

Gadsden State Community College
Air Conditioning and Refrigeration
Advisory Committee Meeting

Minutes
Ayers Campus
May 4, 2017 - 7:30 AM

PRESENT

Bobby Holman, Dustin Wilson, Eddie Hardee, Darrell Nelson, Stuart Criss, Donny Dunn, Joe Hulsey

INTRODUCTION

Bobby Holman, President, Bolton Service Co. Inc.
Donny Dunn, Owner, Dunns Heating and Cooling
Darrell Nelson, Owner, Nelson service Company (N.S.C.)
Dustin Wilson, Owner, Climate Flow
Eddie Hardee, Alabama Power, Residential Energy Specialist
Stuart Criss, Outside Sales Manager, Mingledorffs
Joe Hulsey, ACR Instructor, Gadsden State Community College

DISCUSSION

The meeting began with introductions by all present. The committee toured the facility, including the lab and classroom. Discussions revolved around current teaching materials being used by the program, current equipment being used by the program, realistic expectations of skills for graduates leaving the program, realistic salary expectations of graduates entering the workforce, and the shortage of skilled HVAC workers.

Teaching Material: The committee reviewed the teaching materials and equipment being used for instruction. It was suggested that a "smart board" be implemented to allow for a more up-to-date and interactive instructional presentation.

Equipment: The committee discussed the current equipment and trainers in the lab. The committee stated that multi-stage and inverter driven compressors be used in the lab, as well as "mini-split" equipment.

Skills: The committee expressed the need for graduates to be skilled in the basics of HVAC. The committee suggested having students learn some basic ductwork design/layout. The committee also suggested having students intern with employers.

Shortage of Skilled Workforce: The committee agreed that there is a large shortage of skilled workers in the HVAC industry. One suggestion was to recruit from the high schools, possibly visiting as a team (industry representatives and the college).

RECOMMENDATIONS

Items specifically recommended are as follows:

- “Smart Board”
- Equipment using multi-stage compressors.
- Equipment using inverter-driven compressors.
- Mini-split, ductless systems.
- Minisplit tool kit (specific tools used for minisplits)
- Digital flarenut torque wrench.
- Flowhoods for checking airflow.
- “EZ Trap” condensate drain traps.
- “Diversitech” condensate pumps.

CLOSING

The meeting adjourned at 10:30 AM.

Minutes Submitted by:

Joe Hulsey

ACR Instructor

Ayers Campus

Auto Collision Repair
Program Advisory Committee
Gadsden State Community College

Minutes

The meeting was held on May 4, 2017. The time of the meeting was 7:30am to 10:00 am. at Gadsden State Community College, Ayers Campus. The following members were in attendance: Ricky Prater, Jerry Allen, Willy Brown, Cory Baker, and Steven Turley.

Old Business: Old business was not available for discussion. This was the first committee meeting for Brandon Patterson.

Subject: Review Syllabus and Curriculum

Action: The committee agreed that the syllabus met industry standards. Mr. Patterson addressed to the committee that the eLearning through Mind Tap for collision repair was a great tool for classroom instruction. Mr. Patterson also discussed the use of BlackBoard in the program and its effectiveness for digital learning.

Subject: Shop Safety

Action: The Advisory Committee did a thorough walk through of the shop. Mr. Ricky Prater noticed the yellow and black caution tape on the shop floor needs to be repainted to ensure the safety of all students. It is suggested the shop floors to be painted gray and then the yellow and black caution tape and labels be repainted.

Subject: Budget

Action: Members reviewed the budget. Mr. Patterson told the committee that Dean Tim Greene stated at the beginning of the fiscal year mark up on live work will go back into the collision repair program's budget. After reviewing the tool room, Mr. Jerry Allen suggested asking for \$1,500 to replace lost or broken hand tools.

Subject: Industry Trends

Action: Mr. Jerry Allen from Rozars highly recommends the purchase of a vacuum system for the shop. The vacuum system reduces the amount of dust in the air. The reduction of dust allows for students to work in a cleaner and healthier environment. Mr. Cory Baker brought up the need for paintless dent repair tools (PDR). PDR tools remove small dings and hail damage from a vehicle without having to paint the structure. The industry is using these tools more in an effort to reduce cost to the customer. All committee members commented on the lack of space in the shop. They all agree an addition onto the building would allow for improved learning

environments. Industry is moving towards aluminum repair. To repair aluminum the space has to be separate from the rest of the body shop, due to the requirements to repair the aluminum. An addition onto the building is vital in continuing to make GSCC Collision Repair a competitive learning facility. Mr. Willy Brown stated the importance of having a vacuum brake bleeder tool for removing air from brake systems after a repair has been performed. These systems are commonly used within the industry. Mr. Steven Turley suggested the program needs a 10 ton porta power. The porta power will be used for frame repair. Mr. Ricky Prater brought up the importance of the program having both large and small slide sledges. The slide sledges will be used for large damage removal and frame repair. Mr. Cory Baker suggested the air hoses inside the paint booth be replaced to prevent paint contamination and poor breathing environments for the students. This is routine maintenance for all body shops. All committee members suggested a rolling cart be purchased for the Chief F.A.S.T. anchoring system. The system is supposed to be mounted on a wall, but the lack of wall space prevents that from being an option. The cart would get the system out of the floor of the tool room and allow for it to be relocated close to the frame machine where it can be utilized. All committee members discussed the importance of having the tools and cart to go with the aluminium stud welder that the shop the already has. These tools are essential for successful use of the aluminum stud welder along with a cart or storage facility to house them in. It is important to keep them from getting contaminated by the metal fragments from the shop.

