted at the last Inspection from November 7-2013 which will be addressed later during the meeting. One other area of concern was the size of the welding area and the storage of the gas bottles.

Charles Rogers asked where the fuel storage tank is located, he stated their company was recently inspected. Stephan Stuelp stated the shop does not have one. Charles Rogers asked how the shop gets supplied with fuel for the trucks and equipment. Stephan Stuelp explained that occasionally Maintenance supplies some, but recently it has become a problem since the shop has nothing in the

budget for fuel. Charles Rogers stated the shop needs fuel and it can use the trucks fuel tanks for storage since any storage tank would fall under EPA Regulations. The trucks are already certified for fuel storage. Bain Stephen's stated you need to talk to your supervisor concerning this situation. Stephan Stuelp agreed he would explain the concern the committee has.

Subject: Review Curriculum

The members were provided printouts detailing the current Plan of Study required for the students attending the program; schedules for the Spring Semester 2014, Fall Semester 2013, Sumer Semester 2014, and Fall Semester 2014; and a program Plan of Study Stephan Stuelp updated the committee members on the Dual Enrollment Students. The student count is low (only 3 students), but in time more students should attend since there are small problems to be worked out. Larry Pierce inquired about the problems. Stephan Stuelp stated the first problem is that the current junior will be difficult to accommodate for Fall 2014 since there are no provisions under current schedule. Stephan Stuelp did discuss this problem with the student and gave him some options such as coming all day on Tuesday and Thursday if he can receive approval from his high school. The other choice would be for him to wait until he graduates or if enough students sign up for Fall 2014 there is a possibility that another instructor can be added and he would be able to take his classes. Dewayne Pruitt stated he was glad we have options for the students.

Stephan Stuelp also stated that current student's transportation is provided by school busses and they cannot be delayed.

Stephan Stuelp stated that he was told seniors only will be able to attend classes. Since starting this fall will be the second year, it should be much better.

No further discussion.

CDX Diesel online was next. Stephan Stuelp reviewed the CDX material with the members and let them go over it.

Stephan Stuelp stated the CDX quiz will be a Homework quiz that will be due before the mid-term. The mid-term will come from this material. This will prepare the students for the material used in the labs and for the exams.

Members reviewed the presented materials. Tyla McKenzie expressed approval of the materials presented. All members concurred.

Larry Pearce inquired about any additional teaching material utilized. Stephan Stuelp stated that Black Board was utilized for any additional material such as Power Points, PDF files from various sources such as free manufacturer's publications. Stephan Stuelp explained many manufactures, vendors and suppliers have PDF material available for anyone interested and they are very good technical material.

about the cost of purchasing one and Charles Rogers stated the price range is very broad like anything that is used. Stephan Stuelp stated he would inquire about purchasing one.

The new refrigerant that is available was mentioned by Jimmy Mann. He wanted to know if anyone had any experience with it. No one stated that they had, but they agreed it needs to be addressed at a later time to see what the requirements will be. Dewayne Pruitt stated that a trainer for HVAC would be very important for students to be able to understand the A/C refinement management. Most trucks have sleeper cabs with an auxiliary unit which makes it difficult to instruct on an assembled truck. The rest of the members agreed. Stephan Stuelp stated that a Trainer is available and that he is waiting on a quote from Consulab Training Aids. Scott Greene stated that would be something to add to the Fed Voc List. Everyone else agreed.

Charles Rogers inquired as to what Service Information that the program utilized. Stephan Stuelp stated Tractor-Trailer.net is purchased every year for \$1800. He stated that the additional repair section would enhance the student's ability to perform their task since it provides detailed instructions and information not found on just Tractor-Trailer.net. Stephan Stuelp stated he was told something similar by other Diesel technology Instructors. Jimmy Mann stated he would check into it and provide a quote for future purchase. Stephan Stuelp stated that would fill in some of the informational gap that we currently have.

The committee agreed with this.

Subject: Facilities

Bain Stephens asked about drawing exhaust and hot air out of the building. Stephan Stuelp showed Bain Stephens and the other committee members the 2 exhaust fans in the ceiling. Scott Greene asked about the vents in the south wall and if an exhaust fan could be added to provide a fast way to exchange the air in the building. Everyone agreed that would be very beneficial for the health of the students. Stephan Stuelp stated he would see what can be done to add an exhaust fan.

Stephan Stuelp pointed out the fresh paint inside the building and the committee members agreed the appearance is much better than before. Stephan Stuelp stated that the outer doors will be painted as soon as the weather permits.

Stephan Stuelp went back to the shop inspection where several members had expressed concern about the shop doors. Stephan Stuelp explained that the doors have been inspected and no spare parts are available. He further explained that out of the ten doors only three operate as designed and one of them had been replaced few years ago at a cost of over \$5000. Charles Rogers stated the concern of cost is little but that the safety of the students is more important. Stephan Stuelp stated he did turn in a quote for replacement of nine doors, that was almost \$50,000 and at this time no funding is available.

Changing the subject quickly, Stephan Stuelp stated he has worked on a solution for the lack of space in the building. Currently the bays are 30 feet long and 14 feet wide. With the hood open on the trucks, the 27 foot long truck takes up 30 feet. There is no longer a safety lane as the bays are 14 feet wide and the trucks about 8 feet wide. This leaves about 2 feet of working space on the sides and none on the ends. The proposal offered by Stephan Stuelp was to extend the east side of the building 25 feet starting where the work bays are. He handed everyone an old proposed floor plan. By utilizing this plan, the safety lane on the west side may be removed making the west side bays 30 foot long to accommodate light and medium duty vehicles. Many people do not realize pickup trucks with Diesel Engine are light duty. On the east side a new safety lane can be added. It will be 8 foot wide so the Lift Trucks can safely move material through the shop. With the added 25 feet on the west side adding the current 30 feet gives 55 feet, subtract the 8 foot safety lane and that gives you 47 feet left . Since each truck is 30 foot with the hood opened, the students would have 8.5 feet on each end of the truck to work with. On the south wall more storage will be available giving the students 4 extended bays to work with. Once the other truck is purchased there still will be one available bay. This will address several problems concerning storage, welding area and the safety of the students. Bain Stephens expressed this is very important as new equipment would currently be difficult to place and it would provide a safe instructional environment. Jimmy Mann and Dewayne Pruitt expressed how important safety is in a Shop with live work instructing students.

The rest of the committee agreed.

Stephan Stuelp adjourned the meeting at 10:55 a.m.

#### **UPDATE**

**Charles Rogers and Stephan Stuelp had a meeting on 3-20-2014 @1400 to spec out a Class 8 Truck with SCR / EPA 2010 Emissions Regulations Tier 4 emissions. The funding is coming from Fed Voc money.**

**The Industrial Shop Key Repair Connect is \$996 sent from Jimmy Mann.**

## DRAFTING AND DESIGN TECHNOLOGY DEPARTMENT

### Advisory Committee Minutes

Date of meeting: April 4, 2014

Time of meeting: 7:30 am

Location of meeting: Program area

Members in Attendance: Randy Ball

Old Business: Old business was discussed with the member. We reviewed the advisory minutes from the last advisory meeting. Randy was very impressed with the department.

New Business: The member and I discussed the textbooks, and reviewed the course syllabi of several Drafting courses. We also discussed software needs in the Drafting Department that will help with instruction. He suggested that we look into a CAM type program to link with our 3D CADD programs. Randy was excited about our Rapid Prototyping Machine. He said he would like to purchase a machine, and send some of his employees for training on the machine.

Adjournment:

The meeting adjourned at noon.

Submitted by,  
Barry Abernathy, Instructor  
Gadsden State Community College, Ayers Campus

Gadsden State Community College  
ELT/INT Advisory Committee Meeting

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Minutes  
Ayers Campus  
April 4, 2014 – 7:30 AM

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**PRESENT**

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

**INTRODUCTION**

- A. 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
  
- B. 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
  
- C. Tony Thrower ELT/INT Program Coordinator GSCC, Ayers Campus

**DISCUSSION**

- A. Spring Semester 2014 enrollment
  - (6) classes that average 19 students per class for a total enrollment of 114 students
- B. Demonstrated how to use our new motor control trouble-shooting trainer
- C. Employment Opportunities
- D. We toured the new EET building and lab. I showed the committee the **Industrial Motor Drives Training Systems that I would like to add the ELT/INT program**
- E. Committee suggestions:
  - a. for motivating students to perform
  - b. for transforming apathy to interest

Bain Stephens inquired about certifications, asking what is available to the students. Stephan Stuelp listed the current certifications:

ASE recovery and recycling

OSHA 10 (credential)

Lift Truck Certification

Stephan Stuelp explained that in the future, possibly fall 2014, the students will be able to take 4 certifications through ASE. They will have 2 opportunities to take the 4 test and the certification will be good for 2 years. At this time the cost is \$60 which is very inexpensive. Stephan Stuelp stated he discussed the cost with his supervisor and dean about making the fees part of the program.

All members expressed approval and satisfaction with the certification opportunities available.

Subject: Instruction

Bain Stephens again expressed concern over the electronics competency levels that they are seeing in potential employees. Some specific areas of concern were comprehension of schematics, understanding diagnostic sensors and electronic troubleshooting. He expressed that in his recent experiences that more and more diesel failures were due to electronic systems vs. the mechanical components. He further explained that finding potential employees that were competent in electrical and electronic components diagnosis was more important than ever before.

Scott Greene agreed to his points and reiterated the importance of the program classes evolving to meet industry demand. All members agreed that this was in fact typical of their recent experiences as well.

Due to the input from the members results at SKILLS USA and discussing student's requirements with other instructors DEM 131 will be dropped and DEM 181 will be added. This will add 2 hours a week instruction time for the students.

Stephan Stuelp stated he was informed that the Digital Multi meter Certification by Snap-On and the specialized trainer from Consulab Educatech, Inc is supposed to be purchased by an outside entity for the Diesel Technology Program. At this point no more information is available.

The Megatech Electric Trainer is currently in use by the program for the students to learn basic electricity such as ohms law, series circuits, parallel circuits and DMM instructions. Stephan Stuelp stated he will try to incorporate this into each semester but at least two semesters.

Again, Bain Stephens expressed his desire that Stephan Stuelp take necessary steps to secure these necessary assists for the program to ensure the competency of graduates.

Charles Rogers stated that will be a great asset for the students in the work place. All members concurred.

Bain Stephens expressed interest in adding a Diesel Particulate Filter Regeneration course. All members agreed that this should be examined since this was becoming a more-prevalent issue to be considered during maintenance and repair.

Stephan Stuelp will be attending a class EPA 2010 Emissions Regulations at Thompson Tractor Co this year to obtain training so it can be added to the course DEM 124.

All members were pleased with this.

Bain Stephens stated that Caterpillar Co has a trainer in the works for SCR, EGR, DPF (tier 4 emission). There is no price available at this time. Stephan Stuelp stated he found a trainer from Consulab Training Aids that meets this criteria for EPA 2010 Emissions Regulations. It is has a medium duty diesel engine with J1939 protocol. He advised he is currently waiting on a quote from the company.

Dewayne Pruitt stated that would be a very good trainer to help the students learn the complex EPA emission system. Larry Pearce stated that with the more complex systems, the trainers may be the only way to teach the systems that are integrated in the truck chassis. Everyone else agreed.

