

**College of the Redwoods  
Manufacturing Technology Advisory Committee  
Meeting Minutes**

Friday, March 2, 2012  
6:00-7:00 PM

Eureka Main Campus Room AT133 (Machine Tool Laboratory)

1. Welcome and Introductions

The meeting was called to order at 6:10 PM

Committee members present:

Steve Brown	College of the Redwoods
Bruce Hamilton	Wildwood Manufacturing
Bryan Hubbell	College of the Redwoods
Suk Choo Kim	CPR Aquatic Inc.
Jennifer Knight	College of the Redwoods
Kathy Miller	Humboldt County Office of Education
Mike Peterson	College of the Redwoods
Julia Peterson	College of the Redwoods
Darran Sandars	Wildwood Manufacturing
Aletta SauAr	South Fork High School/APICS
Nick Shull	College of the Redwoods
Dave Stevens	Humboldt Regional Occupational Program/Eureka High School
Danny Walker	College of the Redwoods
Robert Yeager	Marimba One

2. Advisory Committee Structure

Jeff Cummings, the new Dean of Career and Technical Education (CTE) at the College of the Redwoods (CR) had asked all CTE programs to implement new guidelines for effective advisory committees. These guidelines include having 15 to 20 solid committee members serving two year terms, at least half of the committee should be from industry, and the committee chair will be a member from industry. We will also develop an advisory committee handbook detailing the guidelines and procedures. The Manufacturing Technology (MT) Advisory Committee members were asked to consider leading the committee next year and to assist the faculty in adding new committee members. MT program faculty will provide support to the industry chair to reduce the amount of time required for this important role.

3. Report on Accreditation, ACCJC and ATMAE

The Accrediting Commission for Community and Junior Colleges (ACCJC) has placed the CR on sanction. "Show Cause" is the most severe sanction within the range of

actions that the ACCJC can take. This sanction is not a reflection of the quality of education or the student experience at the CR, it is related to planning and how we document the assessment of our learning outcomes. Now more than ever, as we face ACCJC sanctions and budgetary issues, program advisory committees will play an essential role. Advisory committee members may be called upon to support programs perhaps by appearing at public meetings and signing letters of support.

The MT program at the CR will seek external accreditation through the Association of Technology, Management, and Applied Engineering (ATMAE). This will involve completing a self-study document in the Fall 2012 semester followed by a site visit by an ATMAE team. The CR already has external accreditation through ATMAE for the Drafting Technology and Construction Technology programs. Pursuing accreditation for this additional program will not cost the college more money in fees paid to ATMAE because the one fee currently paid covers as many programs as are applicable. When the visiting team from ATMAE is here, they will want to interview advisory committee members.

#### 4. Course Outcomes and Program Outcomes

The committee member packet included two documents, *MT Certificate and Degree Learning outcomes by Course Number*, and *MT Certificate and Degree Learning outcomes*. The committee was asked to evaluate these outcomes and respond in the future as to whether these learning outcomes are appropriate. The committee is invited to suggest new learning outcomes for the program as well as suggest eliminating current learning outcomes as needed.

Assessing how well our students are learning material based on these outcomes is crucial for the continuous improvement of the program. Various methods of assessing student learning have been implemented in the MT program. The MT advisory committee will evaluate our assessment methods and suggest new methods for assessing learning outcomes. MT program faculty plan to initiate email discussions within the committee regarding learning outcomes and assessment of the learning outcomes in late April to prepare for the next committee meeting in the Fall 2012 semester.

#### 5. CTEA Projects

Each year, the MT program is eligible to participate in funding from the Carl D. Perkins Career and Technical Education Improvement Act (CTEA). Additionally, there are other grant funds available for CTE programs. Last year the MT program purchased a new rapid prototyping machine as well as Computer Numerical Control (CNC) control simulators. The committee suggested improving the program by purchasing a CNC turning center with live tooling, hiring a technician and purchasing parts to get our plastic injection molding machine running, and purchasing new metallurgical laboratory equipment.

## 6. Employment Outlook, Hiring Needs

It was evident from the discussion that the MT advisory committee at the CR feels strongly that the manufacturing industry is gaining momentum and there will be many jobs available in the future. Outsourcing to offshore countries is becoming more and more expensive and this trend will cause more companies to do manufacturing in the U.S.

## 7. Industry Recommendations for Program Needs and New Technology

The committee generally supported purchasing new technology as noted in item #5 above. The plastic injection molding machine has been non-operational since it was purchased many years ago. Adding this technology to our program is a relevant improvement and should be a priority.

CNC machine repair and maintenance is a skill set that employers see value in. This includes knowledge of troubleshooting complex electronic and mechanical systems.

A notable comment from the committee was that it is not necessarily training in a piece of equipment or new technology that employers need in their employees. Local manufacturing companies need employees that are problem solvers and have strong work ethics. Soft skills and attitude can be more important than skills in specific technology.

## 8. Announcements and Other

The Humboldt County Student Business Challenge contest, Economic Fuel has deadlines approaching later in March. More MT students at the CR should get involved in Economic Fuel so those with entrepreneurial ambitions can develop business plans and potentially earn start-up capital to start their own business.

We plan to have virtual discussions on learning outcomes and program support via email in the coming months. The next MT Advisory Committee meeting will be in the Fall 2012 semester.

Several members of the committee were not able to attend this meeting but did express interest in participation in future meetings.

The meeting was adjourned at 7:20 PM.

Committee Membership List

<b>Name</b>	<b>Title</b>	<b>Agency or Company</b>	<b>Representing</b>
Steve Brown	Professor, Drafting Technology	College of the Redwoods	College Faculty
Jenifer Carpenter	Mechanical Designer	Wing Inflatables	Industry
Jeff Cummings	Dean, Career and Technical Education	College of the Redwoods	College Administration
Jacqueline Debets	Economic Development Coordinator	County of Humboldt	Workforce Investment Board
Don Ehnebuske	Business Advisor	Azalea Business Support	Industry
Dave Enos	Teacher	McKinleyville High School	Secondary School Faculty
Barbara Groom	CEO	North Coast Brewery	Industry
Bert Hafar	Associate Faculty	College of the Redwoods	College Faculty
Bruce Hamilton	CEO	Wildwood Manufacturing	Industry
Mike Hislop	Chief Investigator	Humboldt County District Attorney's Office	Industry
Bryan Hubble	Student	College of the Redwoods	College Students
Susi Huschle	HROP Counselor	Humboldt County Office of Education	Humboldt County
Roger Kelly	General Manager	JR Stephens Co.	Industry
Suk Choo Kim	CEO	CPR Aquatic Inc.	Industry
Jennifer Knight	Advisor	College of the Redwoods	College Staff
Kathy Miller	Economic Fuel Coordinator	Humboldt County Office of Education	Humboldt County
Jerry Murray	Associate Faculty	College of the Redwoods	College Faculty
Mike Nearat	Business Counselor	SBDC	Industry
Mike Peterson	Professor, Manufacturing Technology	College of the Redwoods	College Faculty
Julia Peterson	Director, Small Business Training Center	College of the Redwoods	College Management
Pru Ratliff	CTE Grants Manager	College of the Redwoods	College Management
Darran Sandars	Machine Operator	Wildwood Manufacturing	Industry
Aletta SauAr	Teacher	South Fork High School/APICS	Secondary School Faculty
Nick Shull	Associate Faculty	College of the Redwoods	College Faculty
Dave Stevens	Teacher	Eureka High School	Secondary School Faculty
Danny Walker	Assistant Professor, Welding Technology	College of the Redwoods	College Faculty
Robert Yeager	Machine Operator	Marimba One	Industry