GSCC Cosmetology Advisory Committee Meeting

July 31, 2017 9:00 am

Opening

The regular meeting of the [Organization/Committee Name] was called to order at 9:05 am in the Salon and Spa Management Department (cosmetology department) on the East Broad Campus. Greetings and acknowledgments were given to all the committee members present, while thanking them for their commitments to our program.

Present

Kristina Clifton, Zora Garner, Jelaine Mauldin, Canetha Bristol and Karen Herndon.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Open Discussion:

The new Salon and Spa Management Degree progress was explained to the committee and unanimously agreed upon as being a positive addition to our program area. In the first semester of offer this degree; we had seven students to return for completion in the Salon and Spa Management AAS.

We discussed the needs of the students and how this generation is lacking in personal financial skills. Such as; banking debt and credit card, investments, loans etc. We explain that this Wednesday we have representative from Edward Jones Investments coming to speak with the students. Mr. Robinson's wife is a cosmetologist and he is very familiar with our operations in the salon atmosphere. We also shared with the committee that our college now offers a payment plan to help students financially.

Another discussion was about training for the instructors. New ideas are always needed and the CEA Conference is instructor based classes taught every year. This would benefit our lab and classroom teaching abilities. There are also other beneficial classes for Cosmetology instructor that would be offered by different companies in our field.

Technology items for improvement of the program were suggested by the committee and included the following:

1. Computer and printer at the front desk for client booking
2. Client booking software
3. Cosmetology Instructor Teaching Material
4. DVD's for new Hair Cutting series.
5. 1 printer for Zora's office
6. Elmo for classroom

These items are all being implemented into the industry now and prove very resourceful and beneficial for students. The committee also suggest a new elmo for the classroom learning environment. Which will allow the students to view the material better than what is currently being used. We did receive a used projector for the class and this has helped tremendously.

New Business

Suggestions were made from our advisory committee to implement more cutting classes to include men's haircuts. The committee agreed to keep inviting different speakers from industry to come in and share with the students their expectations and desires from new stylist that are about to graduate from the college.

Also, a suggestion was made to add neck pads to the shampoo bowls for our older clients who have problems reaching the chairs.

Mrs. Karen made the suggestion to offer students from her program a job shadowing day (with her supervision). This would give them the opportunity to see different career paths they may possible chose for their future. All were in agreement and we plan to discuss this matter in more detail at a later date.

Adjournment

Meeting was adjourned at 10:30 am by Canetha Bristol. The next general meeting will be scheduled in July of 2018. Notification will be sent by the college.

Minutes submitted by: Kristina Clifton

Approved by: Zora Garner

Gadsden State Community College
Diesel Technology
Advisory Committee Meeting

Minutes

Ayers Campus

May 4, 2017 – 7:30 AM

Members present

- Jimmy Mann, Field Representative, Snap-On Tools
- Dewayne Pruitt, Automotive Instructor, St. Clair County Career Technical Center
- Charles Rogers, Fleet Manager, B.R. Trucking, Inc.
- Bain Stephens, Instructor, Thompson Tractor Company, Inc.
- Jeremy Turley, Technician, Ryder Maintenance

Members not present

- Eric Cronan, Supervisor, Anniston Army Depot Pathways Career Program (not present)
- Scott Green, Automotive Instructor, Calhoun County Career Technical Center (not present)

Budget

The budget was presented to the Committee members by Mr. Stuelp. He explained that he requested an increase from \$1650 to \$3000 for consumables. He thanked B.R. Trucking for donating \$2500.

Comments and/or Suggestions

The Committee expressed concern about the lack of funding for consumables that is needed for the daily operation in a shop and education environment.

- Bain Stephens asked if there were enough consumables for the students to perform training tasks. It was explained by Mr. Stuelp that some of the consumables have to be shared with a large group of students.
- Jimmy Mann stated again this year, "Consumables are a major part of productivity for the Diesel Technology Program, not only for products like oil, but vehicle replacement parts and specialty items that directly affect shop and student safety."
- Charles Rogers stated that B.R. Williams Trucking, Inc. had to increase their budget for daily operations to ensure safety due to the complexity of the emissions system.
- Jeremy Turley and Dewayne Pruitt agreed with the above statements. With the increase in enrollment, more funding is required.

Review of Curriculum

Mr. Stuelp explained that DEM 155 (4 contact hours) will be dropped from the curriculum beginning fall 2017 and replaced with DEM 154 (5 contact hours). Both classes are Preventive Maintenance. Bain Stephens asked for the reason for the change. Mr. Stuelp stated that he will teach some Commercial Driver License requirements since Diesel Technicians will be required to obtain their CDL. They all agreed that this will be a good thing.

DEM 180 (3 contact hours) will be changed to DEM 186 (5 contact hours) beginning summer 2017. These are Special Projects in Commercial Vehicles. These additional contact hours per week will give more instruction for National Certifications (NC3). Everyone agreed with the change.

According to the Alabama College System, Diesel Technology is a Tier 2 Program. This will affect Dual Enrollment since no funding is available for Tier 2, but Mr. Stuelp explained that currently the Legislative Session in Montgomery is addressing the deficit in funding. Bain Stephens and Jimmy Mann asked how the tiers are determined and Mr. Stuelp explained that it is based on demands of larger cities in Alabama.