*Subject: Tools and New Equipment:*

Dewayne Pruitt stated that the hand tools in inventory seem to be sufficient at this time but that we need to be careful as more specialized tools are needed in the work place. Stephan Stuelp stated that an outside entity may be able to provide 10 tool cabinets with starter set's for the program. Larry Pearce stated that is very good but students need to realize they have to own their own tools for employment. Stephan Stuelp explained the students are given a starter tool list and they are reminded, they will have to have their own tools for employment.

All members expressed approval and satisfaction with this assessment.

Stephan Stuelp opened the discussion to recommendations for needed equipment and/or instructional areas that are required to enhance the employability of his students. All members agreed that the previously discussed Snap-On and Consulab electrical and electronic training equipment would be great and essential assets for the program. The lack of a trailer is still a problem. Charles Rogers stated that due to the economic situation his company has not been able to donate one. Stephan Stuelp inquired

## **RECOMMENDATIONS**

- A. Infrared Thermo graphic 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 or use current courses to introduce students to technologies such as Variable Frequency Drives and Electronic Sensors.**
  - a. (6) AB Power Flex 40 Drive Trainer ( \$3,595.00 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. Industrial Motor Drives Training Systems to support INT 113, ELT 119, and INT 126**
- D. Hydraulic conduit bending system**
- E. Committee Recommendations:**  
**Both Mr. Conger and Mr. Harris agreed that additional equipment listed above is needed and suggested that I request these items that will be used to enhance student learning.**

## **CLOSING**

The meeting adjourned at 9:45 AM.

Minutes Submitted by:

Tony Thrower

ELT/INT Program Advisor

Gadsden State Community College, Harry M. Ayers Campus


**MINUTES**  
**ELECTRICAL TECHNOLOGY ADVISORY COMMITTEE**  
**2014**

The Electrical Technology Advisory committee met at 8:30 am on April 2, 2014. In attendance were: Steve Prickett, David Pruitt, Debbie Reynolds, Ray Coleman, and Ray avery

Topics of discussion were:

1. New Lab Tables Needed
  - a. Existing Tables are old and damaged.
  - b. Casters on bottom of tables ruining floor.
2. Four Additional Motor Trainers
  - a. Request was made last year, very little funding for our department.
  - b. Suggested number of students in one group.
3. New PLC Classes
  - a. PLC 5000
  - b. Tags and Troubleshooting
  - c. New PLC 5000 trainers needed
4. CEU Requirement in 2014 from State of Alabama
  - a. 7 hours needed each year.
  - 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 new Lab Tables and four more motor trainers. The committee was very impressed with the new PLC 5000 class, but agreed more trainers are needed for motors and PLC's in order to bring the ELT division up to date. The continuing need for extensive training in the areas of Solar Power was discussed, and CEU classes for local electricians. The group also discussed 2014 Code changes and the adoption rules. There being no further business to come before this committee, the meeting was adjourned.

  
Debbie Reynolds, Program Advisor



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 3, 2014

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The St. Clair Electrical Department had a meeting on April 3, 2014, at 1:00 PM. In the front lobby.

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:

The discussions centered on Kenneth D. Elkins Retirement from Gadsden State Community College.

Everyone was impressed with Kenneth Elkins 26 years of service to GSCC as the Electrical Instructor of the St.Clair Branch.

The discussions went into how much he will always be appreciated for his servitude in the field of Electrical Tech

We also discussed the hiring of a new Electrical Instructor, and how he would enjoy working for Gadsden State Community College as much as I did.

*Electrical Instructor GSCC,*

A handwritten signature in black ink, appearing to read 'Ken Elkins', written over a horizontal line. The signature is stylized and extends to the right.

Ken Elkins

## Advisory Committee 2014 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

Tommy Hartline – Gadsden State Community College

The meeting began at 8:30 AM on Wednesday April 2, 2014 at the Bevill Center. Introductions were made and the group went over the agenda. A review was made of the minutes of the 2013 meeting and discussion was made about the program and the current curriculum. The committee feels that the EET program more than meets the needs of industry.

The committee then turned to three issues they feel need to be addressed.

- 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. We are encouraging our students to take the first part of the ETA exam before graduation. We would at least like to have students take the DC and AC portions of the ETA certification exam. The main problem has been cost. Many students simply can't afford to take the ETA test. Mr. Dean of Revere Controls stated that he would look into his company funding the cost of the test for the students that pass the exam.
- 2) The next point discussed was the need to look at intelligent PLCs and wireless communications. The program has a required communications course that provides a foundation for more advanced work. Mr. Dean of Revere Controls said that he would contact their supplier of the intelligent PLCs and see what our cost would be and if there may be some way to donate two or three for use in our labs.
- 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 and have made some contacts to do so.

The last items the committee discussed were dual enrollment, summer internships, and the needs of industry for graduates from our program. The committee was also made aware of the upgrades

made to some of our labs and the plans for a Toyota manufacturing cell to be ready to use by the Fall semester of 2014. The committee then took a tour of the labs and the new equipment in the high bay and are looking forward to coming back to see the new manufacturing cell in operation. There being no further business the meeting was finished.

Gadsden State Community College  
Electronic Engineering Technology/Automotive Technology Advisory Committee Meeting

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Minutes  
Ayers Campus  
April 4, 2014 - 7:30 AM

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**PRESENT**

Audrey Webb  
Frank Brady

**INTRODUCTION**

Charlene Butler Human Resources Honda  
Freddy Thomas Human Resources Honda  
Brad Jewel Parts Quality Manager Honda

**DISCUSSION**

Discussed Co-op opportunities for our students. We also talked about the importance of our students to take Programmable Logic Controls and Robotics. Four students were interviewed for co-op opportunities in maintenance.

**RECOMMENDATIONS**

Recommendations from our committee members:

1. All students required to take Programmable Logic Controls for maintenance positions.
2. All students required to have trouble shooting experience with Programmable Logic Controls.
3. All students need Robotics.

**CLOSING**

The meeting adjourned at 11:00am.

Minutes Submitted by:

Audrey Webb

Instructor for Electronic Engineering Technology

**GADSDEN STATE COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM  
ADVISORY COMMITTEE  
MEETING MINUTES  
APRIL 4, 2014**

**I. CALL TO ORDER**

The EMS Program Advisory Committee met on the East Broad Campus of Gadsden State (GSCC) in room 201 of Jarvis Hall. The meeting was called to order at 09:00 a.m. by Patrick Brown, Program Director.

**II. WELCOME/OPENING REMARKS**

Mr. Brown welcomed and thanked everyone for their commitment and service to the College and its EMS Program. Mr. Brown introduced new members of the committee. Mr. Brown, facilitated the meeting and Pam Talley acted as recording secretary.

Purpose and Scope of Advisory Committee – Mr. Brown provided the basis for the Advisory Committee and cited the responsibilities thereof in accordance with the committee's by-laws.

**III. APPROVAL OF AGENDA**

Mr. Brown referred members to Agenda which was approved for discussion.

**ACTION:       Agenda was approved as circulated.**

**IV. COMMITTEE MEMBERS PRESENT:**

Mr. Patrick T. Brown	- Program Director
Mr. Ken McElroy	- Employer/Anniston EMS
Ms. Connie Meloun	-Assistant Dean, Health Science Division
Ms. Kristie Smith	- Paramedic Student GSCC

**STAFF PRESENT:**

John Hollingsworth	-Instructor
Kay Cunningham	-Clinical Coordinator
Ms. Pam Talley	- Clerk II, EMS Program

**V. CURRENT EMS ACADEMIC ISSUES and EQUIPMENT NEEDS**

- Mr. Brown discussed students taking registry for the first time, Pass rates and cost to students. Create a code for students to pay for taking Practical skills for National Registry. Cost will be \$55.00 for Advanced and \$70.00 for Paramedics
- Mr. Brown advised Advanced EMT's will take registry every semester, which has greatly increased our cost
- Mr. Brown advised the group of new paramedic textbooks for the summer semester 2014. Current paramedic books are \$400.00 and new books will be \$493.00 which includes cardiac book and EMS testing
- Core lecture material are being developed
- Mr. Brown discussed the process for entering the EMT Program. Prerequisite for admissions was currently a reading score of 76, but this has been changed to 65 per the college requirements

**EMS PROGRAM ADVISORY COMMITTEE MEETING MINUTES  
APRIL 4, 2014 PAGE TWO**

- Day and evening classes were discussed with Mr. Brown advising day classes are more successful
- John Hollingsworth discussed utilizing quizzes for identifying students strengths/weaknesses
- Ms. Meloun stated to fine tune remediation plans and utilize when needed
- Discussion for the need of ambulance simulators
- Discussed the EMS Expo in Nashville in November and Ms. Meloun stated this is a great opportunity to see what is new/available as a teaching resource and advised to attend
- Ms. Meloun reviewed the Riverview contract and the new medical forms that have to be completed by every student. Once done this has to be returned to her for signature and she will then send to Riverview and a two week time is required prior to clinical rotations.
- Students will need to complete the necessary labs with titer requirements
- Outdated and worn equipment is in dire need

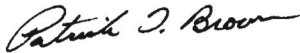
**VII. SETTING OF NEXT MEETING DATE**

Committee will be advised of next meeting date.

**VIII. ADJOURNMENT**

There being no further business or discussion the meeting was adjourned at 10:30 am.

Respectfully Submitted



Patrick T. Brown, BS, EMT-P

Advisory Council Meeting  
Human Services Department  
2014.

Meeting Minutes      April 24, 2014

**I.      Introductions:**

**Present at meeting**

Richard Naugher	Mountain View Hospital Intensive Outpatient
Joy Ballenger	Red Cross of Etowah County
Lisa Salter	Alacare
Gary Lewis	Community Action of Etowah County
Denise Williams	The Thirteenth Place

**Not present at meeting**

Scott Hassell	Etowah County Chief of Corrections
Anita Thompson	Alabama Sheriffs' Youth Ranches
Marie Franklin	Family Success Center

- II.      Reviewed program and curriculum and how it readies students for social services and human services work.
- III.     Student population:  
Discussed the population of students enrolled in the HUS curriculum this year.
- IV.     Discussed current work being done with the Department of Postsecondary Education regarding HUS curriculum. Curriculum Alignment and Restructuring
- V.      Review contact information for updates and corrections, changes made.
- VI.     Questions related to internships were approached and discussed
- VII.    Discussed upcoming possibilities related to certification and credit through AADAA for students taking alcohol and drug classes.
- VIII.   Discussed work being done toward accreditation for the HUS program. (CSHSE)
- IX.     Brainstormed ideas for more internship locations for students to choose from

Jim Floyd came for breakfast. Randall Bryant, Scott Young, and Jeff Gather joined us for a meeting in the shop at 8:30. We looked at and discussed our blueprint course and how we test our students. After looking at a number of tests, everyone felt we were going in the correct direction with print reading.

Mr. Bryant suggested we have our students do a little more squaring up on blocks on a manual milling machine. We need to have a specific project that tests students on squaring up parts.

Mr. Bryant and Mr. Young gave us some excellent ideas. Everyone liked the way the shop looked and thought the new Haas machines were great additions.

