Owens Community College

Quality Assurance Technology Advisory Meeting
Date: November 11, 2005
Location: Café Marie – Perrysburg, Ohio
Industrial Attendees: Myron Bowers, Maggie Jones, Mark Rodabaugh, Mark Schoenlein
Student Attendees: Kamil Saleh
Owens Attendees: Paul Bean, Jim Gilmore, Joe Peschel, Advisor-Cheryl Garlow

Topic	Discussion/Rationale	Recommendation/Decision/Action
Call to Order and Review of Previous Minutes	▪ Meeting was called to order at 8:05 AM. ▪ Introductions were made. ▪ New format for minutes adopted by School of Technology for all meetings.	▪ 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. The minutes or the hyperlink to the minutes will be emailed to advisory members.
Enrollment and Retention Report	▪ Overall there was a slight decline in enrollment this semester in the School of Technology. ▪ Enrollment in the Toledo Campus program is down six students from last semester for a total of 22, and there are 7 students in the certificate which is down 2 students. ▪ Enrollment in the Findlay Campus program is up 4 students for a total of 12, and there is one student in the certificate. ▪ 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. ▪ High school counselors seem to be steering students in other directions other than technical education.	▪ Ask students at the beginning of the semester to declare a major if they haven't already done so. ▪ A full-time faculty member was hired in the Quality area who can now help to champion the program.
Faculty Report	▪ Paul Bean reported this is his first semester and is teaching SQC, Continuous Improvement & TQM, and Project Planning. ▪ Paul is looking forward to wrapping up this semester and starting over again in January. ▪ Myron Bowers is teaching two on-line sections and one classroom section of the new QCT 105 Technology in Society course. ▪ The QCT 105 course covers critical thinking, diversity and ethics topics that are necessary for accreditation purposes.	▪ Myron would like to have the ability to merge the two on-line sections in Blackboard. Jim and Myron will speak with Mark Karamol on how to go about it.

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	▪ EET 130 has replaced CIS 131 in the curriculum which allows students to take the QCT 105 course.	
Student Report	▪ Kamil Saleh reported he is taking one class this semester – Machinery's Handbook and said everything was going well.	
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.	▪ Jim Gilmore and Paul Bean are working towards streamlining the Outcomes Assessment Process in the program. ▪ Rubrics are being developed and will be shared with the committee at the spring 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 spring meeting.
Program and Curriculum Enhancements	▪ Nothing new to report – see Faculty Report.	
Equipment, Facilities, and Staffing	▪ There were no specific issues regarding equipment in respect to the Quality program. ▪ $5000 worth of measurement equipment was added last year and a CMM was added prior to that. ▪ MiniTab software is currently being used in the program. ▪ Suggestion was made to use data from the machining classes in a quality class, to measure force, torque, breakdown, etc. Could possibly be used in the Total Predictive Maintenance course discussed at the last meeting.	▪ Jim is always looking for ideas for capital expenditures and welcomes all suggestions. ▪ Jim will talk with Todd Gearig about using Master Chemical data in Quality classes.
Accreditation Status	▪ The NAIT Board of accreditation will be voting on the School of Technology's accreditation status in November.	▪ Compliance issues cited during the visit are being corrected. ▪ Mark Durivage, Glenn Rettig, and Randy Wharton will be attending the accreditation meeting.
Other	▪ Advisory Committee by-laws were approved. ▪ Officers were elected. ▪ Meeting adjourned at 9:25 a.m.	▪ Chair – Myron Browers ▪ Vice Chair – Mark Rodabaugh ▪ Secretary – Mark Schoenlein