Evaluation of Instructions, Tools and Equipment, and Facilities

The Committee members performed a safety inspection and stated again this year that the lack of storage and lab space for the trucks is a major concern. Bain Stephens and Jimmy Mann stated that safety is most important for the worker in any facility, especially for students. The other members agreed. Bain Stephens asked about the long term plans to increase the shop space. Mr. Stuelp referred back to Martha Lavender's speech during the breakfast about the bond issue. Diesel was not mentioned in the improvements. In a different meeting, Tim Green was asked about the expansion of the Diesel building and he said that no plans have been made. The purchase of a 53" trailer to be used for training and storage was requested and denied by Montgomery. The Committee members asked Mr. Stuelp to inquire again about a dateline for shop expansion.

The Committee members were asked how they felt about establishing a dress code for the students. Bain Stephens and Jeremy Turley agreed it is very important that the students be introduced to wearing uniforms just like Technicians wear. There was discussion on whether it should be shirts only or shirts and pants. Funding for uniforms was also discussed. Mr. Stuelp stated that the College is working on a grant from Wal-Mart for uniform funding for about \$2500. Jimmy Mann suggested that a uniform day be established, if no funding is available, so that the students would only have to purchase one uniform. Charles Rogers suggested that requiring them to wear uniforms twice a week would give them an opportunity to wash the uniform. It was agreed that a uniform policy should be implemented to teach the students about professionalism and instill a sense of pride in their profession. Mr. Stuelp stated that a company that sells professional clothing and embroiders the GSCC logo is located close to the College. New shirts with the GSCC logo and Diesel Technology will be purchased by the instructor to encourage students when the uniform policy is established.

Hand safety was discussed. Thompson Tractor Co. did a study of all their shop facilities and hand injuries were most common. Minor cuts requiring stiches were the most common injuries, resulting in lost productivity. Three types of gloves would cut down on hand injuries--chemical, cut, and impact resistant gloves. Mr. Stuelp showed the Committee the Nitrile gloves currently being used in the shop. Jeremy Turley and Jimmy Mann both agreed that using the correct gloves could eliminate many of the minor hand injuries. Mr. Stuelp stated that he will purchase some of the gloves and will obtain a chart explaining the types of safety gloves.

News

- Scott Green will be the Automotive Instructor at Gadsden City School.
- B.R. Trucking, Inc. donated \$2500 to the diesel program in addition to an International Class 8 truck that was involved in an accident. The money will be used for repair and training of the truck.

- Stephan Stuelp attended "Train the Trainer" at TCAT in Elizabethton, TN provided by NC3 and Snap-On.

This provided Mechanical and Electronic Torque Certification. It also will provide 2 third party safety tests and Torque Theory certificates; 2 hours Electric and Electrical Tool Safety; 2 hours of Hand Tool Safety; 2 hours of Snap-On Torque Theory; 8 hours of Mechanical Torque Certification; and 8 hours of Electronic Torque Certification

Additional certifications (Prolink) will provide 4 hours of Diesel Service Information Certifications and 4 hours of Diesel Scanner Certification.

In the future the Instructor will be certified in Precision Measurement Instruments.

This will provide a total of 6 certificates or certifications.

- The partnership with Volvo Trucks was not approved by Gadsden State Community College's legal department. Mr. Stuelp explained that some of the wording by Volvo was not approved by the College.

Recommendations

The shop floor space and storage space must be increased. It was found to be inadequate during the shop inspection and compromises student safety.

Add safety gloves for student hand protection.

One of the eye wash stations needs to be moved for better access.

The Committee members were thanked for taking the time to come to our campus and to share their knowledge and experiences. The meeting was adjourned at 11:10 AM.

Advisory Committee 2017 For Electronics Engineering Technology

Attendees: Lowell Brothers – Retired Engineer Southern Company

Tim Travis – Ai Signal in Huntsville

Jeff Lankford – Alabama Technology Network

Don Dean – Retired Manager of Technology Revere Control Systems

David Barnett – Gadsden State Community College

Tommy Hartline – Gadsden State Community College

The meeting this year was done by phone the week of July 24th as the Administration building is still being renovated. A review was made of the minutes of the 2016 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 to continue to emphasize basic skills for electronic technicians. The committee feels that it is in this area that the program at Gadsden State is much better than at other two-year colleges. The committee advised against becoming too advanced in the first two semesters. The use of a meter and scope is critical for a technician in troubleshooting. The committee encouraged Gadsden State to continue to emphasize the basic skills required in the lower courses and not to introduce too much technology in the basic courses.
- 2) The next point discussed was the need to look at wireless communication and controls. Don Dean of Revere controls has provided six complete units to Gadsden State and has made himself available to help the college learn to use the new equipment.
- 3) The third point discussed was the need for students to have a networking background. The group feels that industry has gone to a migration of systems using networks and graduates need to have at least a basic networking course. The committee suggested we talk with the CIS department to add CIS-199 Network Communications in our requirements as an option instead of a basic CAD class or another math or science.
- 4) The fourth point discussed was the need for students to have some exposure in vision systems in the Industrial Option of our program. Gadsden State has received 8 vision lab stations and will have to go through the process of developing a course and add it to the curriculum.

The committee is satisfied that the Electronics program is providing the necessary training for student success but needs to be aware of the new technologies that are showing up at a fast rate in the industry. The industry partners are committed to keeping the program updated and to provide equipment and resources to help when possible. There being no further business the meeting was adjourned.