Mr. Bryant and Mr. Young felt we should do more training on metric threads. This should include cutting metric threads and reading metric prints. We should also use metric measuring instruments more. Mr. Young and Mr. Bryant gave us a formula that will help students cut a radius on a milling machine with a fly cutter.

We talked with Mr. Pat Cowart from Irondale Custom Machine Company. He has hired our students and currently has a student working for him that will graduate in May. Mr. Cowart feels our students would greatly benefit from exposure to Mazak machines. He said Wallace State has a Mazak and it helps with overall training for the students.

Four companies that have hired our students and are putting them on Mazaks Orchid in Arab, NSI in Glencoe, Tennessee Rand in Chattanooga, and Mr. Cowards' Shop.

Gadsden State Community College  
Machine Tool Technology Advisory Committee Meeting

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Minutes  
Ayers Campus  
April 4, 2014 - 7:30 AM

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**PRESENT**

Rhonda Wetzel  
Phillip Hendon

**INTRODUCTION**

Rhonda Wetzel, Industrial Tooling and Supply  
Phillip Hendon, Hendon Machine

**DISCUSSION**

Condition of machines and shop size

**RECOMMENDATIONS**

All members were in agreement that more room is needed so the machines can be spread out. All were surprised that we still were using machines that were purchased when the school opened, over 40 years ago. They want to see more new machines and enough room to use them.

**CLOSING**

The meeting adjourned at 10:00AM

Minutes Submitted by:  
Steve Caldwell

GADSDEN STATE COMMUNITY COLLEGE  
Marketing Management  
ADVISORY COMMITTEE MEETING

Minutes  
December 3, 2014

The Advisory Committee Meeting was held Wednesday, December 3, 2014 at 12:00 p.m. in Allen Hall. The luncheon meeting was followed by individual program craft advisory committee meetings in each respective area.

Marketing Management members present were, Mr. Harry McLendon, Mr. Sonny Paul, Michael Doyle, and Mr. John Faucett instructor for the Marketing Management program. After thanking members for coming, Mr. Faucett distributed a handout of the Marketing Management curriculum and a discussion of the courses and the needs of industry followed. Mr. Faucett noted that he and Ms. Waits were considering changing a few of the core courses and replace a few with possibly Business Communication, Income Tax or another Computer Science course. Further discussion continued about adding more classes to those already being taught online. It was noted that Mr. Faucett is currently in the process of applying for the rest of the core marketing classes to be taught online. The Board felt in general that this alternative would be good for the program.

Mr. Faucett then moved to a discussion of employment and the internship program. All were in agreement that this was an integral part of the formula for a successful program.

After this the committee discussed the particular subjects taken up in the individual classes. The committee was in agreement that the subject matter in the individual courses was pertinent to the jobs skills required for employment.

It was agreed by the committee members that the Marketing Management program is adequately serving the needs of the college's service area.

Everyone was thanked again by Mr. Faucett and the meeting was adjourned.

Respectfully Submitted,  
John Faucett  
Marketing Management Program Coordinator



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: 2014 April

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The St. Clair Masonry Department held meetings and talked to craft committee members through numerous phone calls in April 2014.

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.

During the month of April 2014, the Masonry Advisory Craft Committee was able to offer advice through telephone calls and meetings held outside St. Clair County Correctional Facility. The meeting was unable to be held in the masonry department at St. Clair due to some inmates recently being diagnosed with Tuberculosis. 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, Terry Snow of Jenkins Brick Corp., and Andrew Clay of Fire Rock in Birmingham, AL were able to offer valuable information to the Masonry Department at St. Clair as a result of these phone calls and meetings.

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 reported an increased need for skilled workers in the masonry field. There are a large number of masonry projects coming up in the near future, according to the committee members. The committee members, after being told about the purchase of the new masonry saw, agreed that the new commercial table saw was a needed addition to the masonry department, and was a worthwhile purchase.

The meeting was adjourned and we tentatively scheduled the next meeting for spring 2014 or early summer 2014.

Masonry Instructor GSCC,



Chad Spurlin



Gadsden State Community College  
Health Sciences Division

**Committee:** Massage Therapy Advisory Committee

**Date:** May 29, 2014

**Place:** Conference Room, Helderman Hall

**Meeting called to order:** 10 am

**Members Present:** Laura Nelson (C), Linda Ables, Jay Beggs, Bobby Bruce, Dr. Kristin Hale, Connie Meloun, Josh Olander, Brian Snell Gundrun Van Dyke, Jason Wilson, Terri Rinehart (Secretary)

Topic	Discussion	Decision/Action	Responsible Party
Call to Order	Program Director Laura Nelson called the session to order.	Attendees introduced themselves & shared brief biographies.	Laura Nelson
Program Mission Statement	The mission statement was reviewed. The goals & practices were examined as well as the standards students are expected to comply with.	The textbooks used were available for review. We do foresee the increased use of E-books in the future, which will be more cost-effective for students.	Laura Nelson, Josh Olander
Program Effectiveness	The program completion rate rose from 75.5% in 2012 to 76.47% in 2013.  The licensing rate was 100% in both 2012 & 2013.  The 2012 employment rate of 56% increased to 77.27% in 2013.		Massage Faculty

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Responsible Party</b>
Current Enrollment	Number of Graduates: Fall 2013 was 6. Spring 2014 was 7. Summer- Anticipate 8 graduates.	Few students applied for summer classes. Their applications will be held over & considered for Fall 2014 admissions.	Massage Admissions Committee
<b>Old Business:</b> State Standards	An explanation of the state's standards for licensing was given. Our state recognizes 2 licensing exams: the MBLEx the Federation of State Massage Therapy Boards) & that of the NCBTMB (National Certification Board of Therapeutic Massage & Bodywork). We prepare students for both exams.		Laura Nelson
<b>New Business:</b> COMTA	At the last meeting there was discussion regarding our application for accreditation through COMTA (Commission on Massage Therapy Accreditation). The process has been completed & we are now fully accredited.	There were some areas COMTA wants us to work on. That process has begun. Connie Meloun will be attending a meeting Friday regarding one item. A report will be submitted to COMTA next month outlining our progress.	Connie Meloun, Laura Nelson, Josh Olander
	Information on E-Lap (the Entry-Level Analysis Project) was distributed. The primary objective is to standardize the knowledge, skills, & minimum number of hours of instruction needed to adequately prepare students for practice in the field.		Laura Nelson

Topic	Discussion	Decision/Action	Responsible Party
Student Organization	A page for this group is maintained by Laura Nelson, who also uses it to notify graduates of jobs available in the area, etc.	The web address was provided to the attendees.	Laura Nelson
Branding	<p>Ideas were discussed on how to raise the program's profile in the community. Funds for ads &amp; radio spots are not available. We rely on recruitment &amp; participation at events to attract students.</p> <p>Is there a possibility of connecting with some of the higher-end physicians regarding massage being offered at their practices, or perhaps Home Health?</p>	<p>Students &amp; graduates can set up at Back Forty Brewery during 1<sup>st</sup> Friday &amp; give chair massages, pass out cards, etc. to advertise.</p> <p>These options will be researched. Data to support the success rate of massage treatment should make these professionals more inclined to agree to this.</p>	Laura Nelson  Message Faculty
Employment Projections	Progressive companies, such as Honda in Lincoln, have begun adding massage therapists to their staffs to improve productivity & employee morale.	Business leaders need to be educated as to the benefits their employees can gain from massage. Studies exist to prove this & need to shared with these leaders.	Message Faculty
What The Committee Can Do To Help	Student sponsorships in the form of scholarships or partnerships would be appreciated. They could also assist with writing grants to secure additional funding.	Possible sources of grant funding could include massage equipment manufacturers.	Under Consideration
Adjournment	With no further business to conclude, the committee disbanded shortly before noon.	Those attendees not employed by the college were treated to massages by current students.	Laura Nelson

Respectfully submitted this 3<sup>rd</sup> day of June, 2014,

*Torri Pinchart*

Recording Secretary

*Attachments:*

*Sign-in sheet*

*Agenda*

*COMTA letter of April 7, 2014*

*E-Lap brochure*

*Sample of evaluation survey to be emailed to Attendees*

**Gadsden State Community College**  
**Mechanical Design Technology**  
**Advisory Committee Meeting Minutes**

April 10, 2014

8:30am – 10:00am

**Chair:** James Wilson

**Agenda Items:**

- Introduction
- New 3-D Printer
- Student Enrollment & Dual Enrollment
- Alabama SkillsUSA Conference
- Closing

**Members Present:** Christy Hopper, Neil Parker, Hollie Mulkey, Lisa Bruce,

**Members Absent:** Chuck Williams, Zac Megois

**Minutes**

**Agenda Item: Member introductions**

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

**Action:** None

**Conclusion:** None

**3-D Printer - 3-D Printer Lab**

**Discussion:** With the addition of the new 3-D printer 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. The new 3-D printer is the first stage of this plan. New construction of a 3-d printer Lab will hopefully be completed within the next year if funding is available.

**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:** Continued to keep committee updated on 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 due to Dual Enrollment

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. There has been a interest in dual enrollment across the Gadsden State service area for all 5 counties

**Conclusion:** Committee members were impressed that we had expanded CAD training into 14 high schools where class are taught by Gadsden State instructors and students receive college credit and high school credit toward graduation.

**Action:** None

**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, 2014.

**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 2014 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  
NURSING ASSISTANT  
ADVISORY COMMITTEE  
MEETING MINUTES  
MAY 6, 2014**

**I. WELCOME/OPENING REMARKS**

Ms. Haynes welcomed and thanked everyone for their commitment and service to the College and its Nursing Assistant Program. Mrs. Haynes, facilitated the meeting and Pam Talley acted as recording secretary.

**II. APPROVAL OF AGENDA**

Ms. Haynes referred members to Agenda which was approved for discussion.

**ACTION:       Agenda was approved as circulated.**

**III. COMMITTEE MEMBERS PRESENT:**

Ms. Ann Haynes	- Nursing Assistant Program Director
Ms. Kelly Bullock, RN	- Unit Manager GRMC, Unit 7 South
Ms. Jessica Bly, Nursing Assistant Student	
Ms. Kimberly Campbell	- Title III, Director Valley Street Campus
Mr. Charlie Walker	- Alabama Heart Clinic
Ms. Courtney Marble	

**STAFF PRESENT:**

Melissa Watson	- Instructor, Nursing Assistant Program
Pam Talley	- Advisor and Recording Secretary

**IV. OLD BUSINESS:**

- Minutes of 2013 were reviewed and approved.

**V. NEW BUSINESS**

- Ms. Melissa Watson, RN was introduced as the new full time Instructor.
- More incoming inquiries regarding job opportunities are being presented.
- Updated course descriptions were discussed for the upcoming Fall 2014 semester.
- The twenty two (22) skills list was discussed with none being deleted.
- Curriculum change was approved.

**VI. ADJOURNMENT**

There being no further business or discussion the meeting was adjourned.

