

**College of the Redwoods  
Manufacturing Technology (MT) Advisory Committee  
Meeting Minutes**

Thursday, March 3, 2011  
Main Campus Room AT133 (Machine Tool Laboratory)

1. Welcome and Introductions

The meeting was called to order at 6:12 PM

Committee members present: Roger Kelly, Suk Choo Kim, Jerry Murray, Sandy Neil, Mike Nerat, Mike Peterson, Jim Richards, Nick Shull

2. Advisory Committee Structure

There was a discussion regarding an advisory committee structure where industry drives, chairs, and schedules committee meetings. This way, the program would be held more accountable to committee leadership and direction. Perhaps this model is more applicable to regions where there is more industry involvement in the college programs. This is a possible future scenario for the MT program as it grows.

3. Skills Gaps, Course Outcomes and Program Outcomes

A document regarding MT Program Learning Outcomes was distributed. See *MT PLOs and SLOs.docx*. Each course should have 3 to 5 outcomes documented on the course outline of record. We must assess student learning outcomes and file records on each. We already assess each outcome as a normal part of teaching courses, but we have not been required to document and track these assessments until now. The committee was asked to review and comment on course and program outcomes as a homework assignment.

4. Industry Technology Recommendations

This year we have submitted a proposal for new metallurgy equipment for the laboratory using CTEA funds. We are asking for a new microscope with camera and a specimen polishing machine. Future committee meetings will have an agenda item to suggest new technology purchases to the program faculty.

5. Employment Outlook, Hiring Needs

Several committee members suggested placing interns in work experience courses out in the field. This is a good way for students to get real industry experience and allows employers to pre-screen potential employees with real work situations. The college is currently working on a well-defined work experience program. Employees with good soft-skills are difficult to find.

6. Announcements and Other

The next meeting will be held early in the Fall 2011 semester. Meeting was adjourned at 7:39 PM.