Gadsden State Community College
ELT/INT Advisory Committee Meeting

Minutes
Ayers Campus
May 4, 2017 – 7:30 AM

PRESENT

- Joey Conger
- Larry Harris
- John Connell
- Antonio Almeida
- Tony Thrower

INTRODUCTION

- Joey Conger, Publics Works Director, City of Weaver, Alabama
- Larry Harris, former owner and now advisor to the owner, Larry Harris Electric. Currently teaching courses for Associated Builders and Contractors.
- John Connell, Plant Operations Manager, Kronospan
- Antonio Almeida, Electrical Maintenance Manager
- Tony Thrower ELT/INT Program Coordinator GSCC, Ayers Campus

DISCUSSION

- Expressed the value of each committee member to the College and to my program.
- Discussed the number of students enrolled in ELT/INT
- Discussed employment opportunities
- Discussed the similarities and differences of the ELT and INT degree programs
- Reviewed last year's committee recommendations
- Each member reviewed the textbooks and asked related questions. The interest in our textbooks and course content as outlined in the syllabi seemed to be at a greater level than in the past.
- We discussed the value of apprenticeship or co-op opportunities for our students and prospective employers.
- Discussed changing the INT 113 textbook to one that included all the content of the present one. The same author as the current book authors the new textbook. The new books has many added features that are beneficial.
- The committee and I toured the department to see the existing equipment as well as the newly purchased equipment that was previously recommended by the committee

RECOMMENDATIONS

- Infrared Thermographic Testing Equipment: Thermal Imaging Camera and software, which will support INT 126 and other classes that emphasize trouble-shooting.
- Upgrade PLC lab with PLC's supported by Alan Bradley Control Logix 5000 software.
- Both Mr. Connell and Mr. Almeida agree the only problem with our program is the lack of interest. They both said our ELT/INT courses offer exactly what their technician's need.

CLOSING

The meeting adjourned at 10:30 AM

Minutes Submitted by:

Tony Thrower

ELT/INT Program Advisor, Gadsden State Community College, Harry M. Ayers Campus

ADVISORY COMMITTEE MEETING
INDUSTRIAL AUTOMATION
AUTOMOTIVE MANUFACTURING TECHNOLOGY

MINUTES from 7/11/2017

David Pankey- Hutamaki, Chad Godfrey- Fehrer Automotive,

Mark Lacey- ECCTC, Kyle Horton- RTI, Jack Mayfield- GSCC

This year committee member input was done through plant visits, personal interviews and emails. There continues to be an interest in advanced classes in motor controls, robotics, and PLCs. Mr. Horton and Mr. Black Lacey both work with RTI (Rainsville Technology Inc.). They recommend some introduction into the injection molding process. Equipment may be too costly, but at least covering the process and its use in automotive manufacturing would benefit students.

Several members have expressed an interest in a coop program or internship. This would be a good way to fill the need for future maintenance technicians and allow students the opportunity to get experience while going to school. Right now Honda in Lincoln has a weekend "School to Work" program that is working very well.

Last year Mr. Pankey provided information on a laser alignment system that he uses and highly recommends. GSCC was able to purchase one of the systems. Mr. Pankey has said he would gladly help train us on using the new laser alignment. We are excited to be able to offer this in one of our classes during Fall Semester 2017.

We are planning to have as many committee members as can come and speak to the classes on the opportunities for employment in their industry.

Jack Mayfield

Industrial Automation Technology

Automotive Manufacturing Technology



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: Chad Spurlin, Masonry Instructor

Subject: Craft Committee Minutes

Date: 12 July 2017

The St. Clair Masonry Department had a teleconference on the 12th of July, 2017 at 10:00AM. The Craft Committee consists of the following members:

Chad Spurlin, Masonry Instructor
Troy Spurlin, Owner Precision Masonry
Mike Spurlin, Owner Spurlin Masonry
Dan Nichols, St. Clair Maintenance Dept.

On 12 July 2017, the Masonry Advisory Craft Committee talked and discussed several topics concerning the masonry program at St. Clair. 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, and Chad Spurlin Masonry Instructor for GSCC were all involved in this conference.

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 need to add a forklift to the Masonry dept. at St. Clair

The craft committee was pleased with the progress of the masonry department and the quality of projects produced by many of the students. The committee members agreed that new jobs in the industry are still in demand, and that the masonry department at St. Clair was helping to meet these demands. The members noted that the masonry shop was adequately supplied with the proper tools and materials needed to help each student progress in this trade; however, the committee noted that the masonry department should consider adding a forklift so that all of the students at St. Clair, not just Masonry students, would have the opportunity to earn a certification in forklift operation. This certification would increase each student's employability skills and overall knowledge of the Masonry trade.

The meeting was adjourned and we tentatively scheduled the next meeting for spring or early summer 2018.

Masonry Instructor GSCC,

Chad Spurlin

COMMITTEE: NURSING ADVISORY COMMITTEE
MEETING DATE: April 28th, 2017
PERSON PRESIDING: Janet Gardner, Director of Nursing
MEMBERS IN ATTENDANCE: Janet Gardner (C); from Dekalb Regional, Diane McMichen and Marquita Bailey; from Riverview Regional, Jennifer Poole and Sandra Lee; from Gadsden Regional, Tim Pesnell and Martha Seahorn; from the Council on Aging, Jennifer Grace; from AHEC, Angela Anderson; from Quality of Life, David George; from Community Action, Gary Lewis; Community member Dr. Gertie Lowe; Luanne Hayes, Gadsden State Cherokee; Dr. Deborah Curry, Dean of Health Sciences; nursing instructors Belinda Fuller, Cindy Mullinax, and Evelyn Musick; Remediation Specialist Becky Bertalan; and Terri Rinehart (Recording Secretary)

ACTIONS OF MEETING

Agenda Item: Welcome and Introduction

Action Taken: Chair Janet Gardner thanked attendees for coming and asked that everyone introduce themselves. Brunch was provided and there was a brief social period before getting down to business.