Respectfully Submitted,

Ann Haynes, RN, Program Director  
Nursing Assistant Program



Gadsden State Community College  
Nursing Education Program

**Committee:** Nursing Advisory Committee

**Date:** May 7, 2014

**Place:** Helderman Hall, Room 205

**Meeting called to order:** 11:10 am

**Members Present:**

Dr. Susan Tucker (C), Staci Coffey, Jon Costa (Council on Aging for Etowah County), Leigh Ann Ford, Luanne Hayes (Gadsden State Cherokee), Sandra Lee (Riverview Regional Medical Center), Gertie Lowe (Community Activist), Connie Meloun, Cindy Mullinax, Tim Pesnell (Gadsden Regional Medical Center), Amelia Wofford (Quality of Life), & Terri Rinehart (Recording Secretary)

Topic	Discussion	Decision/Action	Responsible Party
Call to Order	<p>The meeting began with a greeting from Dr. Tucker. Members shared updates on their lives &amp; activities.</p> <p>Our Assistant Dean spoke briefly on the importance of the Advisory Committee &amp; the role it plays in helping guide the program.</p> <p>Our facilities &amp; equipment are available to our members for training purposes if they wish.</p>	<p>Contact Dr. Tucker to schedule training opportunities.</p>	<p>Connie Meloun</p> <p>Dr. Susan Tucker</p>
<b>Old Business:</b> Past Minutes	<p>The minutes of May 9, 2013 were reviewed. Connie Meloun moved to accept as written; Tim Pesnell seconded.</p>	<p>The motion carried without opposition. The minutes will be filed.</p>	<p>Terri Rinehart</p>

Topic	Discussion	Decision/Action	Responsible Party
<p><b>New Business:</b> Program Update</p>	<p>Statistics for the past year were presented along with the recent NCLEX pass rates. Changes to the NCLEX test plan have resulted in slightly lowered pass rates nationwide.</p>		Dr. Susan Tucker
	<p>Last fall the RN program sought &amp; received reaccreditation.</p>	<p>The next site visit will be in Fall 2021.</p>	Dr. Susan Tucker
	<p>The Student Nurses Association has been very busy, most recently sending a group to the national convention in Nashville. Students will be participating in the upcoming Elder Abuse Awareness Day Summit.</p>	<p>SNA would like to take part in the activities of our members' employers as well. Please contact Cindy Mullinax if there is something we can help with.</p>	Cindy Mullinax, SNA Advisor
	<p>Status updates were provided on previous program goals including technology &amp; equipment acquired through the use of grant funding awarded 2013-2014.</p>		Connie Meloun
	<p>Goals &amp; priorities for the 2014-2015 school year were discussed.</p>		Dr. Susan Tucker
	<p>Information was given on Title III funding &amp; its many benefits to the LPN program at Valley Street including on-site counseling &amp; equipment purchases.</p>	<p>Continued emphasis on remediation should improve pass rates. Students have asked for videos they can take home &amp; watch in addition to assignments given for remediation.</p>	Leigh Ann Ford

Topic	Discussion	Decision/Action	Responsible Party
Roundtable Topics	<p>Opinions were sought as to areas of instruction we could improve upon:</p> <p>Electronic charting- The technology is still new so student exposure in the clinical setting is minimal if permitted at all.</p> <p>Computerized medication systems- Again, still somewhat new technology that hospitals are skeptical of letting students use.</p> <p>Training on the proper use of hospital beds, IV pumps, defibrillators, &amp; other equipment</p> <p>Obstetrics training- We're awaiting delivery of 2 birthing simulators but still need more situational training.</p>	<p>The grant funding for this purpose has been spent. Use of electronic charting for instructional purposes will now be done at the students' expense.</p> <p>This is a must-have skill in the job market. We must find a way to offer this training to our students.</p> <p>Tim Pesnell of GRMC can arrange a CareVision tutorial for our students. We'll look into buying a defibrillator &amp; more modern IV pumps.</p> <p>Since exposure to obstetrics experience is limited in our region, we'll look into setting up as realistic an environment as possible in-house.</p>	<p>Gadsden State Nursing Faculty</p> <p>Dr. Susan Tucker</p> <p>Dr. Susan Tucker</p> <p>Dr. Susan Tucker</p>
Program Needs	<p>We are in need of birthing beds &amp; motorized hospital beds to help with items noted above.</p>	<p>If you have these items to donate please contact Dr. Susan Tucker.</p>	<p>Dr. Susan Tucker</p>

Topic	Discussion	Decision/Action	Responsible Party
Adjournment		With no further business to discuss, the group broke for lunch around 1 pm & continued informal discussion of the topics above.	Dr. Susan Tucker

Respectfully submitted this 15<sup>th</sup> day of May, 2014,

*Teri Rinchart*

Recording Secretary

*Attachments:*

*Agenda  
Sign-in sheet  
Scholarship Information  
SNA Report 2013-2014  
Title III information for Valley Street LPN Program  
Flier for World Elder Abuse Awareness Day  
Statistics, Facts, & Survey Results  
List of Clinical Affiliates*

**Gadsden State Community College**  
**Office Administration Advisory Committee Meeting**

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Minutes  
Ayers Campus  
April 4, 2014 – 7:30 AM

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**PRESENT**

Advisory Council Members Present: Glenda Copeland, Farley Fink, Deborah Howard, Kristy Mosley, Fay Scott, Larrhea Sims and Angie Waits.

The following were not present: Amber Adcock; Donna Crew, Director HIM, Anniston Regional Medical Center; Jessica Dean, Student; Lucretia Lambert; Katrina Herring, Gadsden Career Center; Vickie Gill, ENM, PC; Tina Roberts, Roberts Attorney at Law; Stella Voss, Director of HIM, Stringfellow Hospital; Cynthia Watts, Alabama Career Center; Jennifer Williamon, Northeast Alabama Entrepreneurial Center.

**INTRODUCTION**

1. Purpose of Advisory Council
  - a. Contribute your expertise and thinking to the current and future work of GSCC Office Administration program

**DISCUSSION**

1. Textbooks
  - a. Samples Displayed
  - b. Current Issue with Medical Coding is whether to use ICD-9 or ICD-10 coding book for diagnoses. AAPC states that the CPC will test on ICD-9 through 2014 for sure; however, since Monday's ruling to delay the start of the ICD-10 codes, AAPC will decide when they will test on ICD-10.
  - c. Keyboarding and Word Processing textbooks are being changed to match the new 2013 Microsoft Office software that will be added to the computers this summer.

Students touch all software packages through the microcomputer application class; however, they get comprehensive experience in Word in the office Administration classes.
  - d. Legal textbook and transcription tapes.
2. Describe classes and content of classes being offered.

- a. Transcription and medical transcription have added more proofing to prepare the medical students for proofing medical documents entered through speech recognition software.
  - b. Health Information Management and Medical Coding classes incorporate online portions that require student to enter and/or search for codes and enter data.
  - c. Word processing and keyboarding classes will be using the 2013 software by fall keying or editing a variety of business documents.
  - d. Office Procedures class acts as a summary to many of the other OAD classes reviewing software, financial documents, electronic documents, and office skills that any administrative assistant should be ready to use.
  - e. Medical and Transcription & Coding tracks have been combined into one track with a new name Health Information Specialist and hope to have this in place by fall 2014.
  - f. Many of the OAD classes are now fully online.
3. Discuss industry needs and how our students can be better prepared.
    - a. What do we need to do to assure that our students can get both coding and both transcription classes and take the certification test if they are WIA students?
    - b. If you were hiring our students, what would you want them to have or be able to do?
  4. Discuss equipment needs.
    - a. What software is being used that we need to add?

#### RECOMMENDATIONS

1. Kristy Mosley recommended that we teach a class on Excel in all Office Administration tracks. She indicated that employers requesting help through her staffing company ask for Excel and will not consider the person without.
2. Deborah Howard recommended that instructors include information on and how to ethically use social networking.
3. Kristy Mosley recommended students use [Alabamajoblink.org](http://Alabamajoblink.org).

#### CLOSING

The meeting adjourned at 9:05 a.m.

Minutes Submitted by:  
Glenda Copeland

Gadsden State Community College  
Paralegal Advisory Board Meeting

Wednesday, December 3, 2014

12:00 noon

Board Members and Guests Present:

Lynne Smith Bell	Jeff Montgomery
Walt Buttram	Judge Allen Millican
Shirley Colvin	Vincent Nelan
Patrick Dennis	Sheryl Riley
Jane Floyd	Dana Snyder
Chris Griffith	Jeremy Taylor
Elizabeth Howard	Angie Waits
Dr. Martha Lavender	Scott Waldrup
Carrie McClendon	

ANGIE WAITS: We'll go ahead and get started. I appreciate everyone being here. As you know, we are meeting today for the paralegal advisory board and the marketing management advisory board. The paralegal board has to meet twice a year, marketing management only once a year, so we always bring in marketing management to meet usually in the fall semester. So we thank all of y'all for being here.

I'll introduce a few people and let y'all introduce yourselves, and then we'll divide up, and marketing management will leave and go to a different room, and paralegal will stay in here for their meeting. But I appreciate everyone being here.

I think everybody knows me because most of you have been on the board a long time. My name is Angie Waits, and I'm the chair of the business division. I think I know everybody in here.

I do have a few people to introduce. John Faucett is over our marketing management program. He's been here a long time, 20 something years, and does a great job with our program and teaches a lot of different classes. That program has a lot of classes, so every semester he has a lot of different classes.

Then we have Elizabeth Howard. She is coordinator of our paralegal program. She has been filling in for

the past year and has done an excellent job. She came last January. She had been an adjunct instructor here a long time, came in January, and then we had accreditation site visit in February. So pretty amazing to start one month and the next month you have all that dumped on you. She did an excellent job, and she's going to talk more about that when we divide up. She did an excellent job.

And a couple of interesting things about her. She interned for Ted Kennedy, and she also worked with the president of the NRA, so she has been on both sides. She's been on the right and the left. But a lot of good experience she's had over the years and dealt with a lot of people from Washington to Birmingham, Alabama, so some interesting stories she has.

I would also like to introduce our interim president Dr. Martha Lavender and thank her for being here today, and I think she's going to say just a few words to you.

DR. LAVENDER: Well, my cousin Chris Griffith said, "Have you got your speech ready?" And I said no, but I am going to talk. Welcome to Gadsden State. We're so glad to have you here. We appreciate what you do for our college and ultimately for our students.

that. But the most important thing that we all have at our heart is working with our students and meeting their needs.

Young people, people with a second career come through these doors, and they're asking us to help them reshape and reface their lives and to do something new and interesting that contributes to their own livelihood and builds a strong foundation for our community, and that's what we want.

Your work here on the advisory boards helps keep us to task with what's going on in the real world. So your work as an advisory counsel means so much to us, and I want to thank you for that. Thank you for being here. Thank you, Angie, for what you do putting all of this together. I enjoyed that lunch. Thank you very much. It's a pleasure to be here, and I look forward to working with all of you.

ANGIE WAITS: And a lot of us would love for Dr. Lavender just to stay here. We may not let her leave, if she so chooses, but we would love for her to stay. And I'll tell you this. I have found, and maybe it's an old saying, but I think the most important quality of a leader is that they serve people. They're a servant at heart, and I think Dr. Lavender is.

There's a lot of people that give lip service to

students, but she really does care about the student, and I believe her policies will be very student oriented and student friendly. A lot of people say that, but their policies don't reflect it, and I think Dr. Lavender's very different.

She went to Gadsden State, she's been an instructor and professor at JSU, she's been over the nursing program at JSU. She was over our Cherokee campus, over the health sciences here. She has a long resume. I could not go through everything. On all kinds of boards not only statewide but nationwide. I mean, pages and pages of a resume.

