

**February 13, 2020
Skills Center, Room 110
Meeting Convened at: 3:10 p.m.
Meeting Adjourned at: 4:45 p.m.
Facilitators: John Carter**

<u>COMMITTEE MEMBERS</u>	<u>EX-OFFICIO</u>
<p>Jason Erdkamp, A & P Mechanic, Aircraft Sales Limited/Long Beach Eric Harmon, A & P Mechanic, American Airlines Mike Hordichok, A & P Avionics Install Lead, Gulfstream Aerospace Corporation Lane Woodard, A & P Mechanic, Delta Airlines</p>	<p>John Carter, Faculty, OCC Elaine Devlin, Staff Assistant, Career Education, OCC Rodney Foster, Faculty, OCC Franz Ronald, Faculty, OCC Daniel Shrader, Dean, Technology, OCC Cynthia Voss, Part-time Counselor, Technology, OCC Mark Zombek, Faculty, OCC</p>

ADVISORY COMMITTEE MEETING SUMMARY

1. Welcome & Introductions

- Sign-in and confirmation of attendees' title/role and email/contact information
- Review of Advisory Committee Role and Responsibilities and meeting outcome

2. Program Outcome Data

- Review of Program Level Outcomes (PLOs)

Airframe:

- Have the necessary skills and training for proficiency in taking written, oral and practical exams for AIRFRAME certification which may be required for employment.
- Be able to improve or develop additional proficiencies required for professional growth or advancement in their current employment. All qualification training and tests are prescribed and follow the guide of the Federal Aviation.

Airframe and Powerplant:

- Have the necessary skills and training for proficiency in taking written, oral and practical exams for AIRFRAME & POWERPLANT certification which may be required for employment.
- Be able to improve or develop additional proficiencies required for professional growth or advancement in their current employment. All qualification training and tests are prescribed and follow the guide of the Federal Aviation.

Powerplant:

- Have the necessary skills and training for proficiency in taking written, oral and practical exams for POWERPLANT certification which may be required for employment.
- Be able to improve or develop additional proficiencies required for professional growth or advancement in their current employment. All qualification training and tests are prescribed and follow the guide of the Federal Aviation.
- The PLOs were discussed, and the committee chose not to make any changes.

- Current Enrollment and Completer Status and Trends
 - The program is at 100% capacity. The FAA certified the program to have an additional 25 students in the classroom on any day. This increased the number of students allowed in the classroom on any given day to 150.
- Biennial Program Review- The committee looked at the Biennial Program Review. The growth in labor market demand and certificates awarded indicated to the committee that the college core indicators were not correct.
- Employment Outcomes:
 - Licensure/certification exam pass rates:

Program	Exam state/national	Institution Set Standard (%)	2017-2018 Pass Rate (%)	2016 - 2017 Pass Rate (%)	2015 - 2016 Pass Rate (%)
Aircraft Maintenance Technology -- AMA (Airframe)	Federal	75%	100%	100%	100%
Aircraft Maintenance Technology -- AMG (General)	Federal	75%	100%	100%	100%
Aircraft Maintenance Technology -- AMP (Powerplant)	Federal	75%	100%	100%	100%

- Employment Data
 - Institution Set Standard

Institution Set Standard (%)	Job Placement Rate (%)		
	2018	2017	2016
75%	80.00	80.00	83.33

- CTE Outcome Survey: This survey is administered by the state once every year to gather data on occupational outcomes for all CTE programs. The survey is distributed by email or text one year after a student has graduated, and they receive it in the last known email address that we have provided. We need to obtain and maintain a good database of contracts for graduates/leavers in order to maximize the return of surveys, which will give us better data to reflect the occupational success of our program grads.
- Perkins Program Core Indicators (Attached) The committee addressed the lack of data on the College Core Indicator sheets. OCC Faculty to meet with Lisa Knuppel to discuss Core Indicators in the near future. The following points were discussed:
 - Aircraft Fabrication has only one class (sheet metal) in the certificate and the head count is done two years later.
 - John Carter will speak to Anna Hanlon about the potential to retire this Aircraft Fabrication Certificate going forward in the future.
 - The committee discussed how the use of different TOP/SOC codes might affect the data.