Agenda Item: Past Minutes

Discussion: The minutes of the 2016 meeting on July 14th were presented for review.

Action Taken: Dr. Gertie Lowe moved the minutes be accepted as written. Gary Lewis provided a second. The motion carried unopposed.

Assigned additional duties to: Terri Rinehart will file the minutes.

Agenda Item: Program Updates

Discussion: Since our last meeting Janet Gardner has been named Director of Nursing. Attendees were also introduced to Remediation Specialist Becky Bertalan. Members were informed of the implementation of the new Concept-Based Curriculum as well as updates on the current admissions cycles and graduating classes. The efforts to strengthen our remediation process were shared, as well as the new remediation course being planned for Fall 2017.

Agenda Item: Questions from Faculty to Advisory Board and Board Members to Faculty

Discussion: On behalf of Faculty, Evelyn Musick sought feedback from partners on several issues.

Q: Rather than having every student fill out forms such as HIPAA for each hospital, can we only have students who'll be coming to your facility do your form?

A: Sandra Lee of Riverview said this sounds fine. However, the list of students for each clinical and dates for clinical experiences must be submitted with these forms. The schedule can be faxed or emailed. Facility attendees present agreed to this.



Q: Are preclinical experiences necessary? How should this be handled to ensure HIPAA concerns? Does an educator from GSCC need to be present while students are at the facility? Is it okay for teachers to print documents, remove patient name and identifiers by blacking out the name or cutting out that section, and let students take the document home to study?

A: There were multiple concerns raised.

- 1) Students cannot be allowed to remove patient information from the facility. Even if this information is removed, these documents may still provide enough information for patient identification. Students can review the information on site. How will GSCC ensure students do not remove documents from the facility if there is no educator on site?
- 2) Most of the partners believe an actual preclinical session is not needed. It was noted that at Dekalb Regional students report to the charge nurse if the school decides not to have an instructor present at preclinical. Martha Seahorn feels preclinical is beneficial and should be continued.

TOPIC DISCOVERED: Electronic Medical Records Access. This is a problem for our School of Nursing. Our accreditation directs that students develop an ability with EMR. However, students do not have access to EMR at many of our collaborating facilities. Dekalb is the only facility that provides this to our students. If students could access EMR then HIPAA violations could be tracked to that individual. Currently students use EMR through the instructor's login or through a staff nurse/preceptor who shares this. This is a concern for our collaborating facilities.

Q: Can we partner with you and make the simulation lab available to your employees for education purposes?

A: The partners are interested in this and should contact Janet Gardner to arrange training sessions. Sandra Lee requested help with an infrequent but significant concern that would benefit from simulation experience: Precipitous Delivery in their emergency room.

Q: Are there any events your facility has coming up that our students can participate in? Examples include taking vital signs, assessment opportunities, and glucose checks.

A: Some attendees replied in the affirmative and were asked to make contact with Janet Gardner in advance of the dates for planning purposes.

Q: How can we better prepare students to be your new hires?

A: Three primary concerns were offered by the group:

- 1) Critical thinking is a concern with new graduate nurses. Make students ask "Why?" Many new graduate RNs demonstrate an inability to apply knowledge.
- 2) Offer more psych instruction. A seminar on mental illness would be a helpful continuing education offering by the School of Nursing for staff. Also, increased illicit drug use is causing an uptick in patient problems.
- 3) Professional commitment. New workers' expectations differ from the real work setting due to generational differences; model more compassion and caring for students. Support groups with professionals in the field might also be helpful in providing mentorship.

Agenda Item: Announcements

Discussion: Attendees were asked to complete a brief survey and an updated contact information sheet. Door prizes were awarded to Gary Lewis and Jennifer Poole.

Action Taken: Mrs. Gardner thanked everyone for coming and the meeting stood in adjournment at 10:45.

The next meeting will take place in 2018.

Gadsden State Community College
Office Administration Advisory Committee Meeting

Minutes
Ayers Campus
May 4, 2017- 7:30 AM

PRESENT

Advisory Council Members Present: Angie Waits, OAD Division Chair; Glenda Copeland, Jennifer Harcrow and Summer Cain, Aerospace Coatings International; and Cynthia Watts, WIOA Career Center Specialist, Anniston Career Center.

The following members were not present: Donna Crew, Director, Health Information Management Anniston Regional Medical Center; Kristy Mosley, Senior Recruiter, SK Services, LLC; Jennifer Soehren, Northeast Alabama Entrepreneurial Center; Gail Sanders, HR Director, Gadsden Regional Medical Center; Traci Howard, Medical Records, Gadsden Regional Medical Center; Larrhea Sims, OAD Instructor; Fay Scott, OAD Instructor.

INTRODUCTION

Purpose of Advisory Council

- a. Contribute your expertise and thinking to the current and future work of Gadsden State Community College Office Administration program.

DISCUSSION

1. Office administration had 66 graduates last year both AAS degrees and certificates.
2. All computer labs were upgraded to Microsoft Office 2016 and Windows 10
3. The State is pushing for all degrees to be credentialed. We have planned to use the Office Proficiency Assessment Certification (OPAC) to meet our credentialing.
4. Legislation for Funding based on Outcomes has been introduced and passed the House. This would require definitive proof of the number of graduates and the number of students placed in a job of their major.
5. Allen Hall, the business building on the Wallace campus will undergo a major renovation. Expected to take two years. When finished the business department will be furnished with the most current technology for each of the business programs including Office Administration.
6. Textbooks
 - a. Samples Displayed
 - b. Changed to ICD-10 coding books to include ICD-10-PCS and new Textbook for fall 2016.
 - c. Changed the Word and Keyboarding to Microsoft Office 2016
 - d. Changed to a new health information textbook called Electronic Publishing with online charting and billing capabilities.