So she's knowledgeable, smart, and we would love to keep her. If they would let the faculty and the staff at Gadsden State vote, we would get to keep her. It doesn't work that way. I'm not just saying that because she's in the room. Other people that know me know I've said this when she wasn't here.

Another great person is our interim dean of instruction and that's Shirley Colvin, and she has filled in since January of last year. We have an interim president and interim dean, and our vice president is on loan to another school, so we've got a lot of things going on at Gadsden State.

But I think what is phenomenal about Gadsden State

is even with three different presidents in the past year, even with an interim dean, even with a vice president on loan somewhere else, our college keeps chugging along and helping students. The instructors, the faculty, the staff, financial aid, admissions, records, those people are to be commended. They're here for their students. They're just here for the students, and that's the bottom line.

Shirley, would you like to say a couple of words?

DR. COLVIN: I would just like to thank all of you for coming today. We appreciate all of your help. Here at Gadsden State, as Angie and Dr. Lavender said, we're a team. We work well together, and we really appreciate all that you all do for us and thank you.

ANGIE WAITS: Shirley's done great as interim, and we would vote to keep her too, but she won't take it. She said, "No, I will not take it." But she's done a fantastic job and is great to work with.

I'm going to let each of y'all introduce yourself really quick. John, if you'll take your marketing people after that, and Beth will take over the paralegal meeting. We'll just start right here.

JEFF MONTGOMERY: Jeff Montgomery, and

I'm a local attorney.

MICHAEL DOYLE: I'm Michael Doyle, and I'm in Mr. Faucett's class.

SONNY PAUL: Sonny Paul, and I work for Johnson's in supervision.

JUDGE MILLICAN: Allen Millican. I'm the circuit judge.

MISTY LEDBETTER: Misty Sosebee Ledbetter. I'm the Economic Empowerment director.

JANE FLOYD: Jane Floyd, an attorney.

SCOTT WALDRUP: Scott Waldrup, attorney.

LYNNE BELL: I'm Lynne Bell. I'm a legal assistant for Emily Mills.

ANGIE WAITS: And let me tell you she has been on the board since maybe the '80s.

LYNNE BELL: '85.

ANGIE WAITS: Since '85 she's been on our board. So a lot of years of service. She's always at the meetings, always has valuable input. She's about to move to Georgia. If I had known that, we would have given a plaque or something. And Shirley, we know.

DANA SNYDER: Dana Snyder, paralegal, City of Gadsden.

VINCENT NELAN: Vincent Nelan, attorney.

JUDGE TAYLOR: Jeremy Taylor. I'm the circuit judge in Cherokee and Dekalb Counties.

SHERYL RILEY: Sheryl Riley, paralegal in Birmingham.

CARRIE MCCLENDON: Carrie McClendon, Metro Bank.

PATRICK DENNIS: Patrick Dennis, paralegal student.

CHRIS GRIFFITH: Chris Griffith. I'm a local attorney.

ANGIE WAITS: Okay. I would like to thank Abby Estes. She is a student here at Gadsden State in our court reporting department, and she's doing the minutes for the meeting, so we've integrated. It gives the students an opportunity to do something in real life that's similar to court reporting, and we appreciate her.

Okay. Now, John, if you'll take your guys and go to your room. Beth, you can take over the paralegal meeting.

BETH HOWARD: Y'all can still see, I hope. I don't want to put you in the dark completely.

As Angie mentioned, we had the ABA come in February. They come every seven years and check us out and make sure that we are meeting their requirements to

remain an ABA approved program, and they were very pleased with us. I took a quote here from their summary report, and they were very happy with what they saw.

The site visit team was made up of two ladies. One was from the University of Cincinnati, and she has been over the paralegal program there for 28 years. The other one was the manager of paralegals at a large law firm in Washington, DC. So it was very flattering that they were pleased with what they saw.

Now, they did have a few suggestions for us on how we can improve. We had no compliance issues, which was a wonderful thing. That was awesome. But they did have a few suggestions on how we can improve, and we are working towards correcting -- well, not correcting but taking their suggestions and working towards improving.

The first suggestion was that we need to have a full-time paralegal coordinator in place by the end of the academic year. That's my position. I understand the college is working on that at this very moment. We're hoping by the end of the semester there will be a permanent person in place.

The next suggestion was that we monitor the composition of the advisory board and make sure it

meets the ABA guidelines. That's y'all. When they came through here, they were concerned that there was not a paralegal from the public sector. We had some for the private, but we didn't have a public.

So fortunately, I was able to talk Dana Snyder to come on board, and I'm so glad you're here today. She works for the City of Gadsden as their paralegal. Are you working with Lee Roberts?

DANA SNYDER: Yes.

BETH HOWARD: That's a strong team over there. So we have worked to try to improve the composition of the board to make sure that it complies with the guidelines, and from time to time, we'll e-mail you and just be sure you still want to remain on there. If you ever need to come off the board, please let us know. We need to keep that composition according to the ABA guidelines.

The third suggestion was that we try to recruit and retain a diverse faculty. We haven't really had much of an opportunity to do this because for so long the paralegal program coordinator taught all the classes. The ABA encouraged us to bring some adjunct faculty on board for the specialty classes, and fortunately, I was able to do that this semester.

We have Mr. Scott Waldrup back there. He was very

modest about what he does. He also teaches here. He teaches our real estate class to paralegals. And then Ms. Jane Floyd who teaches -- who has specialized over 20 years in the domestic area.

They've been in their areas for over 20 years, and she teaches domestic and family law to paralegals. So I was really excited we could bring them in and let them talk about their specialty and teach our students what they need to know to specialize in that field.

We are looking at who we will have next semester, and so I'm hoping that there's some opportunities to diversify our faculty a little bit as time goes by.

The fourth suggestion was that we monitor the internships to ensure the internships should provide students relevant skills and competencies. In the past, we had some situations where the paralegal students were just answering the phone at the firms they were interning with, and that's not going to teach them the skills they need to know.

So what we did this semester, and started it last semester too, was to have them submit weekly reports describing what they were doing in the office so if they got in a situation where they weren't being given opportunities, I would call over there and say hey, what's going on? Or if it wasn't a good situation,

they would consider going to a different place.

Fortunately, we haven't had that the last two semesters. Everybody has been very pleased. We did have one situation where the attorney had some family situations, so she wasn't going to be at work with the student to do an internship, but we were able to quickly find another place for her to work.

But in any case, so far the weekly reports seem to be ensuring that they're being given those opportunities to use their skills.

The fifth suggestion was that we hold meetings of the paralegal faculty including full time, adjuncts, and should consider incorporating professional development activities for the purpose of providing opportunities for all faculty members to develop effectiveness as teachers.

This year we've met twice. I've met twice with Scott and Jane, and we're hoping that maybe in the upcoming semesters on convocation day that our adjuncts get involved in some of those professional activities that are offered.

The sixth suggestion was that we monitor all promotional materials to verify that they contain a segment saying students cannot provide paralegal services to the public except as permitted by law. We

have put something on our brochure and on our website putting that statement in that they may not provide legal services. So that's been taken care of there.

The final suggestion was that we ensure that all library resources are up to date. We are working with the library to make sure the Alabama Code and Digests and the Southern Reporters are over there. I want to make that known to the Etowah County Bar Association.

We still have some attorneys that don't like to get online and do research. I still like the books. Some people still like books. Does the courthouse have any books anymore?

JUDGE MILLICAN: We've got a few.

BETH HOWARD: I would like to build our relationship with the Etowah County Bar Association. I want to work together. I want them to know we've got the books over here. Sometimes some folks just want to look at the books, and so that's one thing that I really want to make sure gets done is that the library keeps that updated, the Code and Digest and Southern Reports, so that folks can come in here and do research with the books if they want.

So that was some of the suggestions that the ABA had regarding our program, and as we said, we're working on that. They reapproved us, and we're moving

forward. I want to tell you a little bit about what we're doing right now as far as what we're offering.

Both during the fall and the spring, we offer intro class to basic paralegal studies that has legal terminology. Then we have a basic legal research and writing class, and then we offer the internship each semester.

During the fall, we offer domestic law. We also offer introduction to real property law, and we offer civil law and procedures. These are all on the same days so that the advanced level students can come in and just be here Tuesdays and Thursdays. We start at 8:00 o'clock with domestic law, we have introduction to real property, 9:30, and then civil law procedures at 11:00 o'clock.

Since we are in the fall semester, I want my two adjuncts to just take a moment to talk about some of the assignments they've given out so you hear about what we're teaching our paralegals to do. Scott, if you would like to talk about what you're doing in real estate.

SCOTT WALDRUP: Sure. The main thing is I'm trying to stress to these folks the real world and what they can do and not do to keep their attorney from being sued. The little things that can really get you

in trouble. So I've had them preparing deeds, all the different types, executor, trustees, corporations, limited liability companies, to make sure they get the wording right.

I've sent them to the judge probate's office to do a title exam. So they have an idea when they're doing it themselves and they say this is the problem here, we have some idea of what they're talking about.

Also stressing title insurance and what they have to do to keep title insurance. It's not as much the law sometimes as what your title insurance company says. I've been really pleased with the progress on it. Some of the metes and bounds descriptions still have them puzzled, but that's okay. That's not unusual. Thank you.

JANE FLOYD: All right. In the family law, of course, we've discussed all aspects of family law. We've done marriage, divorces, annulments, child custody, child support. They have prepared a complaint for a divorce. They have done child support guideline forms, which sort of throws them for a loop. I give them the numbers, and they have to calculate the child support.

We have done -- I had given each one of them a case to look up and report to the class, and the case

had to do with either alimony or child support or custody, and so they looked up those cases and gave oral reports to the class.

BETH HOWARD: On the civil law and procedures class, that's the class that I teach, but I know y'all are getting real tired of hearing me talk, so I'm going to let Mr. Dennis tell you a little about what we've done in that class.

PATRICK DENNIS: In civil law and procedures class, we've done quite a number of documents. I'll just pass a few of them around. This is liable product from the assignments that we've had to do. We've done interrogatories, we've drafted up a complaint for a tort injury, basically a dog bite.

We've done a request for production of evidence. We've had to put together motions to propel. We had to do deposition digests. We had to put those together, and we also did a pro ami settlement, drafted a pro ami settlement.

So we've had a lot of hands-on assignments in which we had to draft the documents ourselves based upon little to no guidance and based upon an information sheet with information provided to us.

So these classes here have been very challenging classes. I think one of the things that made them more

challenging were the subject matter experts. They provided us with very real world situations and information that's applicable to the real world outside the classroom.

BETH HOWARD: Mr. Patrick Dennis. I always call him Mr. Dennis or Mr. Patrick. He has a very good suggestion I really wish that we would strongly consider and that is moving civil law and procedures to the spring and putting wills, estates, and trusts in the fall.

I think civil and criminal should be taught at the same time. They sort of relate to each other in some ways insofar as you got a trial going on. And the wills, estates, and trusts, to me, relates to domestic law and real property because those things, of course, go into planning a will.

So also a requirement of the internship is that you have civil law and procedures class before you go into it. Most of our students start in the fall, and so if they're able to do this in the spring, then they can go ahead and consider doing their internship in the fall instead of having to wait a little longer to do their internship. So that was his idea, and I think that is a very good suggestion that he has.