3. Review of Last Advisory Committee Recommendations and Progress Report

Last Meeting Date: June 28, 2017

- Personnel
 - One full-time faculty member, John Carter, was hired.
 - The committee agreed they would need to replace Mark Zomback who is retiring.
 - The program added an Instructional Associate that also serves as a tool crib attendant for student safety and success.

- Curriculum
 - Expanding offerings for A & P
 - FAA approved and certified an additional 25 students to occupy the classroom on any day.
 - Continuing to investigate and implement alternative scheduling modules: morning, afternoon and evening and weekend classes to increase throughout and ease restaging and setup.
 - Still working to create a test prep course to better prepare students to take industry certification exams. The course would be in conjunction with A163 and occur during the summer. This course would be a non-FAA oversight class offered with A163.
 - Not viable to do research creating a test center at OCC.
 - Continue expanding avionics as the need and market demands
- New Equipment/Technology needs –
 - Seek funds to enclose the storage area to keep things from rusting.
 - Pursue additional small business jets such as Cessna Citation I as a priority- cost around \$100,000.
 - Acquire additional working aircraft especially “Complex” General Aviation Aircraft.
 - Added shop equipment: a bead blaster, grinder, and a buffer.
 - Expand avionics and autonomous mechatronics equipment.
 - Added a NAV/COM/Marker/ramp test set, a digital turbine temperature tester, an Avionics TDR kit, and a barfield pressure tester to the programs’ equipment.
 - Need to get an IFR 6000 transponder with ADS-B and TCAS capabilities because as of Jan.1, 2020 it is required. The cost is around \$29,000. In a single engine aircraft, it lets everyone know where you are.
 - In the process of expanding equipment for Engineering Technology/Autonomous vehicle program with a scanner, a plasma table with router capabilities, and a CNC notcher.
- Program Recruitment
 - No need for program recruitment- classes are full.
 - Continuing to inform students of scholarships available to help pay for program.
- Other
 - Ask for renovations to the building and facilities which is needed due to safety concerns and needed to house updated equipment
 - Obtain larger and better equipped accommodations for the Electrical labs. There is a need for better electrical in general.
 - Remove the one unutilized airliner tube left in the yard.
 - Removed the unused Zyglo station.

4. Review of New Program Developments

- Equipment/Facilities - Got Citation 401
- One instructor, Dave Phillips, is in the process of revising Avionics curriculum and program structure to make it more viable.

5. Work-Based Learning Opportunities

- Overview of existing work-based learning elements of program and gaps or needs- so much movement in the business that we really don’t have gaps or needs
- Advisor recommendations and referrals for new internships or apprenticeship opportunities -Cindy Voss suggested we work with Katie Ottoson to provide job opportunities in AMT.

6. Industry Update & Employment Trends

- Emerging technologies and industry developments
 - Students need sheet metal skills and knowledge to repair floorboards.

- The industry needs to hire students with strong soft skills, maintenance manual competency, the ability to read ATA codes and guides on troubleshooting.
- Industry hiring practices and trends
 - American Airlines is currently hiring 4,000 mechanics.

7. **Summary of Recommendations**

- New or Revision of Curriculum/Classes
 - Keep expanding Avionics as the future determines how.
- New Equipment/Technology
 - Acquire an IFR 6000 transponder with ADS-B and TCAS capabilities because as of Jan.1, 2020 it is required.
 - Seek funds to enclose the storage area to keep things from rusting.
 - Pursue additional small business jets such as Cessna Citation I as a priority-cost around \$100,000.
 - Acquire additional working aircraft especially “Complex” General Aviation Aircraft.
 - Renovate the building and improve the facilities.
 - Obtain larger and better equipped accommodations for the Electrical labs. There is a need for better electrical in general.
- Program Marketing/Recruitment Recommendations-no need for it at this time as the program is at full capacity.
- Other recommendations for program improvement
 - Remove the remaining unutilized airliner tube in the yard.

8. **Closing Remarks**