7. Description of classes and content of classes
 - a. Passed sequence sheets to indicate content of classes
 - b. Working on combining curriculum for Medical Scribing and Coding to possibly be implemented by fall 2017
8. Discussed industry needs and how our students can be better prepared.
 - a. What an employer wants to see in an interview
 - b. What an employer does not want to see on resumes
 - c. How does the person speak?
 - d. Employers check out Facebook before interview
 - e. Random Drug and Alcohol testing—if a person fails 2 Drug and Alcohol tests, the person can never work in companies that deal with safety.
9. Discussed equipment needs.
 - a. Had no equipment recommendations.
 - b. Distributed a Quality Enhancement Survey for members to complete today.

RECOMMENDATIONS

1. Did recommend that emphasis be placed on preparation for interview and job including but not limited to the following: how to fit in; how to dress; being punctual, importance of communicating—being up front about what is going on.
2. What an employee can and cannot do with FMLA (Family Medical Leave Act).
3. Did again recommend that we add Excel in the OAD curriculums.
4. Did recommend all students in the “medical” tracks take the appropriate certification. WIOA will request funding to help pay for these tests.

CLOSING

The meeting was adjourned at 9:15 a.m.

Minutes Submitted by:

Glenda Copeland

Glenda Copeland

Office Administration Instructor

GROUP: Paralegal Advisory Board

MEETING DATE: May 11, 2017

PERSON PRESIDING: Elizabeth Howard, Coordinator of Paralegal Program

MEMBERS IN ATTENDANCE: Jillian Garner, Chris Griffith, Allen Millican, Emily Mills, Jeff Montgomery, Marcus Reid, Elizabeth Howard-PRL Instructor and Angie Waits-Program Director.

EX-OFFICIO MEMBERS IN ATTENDANCE: N/A

OTHERS IN ATTENDANCE: Dr. Martha Lavender-GSCC President, Crystal Casey and Perry Hall-Paralegal Students, Beverly Elam-Recorder

ACTIONS OF MEETING

Prior to the agenda, Dr. Lavender welcomed the Board to Gadsden State and expressed her appreciation for their partnership with the Paralegal program. Angie Waits also expressed her appreciation and turned the meeting over to Elizabeth Howard. Ms. Howard had the Board introduce themselves.

Agenda Item: Program Update – Curriculum

Discussion:

- Law Office Technology is an online course students can take to receive National Certification in the following programs: CaseMap, TimeMap, Concordance, TrialDirector, Excel, FileSite, Sanction, LiveNote, Nuance Power PDF, Outlook, PowerPoint, Word and Workshare.
 - If Law Office Technology complies with ABA guidelines, Ms. Howard will start the process of having the course replace a current paralegal course
 - Law firms are currently using Law Office Technology and that makes a student completing the course more marketable.
 - Ms. Howard is planning to complete Law Office Technology this summer as preparation to teach the course and move forward in adding to the paralegal curriculum.
 - Law Office Technology is also an excellent course for recent graduates.
-

Agenda Item: Program Update – Student Activities

Discussion:

- Students visited the Etowah County courthouse, talked with judges, and sat in on a hearing.
 - The GSCC Paralegal Association members hope to conduct a mock trial this summer and is already planning activities for fall 2017 semester.
 - Association members are creating a tee shirt for members of the Paralegal Association.
 - Three paralegal students were eligible for membership in Lambda Epsilon Chi (LEX). To be eligible the student must complete 50 credit hours, applicable to the A.A.S. degree, have an overall 3.25 GPA and a 3.5 GPA in the paralegal program.
-

Agenda Item: Program Update - Graduates**Discussion:**

- There were 16 graduates in the 2016-2017 year, which was the highest number of graduates since 2012 and the third highest in 10 years.
 - Graduates of May 2017 were hired by the following firms:
 - Ghee, Draper & Alexander – General Practice in Calhoun County
 - Knowles & Sullivan – General Practice in Etowah County
 - Morris Bart – Large Personal Injury Firm with multiple offices in the Southeast, including Birmingham, AL
 - Parson, Lee & Juliano – Civil Litigation Defense Firm in Birmingham, AL
 - Sheri Carver – General Practice in Cherokee County
-

Agenda Item: ABA Compliance - Surveys**Discussion:**

- The ABA is very interested in what the legal community expects in a paralegal upon graduation.
 - Board members received a Legal Community Survey with instructions to survey at least two lawyers, firms, etc., and return by August 1, 2017.
 - Survey results provided at the next Advisory Board meeting later this year.
-

NEXT MEETING: Projected date, November 2017

ADJOURNMENT: Meeting adjourned at 1:00p.m.