PATRICK DENNIS: And just to add to it,

both of those classes being taught simultaneously, there's reinforcement of the processes and terminology used in both of those classes. It would be more reinforced. As it stands now, we have a summer break between that, and myself and most of these students over the summer, there's no legal classes to be taught, and you lose a lot of that. It's like learning it brand new again the next semester.

BETH HOWARD: Thank y'all for your description of the assignments. We try to give the paralegal students as many practical assignments as we can before they do their internship and before they go looking for a job.

When I was in law school, they didn't do this. When I got out to practice law, I didn't know what I was doing. It was scary. They don't teach you how to practice law. These students are better prepared than a lot of students coming out of law school. They have practical assignments. Sometimes we all give them some guidance, but we kind of put them in that situation to figure it out themselves. You'll have that a lot with attorneys.

So we kind of do that sometimes just to see how they react and then work with them to figure out what needs to get done and that they learn it's okay when

you don't know everything. I've been licensed to practice law for 22 years, and, gosh, I don't know half the stuff. You learn stuff as you go. And I don't mean to be saying that when I teach the classes, but all of us, and I'm sure the judges and lawyers, we all are always learning everything as we go along.

You can't possibly know everything. We're not walking encyclopedias, and that's okay. You can figure out where to look and what to do to get it taken care of. That's the main thing.

The other thing is what's going on with our enrollment and our graduates. The last two years we've had approximately 85 to 90 students enrolled in the program. This year we expect that we're going to have 15 to 20 graduates for our academic year.

Some of the things that we do when we are in the program besides teaching the classes is we take the students over to the Etowah County Courthouse. We've taken the students over there to let them see the court proceedings. Judge Rhea has had a question and answer session both semesters with the students, and Judge Ogletree was able to talk to them last semester. As I told Judge Millican, every time we come to see him, the case that we come to see settles every time.

We've gone to visit with Probate Judge Bobby

Junkins to hear about what he does and all the things that the probate court handles, which is a ton of stuff, adoption, wills, that sort of thing.

We've taken the students into the records room where the deeds are kept, and the folks that work over there, Fred and Angela, have been very glad to help us. They sat students down on the computer and showed them where to find things, which has been a wonderful thing.

We've also had some guest speakers. We've had Brad Cornett and his partner Ed Howard come over here and talk about different subject areas. We've had Bobby Junkins come over and distribute some pamphlets about all the different topic areas the probate court handles.

We've had Mark McGriff who is now a law student and radio personality come over and talk to the students about transition from paralegal to law student. We have a lot of students that want to go on to law school from this program. So he's come over and talked to them about that.

And we had Mike Roberts come over and talk about the considerations in taking a case. What do you look at when somebody comes into your office and wants to file a claim against somebody? What are the things you take into consideration in deciding whether you're

going to take a case or not?

So we've had a very broad variety of speakers. We're very blessed these attorneys have come over and judges have come over and talked to us, and I'm just thrilled that everybody's been excited to work with us.

We looked at the last five years of our graduates just to kind of give you an idea of what's going on out there with them. When we followed up with them, this is the general trend for the last five years.

50 percent of them are employed in the legal field. That's a pretty good thing in this economy. If they're not in the legal field, there's a number of them that are pursuing another degree. As I said, there's a number that have gone on to law school.

Some of them are employed in another field, and then some of them are not seeking employment or are unemployed right now. But the 50 percent thing I think is a very good thing.

Just a little bit about our soon to be graduates. We've got ten graduates at the end of the fall semester. Three have been offered employment out of their internship. They haven't even graduated yet, and they're already working as paid paralegals in the places where they did their internship and that just -- I had ten people in their internship this semester.

One of them doesn't graduate this semester. Four out of my ten have gotten permanent employment out of their internship, and that makes me feel good. They feel like they know what they're doing and feel comfortable with them and are very excited about them and offered them full employment.

We also have three -- excuse me, two that are pursuing another degree. One of those is going back into the nursing program, and another one is pursuing a business degree. And the three -- the four that have not gotten a job in the legal field are looking for jobs in the legal field. And then one is simply not seeking employment.

So out of our ten soon to be graduates, it's looking pretty promising. We have three that are placed, four that are interviewing right now in the legal field, two pursuing another degree, and one not seeking employment.

So that makes me feel good that seven want to be in the legal field. In other words, they've enjoyed their stay here, they have gotten a lot out of the program, they like this field, and I think that's a very good thing. Does anybody have any questions about those numbers or things so far?

Just a few more things. We are always open to

suggestions about who might be a good addition to our adjunct faculty over here. We like to get ideas from y'all on that if you think there's somebody that could offer a lot in a certain field.

Our program has recently been evaluated in terms of the ABA coming through here, so we feel like we're doing a pretty good job. We also have student outcomes that we do at the end of each semester to see the students that have caught on to the objectives, and that's been pretty high.

So that's all I have to say. We look to y'all for any assistance in improving our program. We really need your input on what you think we can do to incorporate things into our program that reflects what's going on out there in the legal community.

One thing that I am trying to do, I should add, is technology. I'm trying to teach these students -- and I'm going to try to get some more folks in here -- how to use case management software. Using the billing software. That's a very important thing because we can't get away from technology.

I'm going to try to teach my civil procedures students in the upcoming semesters how to do an electronic trial notebook so they can do things on that. Judge, do a lot of people do PowerPoint?

JUDGE MILLICAN: They do. I use them some in jury charges from time to time if it's a real complicated case. But one of the things, and you have an excellent resource for, and that is everything that we do now in the system, through my end of it, it's Alacourt. Through the attorney, it's AlaFile.

And that lady right there, anytime I have -- and here's what happens. A lot of times people will file things with me, and they file it in such a way that I can't get at it. It doesn't come up in the proper queue on my motion queue, or they'll attach an order to their motions or pleadings, and I can't get to it to do my electronic signature to it.

And so we have to print out everything that they filed on paper and sign it manually and scan it back in the system. And as a general rule, I don't do that. I have my JA call that lawyer and say, "Hey, I'll be glad to do this as soon as you file it in the right format." And they say, "We don't know how to it." I say, "Call Ms. Floyd. She will show you how this needs to be done."

Because seriously, Jane never gets it wrong. She knows exactly what this thing is. I've seen her teaching the domestic. If y'all could incorporate in this some way the filing aspect of it because the pro

ami that you did, it comes to me by e-file.

I have to appoint a guardian ad litem for the child. I have to have a proposed order. I don't like to sit down and draft them. I like them where I can just fill in the blanks and move on to the next thing, and all that comes by way of the Alacourt system, and if they have no idea how to utilize that system, then they'll give it to their boss for him to do? No. Somebody will have to teach it to them at some point in time.

There is no more paper filing. If you're a pro se individual, the clerk will accommodate you, but if you're a lawyer? There's a lawsuit right now pending over that aspect of it. If you file something on paper, they're supposed to report you to the Bar. So we don't take paper filings anymore. We do from pro se folks, and there is actually a pending lawsuit over that.

So that would be one of the things that I would suggest, if you can incorporate the electronic aspect of it along with technology that you're talking about. There's you a teacher that you've already got that knows exactly. And the lawyers actually have to pay to for AlaFile?

JANE FLOYD: Yes.

JUDGE MILLICAN: So you could actually get the system here on your computer the same way that she would get it at her office and be able to throw it up on the screen and show them exactly how it works. It makes a world of difference. Especially if you're going in to intern for somebody and you know how to work the system.

One other thing that I would suggest and I'm not exactly sure how you would do it. You would have to go through AOC because there's a requirement that we have dealing with confidentiality and other things for them to intern in the court system, but we are always shorthanded. Trust me.

I've got several legal issues that I would like to say go research this for me. What they teach us in law school is how to find it, not how to remember it. So from a law clerk's standpoint to have somebody interning with us that we could get them to go do some research and do some different areas, the courts are there, and I'm sure that the other judges would be more than happy to have some help in those areas, but you got to clear that through AOC.

AOC's got some forms and some other things. You have to satisfy them. If I wanted to have an intern now, if somebody from one of the schools called or

wanted to come, I would have to go through AOC and get the approval, but again that's something you may look at if you're looking to put folks out in the workforce.

BETH HOWARD: We'll try to put that in place next semester. That would be a very good idea.

MISTY LEDBETTER: Is there anything being taught about administrative hearings? Because paralegals can do those themselves, and I feel like that's something that we need to know at least a little bit about. Especially the local firms. They won't have that much time to teach you how to fill out the forms. You could go do it on your own.

BETH HOWARD: That's a very good point. That is something that we need to start doing because you're right, that is something that that's the one area that they can actually go into and represent a client on. So absolutely. We'll start trying to make that part of our -- probably something they should learn right off the bat in our intro to paralegal studies and incorporate it at some other point maybe in our civil procedures class somehow. Absolutely. I'm glad you brought that up.

MISTY LEDBETTER: I just wondered about that. There's a lot of administrative areas that a lot of the attorneys don't handle. I do that at Legal

Services, of course, but most of the private attorneys don't.

But you still have social security that a lot of them do. You're not going to deal with DHR that much for their administrative stuff, and you're not going to deal with Department of Labor too much, but there's a few attorneys that still do some of those unemployment cases. There's a lot of things you can learn.

BETH HOWARD: That's an area that we definitely need to work into our curriculum. Thank you for your suggestions too, Judge. Would you have any other suggestions on what we can do to prepare them for coming into the courtroom?

I always tell the paralegals be careful how you're dressed because some of those jurors sometimes make judgments based on the way people are dressed.

JUDGE MILLICAN: They do.

BETH HOWARD: I tell people don't wear your skirt too short because I know of lot of female lawyers who have gotten nailed by the juries, and they didn't win. The jurors say, well, we didn't like how short her skirt was. You have got to be careful.

JUDGE MILLICAN: The ideas you were talking about with the technology and the PowerPoint working for an attorney, demonstrative evidence is

strong. When you throw it up on a screen in front of a jury instead of just standing there talking to them about it, you can lay it out to where it can be very formidable in a courtroom setting.

We've got something as simple as the ELMO. Just knowing how to operate one of those things. I get so frustrated sometimes because they'll have a witness on the stand, and they'll be talking to them. We're talking about a bench trial. They're just showing them all these pictures, and they're talking about this, and I've got no idea what they're doing because they're not showing them to me.

I'm the one that's got to make the decision. They may come in later on as an exhibit, but after they've talked about them for 20 or 30 minutes and then hand me the pictures, I don't remember half of what they were asking about them. But we've got an ELMO that we set up in the middle of the courtroom, and you can throw that picture on there, and it puts it on the screen, and everyone can see it.

So just being familiar with different technology that you can use in the courtroom is very, very important. That machine is -- first one that the DA had is about the size of this table. The one that I use now is about the size of that notebook right there.

It does everything that that monster can do.

But being familiar with those instruments that you can use in the courtroom. The young lady that's doing the court reporting over there. We in my courtroom are one of three in the state, and we were one of the first ones. We have realtime in my courtroom which means that everything that she's doing right now would be coming up on a laptop in front of me, on a laptop on each one of the counsel's tables, and if I wanted to I could put it on the screen for the jury to follow.

