Owens Community College

Quality Assurance Technology Advisory Meeting
Date: March 17, 2006
Location: Café Marie – The Toledo Zoo
Industrial Attendees: Myron Bowers, Tim Meyer, Mark Rodabaugh, Mark Schoenlein
Student Attendees: Myron Bowers
Owens Attendees: Paul Bean, Jim Gilmore, Joe Peschel, Advisor-Stan Paige

Topic	Discussion/Rationale	Recommendation/Decision/Action
Call to Order and Review of Previous Minutes	- Meeting was called to order at 8:15 a.m. by Chair Myron Bowers - Introductions were made.	- Minutes of the previous meeting were distributed, read and approved by all present - Minutes will be posted on the Owens web site and not mailed.
Enrollment and Retention Report	- Enrollment in the Toledo Campus program is down two students from last spring semester for a total of 19, and there is 1 student in the certificate which is up 1 student. There is one declared student in the Six Sigma Black Belt. - As previously stated, these numbers do not accurately depict actual enrollment. Some students do not declare a major because they are only here to take one or two courses. There are students all across campus taking quality courses and the sections that are running are full. - A Green Belt class was run last summer and another will run this summer. - The Black Belt class ran in the fall with 5 students. These students are now eligible to take the ASQ certification test. - A recruiting event during engineering Tech Prep week brought 1300 high schoolers to campus to tour the building and get information.	- Ask students at the beginning of the semester to declare a major if they haven't already done so. - Stan Paige and his team are discussing other recruiting events and different ideas on how to get more women involved in the engineering programs. They are also working with PR and Marketing to get information out to the public.
Faculty Report	- Paul Bean reported that the QCT 110 classes are full. There are not a lot of students majoring in Quality, but there are plenty of students taking the classes. Everything is going well and he is enjoying it. - This summer, Myron Bowers will teach the web QCT 105 class and a QCT 105 section just for John Deere students. Paul will teach QCT 110. - Myron reported that student projects required in QCT 110 were evaluated using the School of Technology rubric, and it worked out well. - There was discussion about making QCT 110 and QCT 120 co-requisites. It currently has QCT 110 and SKT 161	- Student's written and oral skills will be evaluated again in QCT 202. - Changing the prerequisite for QCT 120 will have to be done through the Curriculum

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	as prerequisites, so students need the instructors and Chair's signature to take the class without them. ▪ Michael Theise reported that enrollment for the Six Sigma class came mostly from word of mouth and from companies sending their employees for training. He felt it would help students plan if they knew when required courses are offered. ▪ Myron Bowers has done a fine job on the on-line delivery of QCT 105. These sections fill every semester.	Committee. ▪ A chart of all the School of Technology required courses indicating when they are offered will be put on the Owens website. ▪ More consideration needs to be given to offering other courses on-line.
Student Report	▪ Myron Bowers had nothing to report	
Outcomes Assessment Report	▪ It was mentioned in brief that Outcomes Assessment is in the process of being revised this year in order to streamline the process.	▪ Rubrics are being developed and will be shared with the committee at the next meeting. ▪ Data will be collected every semester, but reports will be completed annually.
Outcomes Competency Validation	▪ Outcomes Competencies will be modified in order to more accurately reflect the content of the program.	▪ The Committee will discuss and verify the competencies at the next meeting.
Program and Curriculum Enhancements	▪ See Faculty Report. ▪ The department will be doing a limited amount of Quality Assurance instruction for GM, but it will not start for a year or two.	
Equipment, Facilities, and Staffing	▪ A number of small items in the way of measuring equipment were purchased for QCT 120. ▪ There are conflicts in using the CAD/CAM computer lab, so it would be advantageous for the students to have a dedicated Quality lab with its own computers. Room 166 can be cleaned and rearranged to accommodate them. ▪ The Department is allotted funds for library materials each year. Jim asked for suggestions on reference materials, videos, etc., to be placed in the library.	▪ Computers for room 166 will be placed on the capital equipment list. ▪ AV Services will install an overhead projector in room 166.
Accreditation Status	▪ The Quality program was accredited by NAIT in November. ▪ The College was recently certified by AQUIP. This allows the College to complete an NCA review every three years instead of the formal process every ten years.	▪ Jim is working on the Program Review and Evaluation Process (PREP) for the Environmental Program this semester. ▪ The PREP for Quality will be completed next year
Other	▪ Flyers have been sent out to high schools regarding Lincoln Motorsports Night. It will be held from 6-9 p.m. on April 6th. The admission is free and there will be a raffle. Bring the family. ▪ Meeting adjourned at 9:30 a.m.	▪ Chair – Myron Browers ▪ Vice Chair – Mark Rodabaugh ▪ Secretary – Mark Schoenlein