Legal Community Survey Questions

Name of Person Conducting Survey _____ Date _____

Name and Employer of Person Surveyed _____

1. How many lawyers and paralegal do you employ? _____
2. In what areas of your law practice/specialization do you use paralegals? _____
3. What are your requirements in hiring paralegals; including education, work related experience and skills? _____
4. Do you employ a paralegal supervisor or manager? _____
5. Do you have a career path for paralegals? _____
6. What job titles do you use for paralegals? _____
7. Do you have a paralegal committee? _____
8. Do you have an annual paralegal retreat or periodic paralegal meetings? _____
9. What do you value most in your paralegals in terms of skills that might be developed through a paralegal program (i.e., specific practical paralegal job skills, technology skills, writing ability, ability to work with different kinds of people, oral communication skills, etc.)? _____
10. What areas of legal practice are you in most need for paralegals? _____
11. What technology skills do you expect from your paralegals? _____
12. What software packages do you use in your practice? _____
13. Do you expect your paralegals to conduct legal research using hard-copy resources? If so, what hard-copy resources are used in your practice? _____
14. Do you expect your paralegals to conduct legal research using electronic resources? If so, what electronic resources are used in your practice? _____
15. How do your recruit paralegals? _____
16. Do you use paralegals as interns? If not, would you be interested in sponsoring an intern? _____
17. What is your average salary and benefit package for entry-level paralegals? _____
18. What is your average salary and benefit package for experienced paralegals? _____
19. What functions do paralegals in your firm perform and how frequently do your paralegals perform each function? _____
20. What office and secretarial support do you provide for paralegals? _____

Please Return by August 1, 2017 to
Elizabeth Howard via email ehoward@gadsdenstate.edu or
P.O. Box 227, Gadsden, AL 35902

COMMITTEE: Radiologic Technology Advisory Committee
MEETING DATE: March 3, 2017
PERSON PRESIDING: Gay Utz, Program Director
MEMBERS IN ATTENDANCE: Stacey Causey (GRMC); Tammy Thompson & Thomas Abernathy (NEARMC); Sheila Suits (Marshall Medical Center South); Alicia Peace (DeKalb RMC); Miranda Norris (Northeast Orthopedics); Vickie Bedwell & Carrie Ponder (Jacksonville RMC); Alison Lutes (Gadsden Orthopedics); Susan Young (Cherokee Medical); Sheila Smith (Stringfellow Memorial); & from the GSCC Radiology program, students Lyndsie Gunter & Taylor Elliott (presidents of the first & second year classes respectively) , & faculty Gina Tice & Gay Utz

ACTIONS OF MEETING

Attendees were welcomed by Chairperson Gay Utz. Members introduced themselves.

Agenda Item: Review of Mission Statement

Discussion: The Assessment Committee met on February 20, 2017. No recommendations were made for changes to the mission statement. Mrs. Utz asked if the Advisory Committee still believes the mission statement reflects the mission of the Program & the Committee agreed that it does.

Action Taken: The mission statement will remain as is.

Agenda Item: Review of Program Goals

Discussion: The Program goals & student learning outcomes were provided for members to review. The four goals the Program assesses are clinical competence, communication skills, critical thinking & professionalism. Each goal has a minimum of three student learning outcomes. The Assessment Committee is charged with detailed review and analysis of the goals & student learning outcomes.

Agenda Item: Assessment Committee Report

Discussion: The Assessment Committee reviewed each goal, student learning outcome, & tool used to assess each outcome. When benchmarks were not met an action plan was formulated to discuss improvements in order to meet the benchmark. Several changes were made to be used for assessment of the 2017 cohort, to include using different tools for various outcomes. The minutes from the 2017 Assessment Committee meeting are available for review as is the 2016 Assessment Plan. New members are always welcome on this committee.

Agenda Item: Program Effectiveness for 2016 Graduates

Discussion: *Program Completion Rate*- The annual Program completion rate for the 2016 class was 52%. The benchmark for program completion is set at 75% so the benchmark was not met. 21 students were admitted & 11 completed the Program. 7 of the non-completers were for academic reasons. (2 non-completers had serious family issues & were counseled to withdraw but did not. 1 of the 7 failed BIO 202 but passed the radiology technology courses.) 5 of the non-completers were voluntary withdrawals. We will discuss improving the Program Completion rate later in the meeting.

ARRT Results- 10 of 10 graduates passed the ARRT exam on the first attempt. The first time pass rate was 100%. To date one student has not yet taken the exam. The benchmark over a 5-year period is 80% of graduates passing the certification exam on their first attempt within 6 months of graduation. The 5-year pass rate average is 96%.

Employment Rate- The benchmark for employment over a 5-year period is 80% of graduates seeking employment in medical imaging will be employed within 12 months of graduation. The employment rate for the 2016 class is 100%. All graduates seeking employment are employed. Initially 2 graduates were continuing their education in medical imaging. Recently 1 of those 2 graduates left the medical imaging profession. The Program exceeded the 5-year average with a 95% employment rate.

Agenda Item: Program Update

Discussion: *2nd Year Enrollment Statistics*- The 2017 class began with 22 students in the fall semester & currently has 19 students. Of the 19, 2 are readmit students. Of the original 22 admitted, 1 is a non-completer for academic reasons, 2 for personal issues, & 1 was dismissed from the Program for non-compliance with clinical policy.

1st year Enrollment Statistics- The 2018 class began with 22 students and currently has 21. The non-completer withdrew for personal reasons.

Student Supervision & Repeat Policies- Clinical Coordinator Gina Tice reviewed the supervision & repeat policies. Students are to be under direct supervision by a qualified radiographer until competency is proven. Once competence is proven the supervision may be indirect. This means assistance is close at all times. A student should be able to call for help & have a radiographer come immediately. All mobile radiographic/fluoroscopic procedures must be performed under direct supervision at all times regardless of the level of competency. All repeat radiographs must be performed under direct supervision. This policy is reviewed with the clinical instructors at every meeting. She also reminded everyone to review these policies with any new staff.

Job Market- Several 2nd year students already have jobs when they graduate. The job market in the area seems to be improving.

Additional Clinical Sites- The Program currently has 12 clinical affiliates & is considering additional sites. If we have more than 12 sites we will be on a different fee schedule with the JRCERT. Dr. Curry has stated it is okay for Program faculty to evaluate other locations for additional sites. The manager at Grandview has expressed interest in having our students do a clinical rotation there. Faculty asked Thomas Abernathy if NEARMC's Oxford outpatient center might be a possible clinical site. He stated he would let us know.