So just the technological advances that's come along and that's happened, a class of what you're talking about could bring all those things under one umbrella and could really be beneficial to the attorneys that they're working for.

BETH HOWARD: You're absolutely right because in so many firms, the head partners are of the baby boomer generation and are not as comfortable with technology. I tell especially folks that are 20, 22, this technology thing, that's what they've grown up with. You can make yourself very marketable and quite an asset to a firm when you make it known you know how to handle this technology stuff because a lot of people aren't comfortable with it.

They can really sell themselves on it. That's

something that we can take advantage of over here, and we probably need to think about a class or some kind of way to incorporate it. It makes them more marketable. It really does.

Did anybody else have any other suggestions?

Well, Angie, I think that's all. Thank you, everybody.

**GADSDEN STATE COMMUNITY COLLEGE  
PUBLIC SAFETY TELECOMMUNICATIONS  
ADVISORY COMMITTEE MEETING MINUTES  
APRIL 24, 2014**

The Public Safety Telecommunications (PST) Program Advisory Committee met at the McClellan Campus of Gadsden State, Anniston, Alabama, April 24, 2013, at 8:30a.m. 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, and Mrs. Brenda Young.

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 5th. Mrs. Isom advised she has advised 20 students to date for the summer 2014 term for PST classes (does not count general education classes). Since summer begins early at JSU, several classes have already been canceled due to no enrollments.

Mrs. Isom prepared and sent this spring, a new survey for students. The response to the survey was 60% which was fantastic as compared to years past. There will be another amendment to this survey inquiring about living or working in a rural area.

Mrs. Isom plans on preparing and sending out a flyer to every state/local EMA and 9-1-1 affiliate in the United States this summer with the assistance of Ms. Sanders and Ms. Dettling. Beginning preparations have started to obtain addresses in which to send. This will be a cost-saving measure for recruitment since out-of-state monies are limited to reach potential students.

Mrs. Isom discussed there is one (1) graduate pending this summer 2014 term in the PST Program from Missouri.

Mrs. Isom discussed this spring's Program Review of the PST program. Ms. Isom stressed her concerns since she was not contacted to add data for the report. Either the person to review her program never reviewed it, or other data was inserted without discussion with Ms. Isom. Ms. Isom advised she will request to serve on that committee during the 2014-2015 school year.

The committee also reviewed the textbook committee minutes (see separate minutes).

Mrs. Isom discussed Tech Fees (computers/laptops) and Voc Tech Fees for this year. Discussion ensued with all members which included discussion about Unit Strategic Plans.

The meeting was adjourned at 9:30a.m.

Ms. Christina Dilges Isom, Recording Secretary

**Radiologic Technology Program Advisory Committee Meeting**  
**Gadsden State Community College**  
March 7, 2014

Members present:

Malisha Bullard	GSCC, RAD TECH Program President, 2 <sup>nd</sup> year class
Krystal Cochran	GSCC RAD TECH Program President, 1 <sup>st</sup> year class
Sharon Barnes	Community Member
Michelle Holderfield	Clinical Instructor, Gadsden Regional Medical Center
Megan Menefee	Clinical Instructor, Gadsden Regional Medical Center
Rami Anderson	Radiology Department Manager, Gadsden Regional Medical Center
Tammy Thompson	Clinical Instructor, Northeast Al Regional Medical Center (NEARMC)
Thomas Abernathy	Radiology Department Manager, Clinical Instructor, NEARMC
Judy Matthews	Clinical Instructor, Riverview Regional Medical Center
Carrie Ponder	Radiology Department Manager, RMC Jacksonville
Susan Howle	Clinical Instructor, RMC Jacksonville
April Ingram	Clinical Instructor, Stringfellow Memorial Hospital
Alicia Peace	Clinical Instructor, Dekalb Regional Medical Center
Sheila Suits	Clinical Instructor, Marshall Medical Center South
Connie Lang	Clinical Instructor, Marshall Medical Center South
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. Anniston Orthopaedic Associates is now a clinical site. Amy Clark and Kerry Howard are the clinical instructors at this site. Thomas Abernathy and Carrie Ponder were congratulated on their promotion to department directors. Michelle Holderfield was congratulated on her promotion to assistant department director.

**Program Mission Statement and Goals:** Members were provided with a copy of the Program's mission statement, goals, and student learning outcomes. The Program's mission statement, "To provide the health-care community with entry-level radiographers skilled in diagnostic imaging procedures" was presented and reaffirmed. Programs are required to assess a minimum of four areas; clinical competence, communication, professionalism, and critical thinking. Each goal has a minimum of three outcomes and members were asked to refer to their handout for review of each outcome.

**Assessment Committee Report:** The Assessment Committee met on 2-25-14 and reviewed the mission statement, four program goals, and program effectiveness data. The plan assessed the 2013 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." Tools used to assess the outcomes are general clinical evaluations, employer surveys, recheck evaluations, exit competencies, and lab evaluations. As in previous years the benchmarks for the outcome, students will be clinically competent, for summer and fall rechecks and exit competencies were not met. Faculty still believes these to be worthwhile tools and will continue to use them. The assessment committee discussed lowering the benchmark, "all students will score 85 or higher" to 80 but decided against it.

Another outcome, students will use gonadal shielding, was not met. Lab evaluations are used to assess this outcome in both the first and second semester. There is improvement from early to later in the same semester and improvement from the first to second semester. Although faculty stresses the importance of gonadal shielding in both the lab and clinical setting they are aware that the use of gonadal shielding is being modeled in the clinical setting. This assessment tool will continue to be used.

Employer surveys were distributed to those managers attending this meeting and other surveys were only recently mailed so results were not available to assess this goal.

**Goal # 2**, "Students will communicate effectively." Tools used to assess this goal are general clinical evaluations, communication evaluations for contrast exams in procedures lab, employer surveys, and a research paper. The outcome, students will communicate effectively in the lab setting, for the patient education section of the evaluation, was not met. This is the first time this assessment method was used and faculty will continue to monitor for a few more assessment cycles. The quality of communication section for this outcome was met.

The outcome to assess written communication, using a research paper, was not met. The lowest score was 80 and faculty added a project component to this assignment for the 2015 graduates.

**Goal # 3**, "Students will use critical thinking skills". Tools used to assess this goal are Exposure Principles course homework and lab assignments, Image Evaluation course film project, and evaluation of performance in a trauma scenario. An additional outcome, Students will be able to answer questions related to trauma situation, was used. Students completed a trauma plan assignment in the semester prior to participation in the trauma scenario the following semester. Even though the benchmark was not met faculty believe this is a worthwhile tool. It required students to critically assess a trauma situation by answering questions. The outcome, students will produce radiographic images under trauma conditions in the laboratory, was not met but students reported that the experience was worthwhile. The evaluation form has been updated for more accurate scoring.

**Goal # 4**, "Students will demonstrate professionalism" was discussed as related to each student learning outcome. Tools used to assess this goal are General Clinical Evaluations, assignment in Introduction to Radiography course concerning professional associations, submission of a five year plan and resume, and a project. The project is completed in the final semester and students will complete one of the three projects; develop a recruitment PowerPoint presentation for our Program, develop a video showing good and poor clinical practices, or participate in a mock interview. All benchmarks were met. Faculty is pleased and believes the tools used are beneficial for assessing this goal.

Faculty asked department managers if their personnel evaluations addressed professionalism and if so to please share any ideas which could be incorporated into the Program evaluations.

### **Program Effectiveness Data/2013 Graduates**

- ✓ **Program Completion Rate:** The JRCERT allows programs to set their own benchmark for their annual completion rate. GSCC's benchmark is 75% and it was not met for the 2013 graduates. 24 students were admitted fall, 2011 and 9 of the original 24 did not complete. 4 of the 9 were academic dismissals and 5 were voluntary withdrawal. (2 left because spouse was transferred out of state, 1 left to be a caregiver for a family member, 1 left for a different career, and 1 left for financial reasons.) This class had 1 readmit student and 1 transfer student for a total of 17 completers. This is a 71% completion rate.

There was considerable discussion concerning how to improve the Program completion rate. When a student leaves voluntarily for personal or financial reasons or simply decides this is not the correct career path, faculty is not sure how to correct this. Faculty reported that information presented at the mandatory applicant information session from various presenters (clinical instructors, assistant dean of health sciences, department manager, class officers, and radiologic technology faculty) stresses the rigors and time commitment of studying. Students are encouraged to make sure their financial house is in order, that they have the support of family members, and are aware they will work in a variety of settings to include surgery, the emergency room, and interact with very ill patients and their family members.

- ✓ **ARRT Results:** 17 out of 17 graduates took the ARRT exam within 6 months of graduation and all were successful on their first attempt. Faculty is very pleased and is working hard with the current students who are preparing to take the exam.
- ✓ **Employment Rate:** The JRCERT has changed the time period between graduation and when employment must be tracked. Previously it was 6 months post-graduation. It is now 12 months post-graduation. Currently, 10 months post-graduation, only 1 out of 17 graduates, of those actively seeking employment, have not found employment. This is a 94% employment rate. Faculty is pleased that with the current job market the graduate employment rate is still good.

### **Program Update:**

- ✓ **1<sup>st</sup> Year Students:** 24 students were admitted, Fall, 2013 and there are currently 21 students in this class. 1 student left for academic reasons at the end of the fall semester and two left voluntarily. (1 student left to care for a family member, and 1 student did not return at the beginning of spring semester. Faculty never heard from this student.)
- ✓ **2<sup>nd</sup> Year Students:** 24 students were admitted, Fall, 2012 and there are currently 17 students in this class. 5 students left for academic reasons and 2 left voluntarily. (Both students that left voluntarily wanted a different career.)

**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.

**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/Interim Report:** The Program was reviewed at the April, 2013 Board of Directors meeting and the eight year award was maintained. An on-site visit will be scheduled in three years.

**Request for Used Equipment:** The Program is still in need of a used C-arm. When 2014-2015 Unit Strategic Plans are developed later this semester Program faculty will request this equipment. Students would greatly benefit from practice with a C-arm prior to a surgery assignment.

**Admissions Update:** The applicant information session will be held on Thursday, June 12, 2014, 1:00 - 4:00 pm in Helderman Hall.

#### **New Business:**

**The Joint Commission:** Gina asked what each facility's policy was concerning students being present during a visit by TJC. Faculty believes it would be beneficial for students to experience an on-site visit by TJC. Most managers stated their administration does not want students on-site during a visit. They stated they are under enough pressure with their own employees and having students present would be even more stressful.

**Employer Surveys:** Surveys were distributed to managers who had hired a graduate in the past year.

**Clinical Instructor's Meeting:** The next CI meeting will be held on Tuesday, April 15<sup>th</sup> at 12:00 pm. The luncheon portion of the meeting is held at the GSCC fish pond area and the 1<sup>st</sup> year students provide lunch for the 2<sup>nd</sup> year students, clinical instructors, and Program faculty. All Committee members are invited to attend.

**Pinning Ceremony:** The Pinning Ceremony will be held on Monday, April 28<sup>th</sup> at Rainbow Presbyterian Church @ 6:00 pm. Jason Skipper, clinical instructor at Dekalb Regional Medical Center will deliver the pinning speech.

