

**Franklin County Career and Technology Center  
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

<b>PROGRAM AREA:</b>	<b>ENGINEERING TECHNOLOGY</b>				
<b>MEETING DATE:</b>	10/5/2017	<b>START:</b>	6:00	<b>ADJOURN:</b>	7:15
<b>COMMITTEE CHAIRPERSON:</b>	Loren Myers				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>	William Brooks Loren Myers Julie Fitchet Megan Baker				
<b>BRIEF MEETING SUMMARY</b>	<p>The Committee was pleased with the addition of the ceiling mounted electric cord reels feeding the computer stations as well as enrollment numbers. Favorable comments provided about the upgrade to benchtop workstations/seating and overall equipment arrangement. Suggestions were made for upgrades in equipment. No safety concerns at this time.</p>				
<b>ADMINISTRATIVE RESPONSE:</b>	<ul style="list-style-type: none"><li>The administration commends the instructor for her efforts in program growth. Upgrades in technology should be coordinated through the Network Specialist and be planned through budgetary processes outside of larger equipment purchase. Will explore SolidWorks initiative from a cost standpoint.</li></ul>				

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SECRETARY/CHAIRPERSONS SIGNATURE

## SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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## SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Satisfied with safety upgrades to electrical.

## SECTION 3: FACILITIES

### FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- |  |                                     |                          |
|--|-------------------------------------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

- 1.

**SECTION 4: EQUIPMENT AND SUPPLIES**

**A. EQUIPMENT AND SUPPLIES REPORTING FORM:**

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The supply of tools and equipment is adequate to implement the curriculum	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The condition of the equipment indicates proper care and maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Supplies are adequate to implement program objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. An inventory of equipment is maintained by the teacher or other staff member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. A schedule for repair and replacement of equipment, tools and supplies is maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. A security system for the use of tools, equipment and supplies is maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

1. Purchase replacement and new equipment/tools listed below...

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
  - Additional PLTW POE/CIM VEX Robotics Kits
  - Class set of digital tablets with stylus – digital sketching and other educational support activities
  - Set of general tools
- 2.) What equipment is recommended for replacement within the next two years?
  - 3 of 6 tabletop Robotic Arms and accessories as required
- 3.) What equipment is recommended for replacement within the next five years?
  - 3 of 6 tabletop Robotic Arms and accessories as required
- 4.) Other recommendations:
  - Digital tablet with stylus for Instructor
  - Upgrade/Replace the 20 laptop/computer workstations- needed for technical software use.
  - Purchase several lighted magnifiers- used during reverse engineering

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Committee pleased that Instructor is getting existing equipment back in working condition.

**C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:**

**SECTION 5: GENERAL DISCUSSION**

**LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:**

- **Addition of SolidWorks Software for 3D modeling – Most commonly used in industry.**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Discussed it would be nice for students to have added experience of using SolidWorks software in addition to Autodesk Inventor. Agreed that Solidworks experience specifically is not required for meeting task list or being employable. Suggested staying with Autodesk Inventor as long as the license is free.

## FIVE YEAR EQUIPMENT LIST

School Year	Item #	Item Name	Justification/explanation why needed	Unit Quantity	Cost per Unit
<b>Current 2017-18</b>	1	Example Item – Name (Lincoln Arc Welder model 225)	Example (i.e. – accommodate increase class size, replace outdated/damaged equipment, improve instructional strategies and curriculum alignment, meet industry standards, provide more career and further educational opportunities, increase exposure to equipment and skills, improve student wage potential and marketability	3	2000
	2				
	3				
	4				
	5				
<b>2018-19</b>					
	1	Robotic Arms (tabletop style) Make/Model to be determined	Replace damaged/outdated equipment, increase exposure to equipment and skills	3 of 6	To be determined
	2	PLTW POE/CIM VEX Robotics Kits	Replace damaged equipment, increase exposure to equipment and skills,	2	To be determined
	3	Class set of digital tablets with stylus – digital sketching and other educational support activities	increase exposure to equipment and skills,	24	To be determined
	4	digital tablet with stylus for Instructor	increase exposure to equipment and skills,	1	To be determined
	5				
<b>2019-20</b>					
	1	Robotic Arms (tabletop style) Make/Model to be determined	Replace damaged/outdated equipment, increase exposure to equipment and skills	3 of 6	To be determined
	2				
	3				

	<b>4</b>			
	<b>5</b>			