JRCERT Accreditation Award- The on-site visit was held in July 2016. The Program received notification from the JRCERT Board of Directors in November that the Program had received an 8-year accreditation award. An interim report will be due in 4 years.

Suggestions for Improving the Retention Rate- As previously discussed, the retention/program completion rate for the 2016 class is very low. Both class presidents gave feedback regarding information given at the Applicant Information Session. They stated that, even though class officers told them there would be daily quizzes & they would have to increase the amount of time devoted to studying, they did not comprehend it until they were in the Program. It is difficult for students to understand the rigors of the program prior to living it. A suggestion was made that applicants should have to sit in on a radiology class as part of the application process. Gina Tice said she would investigate YouTube videos for a "typical day" as a radiographer & show this at the Applicant Information Session. Someone suggested we make our own video & post it on the website. Someone also suggested a job shadow assignment as part of the application process but the requirements necessary to do that in a clinical setting are not feasible.

Admissions- The Applicant Information Session will be held in Helderman Hall on Thursday, June 8th from 1:00-4:00. Gaye Roberts will represent the managers at the session & Connie Lang will represent the clinical instructors.

Employer Surveys- Gay thanked those who have completed the surveys for the 2016 class & stated if a manager had not completed one she has some surveys available.

Next Clinical Instructors' Meeting- The next clinical instructors' meeting will be Thursday, April 27th at 12:00 at the One Stop Center, located on the East Broad Campus.

Pinning Ceremony- The pinning ceremony for the 2017 class will be held on May 1st at Rainbow Presbyterian Church at 6:00 pm.

Agenda Item: Adjournment

Action Taken: Mrs. Utz & Mrs. Tice thanked the Committee for their attendance & support of the Program.

Gadsden State Community College
Precision Machining Advisory Committee Meeting
Minutes
Ayers Campus
May 4, 2017, 7:30 AM

Present:

Anthony Whitley, David Lee, Bryan Clark, Jennifer Harcrow, Kim Knight,

Introduction:

Anthony Whitley, Personnel Director, Tyler Union

David Lee, Outside Sales, Industrial Tooling and Supply

Bryan Clark, CNC Programmer, Associated Metalcast Inc.

Jennifer Harcrow, Personnel Director, Aerospace Coating

Kim Knight, Career and Technical Education Advisor, Talladega County Schools

Recommendations:

Update CNC cutting tools.

Need a computer lab or larger computer area.

A laser would compliment the 3D printer to show the Precision Machining Department is moving forward with technology.

Closing:

The Meeting adjourned at 10:00 AM

Steve Caldwell

Precision Machining Instructor

Gadsden State Community College
Salon and Spa Management
Advisory Committee Meeting

Minutes
Ayers Campus
May 4, 2017 – 7:30 AM

The annual meeting of the Cosmetology Advisory Committee was called to order at 7:30 am on May 4, 2017.

MEMBERS PRESENT

Pamela Cruise – Regis Corporation
Kim Ray – Regis Corporation
Mickey White – Hair & Co.
Susie Palmer – Hair & Co.
Shay McCartney – Spa Bleu

DISCUSSION

The concerns about soft skills, time management, quality of work, professionalism, men's haircut and all phases of barbering and haircolor education. The new Spa and Salon Management Associate in Applied Science Degree was discussed.

RECOMMENDATIONS

- Professional development and additional resources will be needed as we continue implementing our Spa and Salon Management Associate in Applied Science Degree.
- Instructors were encouraged to attend hair shows and seminars that will offer additional training.
- Professional development in Men's haircutting and all phases of barbering
- Professional development and education at Redken Exchange for Hair coloring
- Include an Internship with professional salons for students to shadow licensed hairstylists.
- The use of Gadsden State's Salon and Spa Management program as the location for local and surrounding area's business meeting for Professional Hairstylists.

CLOSING

The meeting adjourned at 10:00 am.

Minutes Submitted by:
Melinda White, Cosmetology Program Coordinator
J. Tracy Bonner, Cosmetology Instructor

Gadsden State Community College
Welding Technology Advisory Committee Meeting

Minutes
Ayers Campus
May 4, 2017 - 7:30 AM

PRESENT

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

INTRODUCTION

Mr. David Lumpkin - Cleburne County Career Center
Mr. Bentley Porterfield - Anniston High School

DISCUSSION

Items of discussion included the following,

- New blueprint book request for the welding program
- A 5' sheet metal shear, 1/8" capacity

RECOMMENDATIONS

The members were given the opportunity to look at the requested new Blueprint textbook and both present agreed that it would be a positive change with respect to that portion of the program.

Also discussed was the need for a sheet metal shear. I explained why I felt this was needed and the benefit it would give our students who were interested in working at New Flyer. New Flyer is a company located in our local economy that hires many welders and offers an excellent employment package. This is where the shear is critical to our students. Most all of New Flyer's work involves sheet metal. We currently do not have an effective way of preparing practice weld coupons using sheet metal. Our current plasma arc cutting process results in a tremendous amount of edge preparation before our students can actually weld practice coupons. A shear would eliminate 100% of the grinding/sanding prior to actual welding.

Both members present agreed that it would benefit our students tremendously to have this equipment in the shop. Bart and I have also spoken with other members that were unable to attend about the above items and they too agreed with the need for both items.

CLOSING

The meeting adjourned at 10:00am.

Minutes Submitted by:

Gary Udaka Instructor WDT Ayers campus