**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, 3-31-14*

**Gadsden State Community College**

**Radiologic Technology Program**

**Advisory Committee Meeting**

**March 7, 2014**

**Agenda**

**Lunch**

**Introductions**

**Review Program Mission Statement and Goals**

**Report from Assessment Committee**

**Program Effectiveness Data/2013 Graduates**

- ✓ Program Completion Rate 71%
- ✓ ARRT Results 100%
- ✓ Employment Rate 94%

**Program Update:**

- 1<sup>st</sup> and 2<sup>nd</sup> year enrollment statistics
  - 1<sup>st</sup> year class: 21 students
  - 2<sup>nd</sup> year class: 17 students
- Student Supervision and Repeat Policies

**Job Market**

**JRCERT Update: Interim Report**

**Request for Used Equipment**

**Admissions:**

- Applicant Information Session, June 12, 1:00 – 4:00 pm, Helderman Hall

**New Business:**

**TJC**

**Employer Surveys**

**Next Clinical Instructor's Meeting: April 17, 2014 @ 12:00 pm**

**Pinning Ceremony: Monday, April 28, 2014 @ 6:00 pm, Rainbow Presbyterian Church, Rainbow City**

Advisory Committee Meeting, March 7, 2014

Radiologic Technology Program Mission Statement:

*"To provide the health-care community with entry-level radiographers skilled in diagnostic imaging procedures."*

Radiologic Technology Program Goals and Outcomes:

**1. Students will competently and safely perform radiologic procedures.**

Students and graduates will provide quality patient care.

Students and graduates will be clinically competent.

Students will use gonadal shielding.

Graduates will maintain a safe work environment.

**2. Students will communicate effectively.**

Students and graduates will communicate effectively in the health care setting.

Students will communicate effectively in the laboratory setting.

Students will demonstrate effective written communication skills.

**3. Students will use critical thinking skills.**

Students will be adequately prepared to adjust technical factors to produce diagnostic images.

Students will evaluate radiographic quality and determine any corrections needed to produce a diagnostic image.

Students will answer questions related to trauma situations.

Students will produce radiographic images under trauma conditions in the lab.

**4. Students will demonstrate professionalism.**

Students will demonstrate professional development and growth in the clinical setting.

Students will investigate organizations associated with Radiologic Technology.

Students will develop a resume and five year plan.

Students will complete a project which demonstrates professional growth and development.

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

**Five-Year Average Credentialing Examination (American Registry of Radiologic Technologists)**  
Based on first attempt within 6 months of graduation

Year	Passing Percentage	Number of Students
2013	100%	17 of 17 students passed on 1 <sup>st</sup> attempt
2012	94%	17 of 18 students passed on 1 <sup>st</sup> attempt 1 student has not taken exam
2011	100%	15 of 15 students passed on 1 <sup>st</sup> attempt
2010	95%	21 of 22 students passed on 1 <sup>st</sup> attempt
2009	86%	19 of 22 students passed on 1 <sup>st</sup> attempt
<b>5 Year Average</b>	<b>95%</b>	

**Five Year Job Placement Rate**

Based upon those actively seeking employment within 12 months of graduation

Year	Job Placement Percentage	Number of Students
2013	94%	16 of 17 employed
2012	94%	15 of 19 employed
2011	87%	13 of 15 employed
2010	74%	16 of 22 employed
2009	80%	18 of 22 employed
<b>5 Year Average</b>	<b>82%</b>	

**Program Completion Rate**

Year	Completion Percentage	Number of Students
2013	71%	24 admitted / 17 completed 4 academic dismissals 5 voluntary withdrawals 1 readmission 1 transfer student
2012	76%	25 admitted / 19 completed 3 academic dismissals 7 voluntary withdrawals
2011	60%	25 admitted / 15 completed 2 academic dismissals 9 voluntary withdrawals 1 readmitted
2010	88%	25 admitted / 22 completed 3 academic dismissals 1 voluntary withdrawal 1 readmission
2009	88%	25 admitted / 22 completed 2 academic dismissals 2 voluntary withdrawals 1 readmission
<b>5 Year Average</b>	<b>77%</b>	

## **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."

**Radiologic Technology Program Advisory Committee Meeting**  
**Gadsden State Community College**  
**March 7, 2014**

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**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, 3-31-14*

REALTIME REPORTING  
PROGRAM ADVISORY COMMITTEE MEETING MINUTES  
Wednesday, April 2, 2013

The Realtime Reporting Advisory Committee met on April 2, 2014, at 7:30 a.m. in the Administration 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; **Honorable William Rhea**, Etowah County Circuit Court Judge; **Gloria Inman**, Official Court Reporter for Etowah County Circuit Court; **Morgan Pate**, Caption Colorado, closed captioner; **Tiffany Powell**, Caption Colorado, closed captioner and CART provider; **Jennifer Mayhall**, JSU, CART provider; and **Kara Scoggins**, freelance reporter; **Jamie Duckett**, Caption Colorado, closed captioner and freelance reporter.

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

Mrs. Robinson reported the upcoming changes to our program's curriculum of converting to one software, converting the 131 and 132 English class to be taught in one semester, and adding a WKT Lab class to better prepare our students for the certification exam. Jennifer Mayhall agreed the two English classes being one semester would be better for the students. Mrs. Robinson stated that this would allow her to cover punctuation better during theory class if they have been taught the proper use of commas, etc. Tiffany Powell and Jamie Duckett stated this was the way it was taught while they were in school. Mrs. Robinson also addressed that one software would allow her to teach a few of the basic commands of the software in the theory principles class. Teaching the basic commands early would give her a chance to teach more advanced technology when they reach this course.

Mrs. Roberts reported to the committee stats of our recruiting efforts. She encouraged each committee member to help with this recruiting process. Most recruits that Mrs. Roberts talks to hears about the program from someone who is a working realtime reporter / captioner. Our current enrollment of students is 19, 9 second year and 10 theory.

Mrs. Robinson gave an update on our new technology equipment that we have received in the last year. We have received 25 new computers, 23 Wave writers, 1 Diamante writer, and 3 iPads. The new computers were installed in the theory lab. The new Wave writers are a step forward in going paperless in our program. Dean Tim Green and his staff have helped our program by locating funds for all of these purchases. With the new Diamante writer, we now have two professional machines for the students to use during their internship. Valerie Richardson provided the funds from her department to make this purchase of the Diamante possible. Please make sure you show your appreciation to them should you see them.

Mrs. Robinson wanted to discuss the appearance of our facility. The first impression you see from our department is our building. What would make our first impression better for our program? A new roof with a pitched roof and/or coordinated with all the other buildings on the East Broad Campus was discussed and agreed upon by all members. Replacing shrubbery around

the building to make it look more manicured and professional was also among the suggestions of upgrading our building's appearance. Mrs. Roberts suggested painting the building. She's noticed the front entrance to the building that the paint was worn away and was covered with spider webs and bug stains that could only be removed through painting. Mrs. Roberts asked what everyone thought would help the appearance of the interior portion of the building. Ms. Elkins said that the interior needs a fresh coat of paint, the bathrooms should be updated and the flooring could be re-waxed and/or replaced in some the areas. Everyone unanimously agreed with all the suggestions on updating our facility to be more professional and making a better impression on recruits who visit our department. Mrs. Robinson stated that our department is fully equipped with all of the latest technology and equipment that is available for a realtime reporter, and we would like to reflect this in our appearance as well.

Ms. Elkins gave a report on our moot courtroom project. We are in the process of having a moot courtroom bench built to better simulate a real courtroom setting. A diagram was sent around the table to show a layout of what was being proposed to be built. We hope to have this built by this summer's moot court class. Mrs. Robinson stated that this will help our students visualize a real courtroom setting instead of all the instructors sitting around the same desk, which can be confusing to students. All committee members agreed and were excited to hear of this project.

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. Robinson told everyone that she has been in contact with ABCR, and they said that the law would have to be rewritten in order to change this language in the law. 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.

*GADSDEN STATE COMMUNITY COLLEGE  
SURGICAL TECHNOLOGY  
ADVISORY COMMITTEE MEETING MINUTES  
APRIL 24, 2014*

The Surgical Technology Advisory Committee met at the McClellan Campus of Gadsden State, Anniston, Alabama, April 9, 2013, at 7:30a.m.. The meeting commenced at 10:00a.m. Persons in attendance were Mrs. Brenda Young, and Mrs. Connie Meloun, Assistant Dean of the Division of Health Sciences and Mrs. Christina Isom.

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 . And the graduates of Spring of which 16 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 11:00a.m.

Ms. Brenda Young, Recording Secretary

Gadsden State Community College  
Welding Technology Advisory Committee Meeting

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Minutes  
Ayers Campus  
April 4, 2014 – 7:30 AM

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**PRESENT**

Mr. Tom Dean  
Mr. Bentley Porterfield  
Mr. David Lumpkin  
Mr. Bart Smith  
Gary Udaka

**INTRODUCTION**

Mr. Tom Dean – Fab Arc Steel.  
Mr. Bentley Porterfield – Anniston High Welding Department.  
Mr. David Lumpkin – Cleburne County Career Center.  
Mr. Bart Smith – Alabama Specialty Products.

**DISCUSSION**

The following topics were discussed:

- The importance of blueprint reading to local industry.
- The need for a larger air compressor that could meet the needs of the entire shop.
- The possibility of adding a 4' X 8' CNC plasma table.
- The importance of students as new employees having a strong work ethic.

**RECOMMENDATIONS**

There were two recommendations from the members discussed during the meeting. The first recommendation was about blueprint reading and how important it is to Fab Arc Steel and Alabama Specialty Products. I had our textbooks and blueprint book available for viewing which all members looked at and approved but I explained to them we were limited as to what type prints are contained in the book. It was also recommended that the students be exposed to projects outside of the welding booth so they could gain a better knowledge and understanding of what welding would be like in an industry setting. I asked the two industry members present if it would be possible to get copies of non-confidential

prints from them and both replied yes. These prints will give students larger projects to gain experience on.

The second recommendation was given when I explained to the committee members the problem we had with our current compressed air setup. I let them know that we currently have two compressors and even when both were running it was very seldom that they could produce the cfm ratings required to operate what we needed. I explained to the members what equipment we had that needed compressed air and all agreed the current setup was insufficient to meet the current needs. I did explain that I thought GSCC was in the process of procuring a new screw type compressor for the welding shop but that it was still in process.

### **CLOSING**

The meeting adjourned at 10:45.




Minutes Submitted by:

Gary Udaka Instructor WDT Ayers Campus





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## MEMORANDUM

**To:** Tim Green, Dean of Technical Education

**From:** Brad Black, Welding Instructor

**Subject:** Craft Committee Minutes

**Date:** April 10, 2014

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

Brad Black, Welding Instructor  
Dan Nicols, Maintenance at St. Clair Correctional Facility  
Jim Nelson, Supervisor of Gadsden Fabrication

1<sup>st</sup> Topic of discussion: Was on ways to encourage students to learn more so they won't come back to this environment.

2<sup>nd</sup> 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. Newspaper clips (want ads) were discussed showing the increase need for welders in the market place.

3<sup>rd</sup> Topic: Was about the additional classes that are offered at the main campus, and how a newly released inmate could enroll and further his Welding knowledge and certification, thus being able to get a better job after his release.

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

Meeting was adjourned at 12:00PM

  
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Brad Black, Welding Instructor