

**Advisory Committee Recommendations
2016-2019**

Program	Recommendation	Action Taken
Computer Information Systems Technology	Add transfer option	Articulation in work with Southern Arkansas University
Office Management	Conducting mock job interviews with interns using committee members	Complete
	Adding a phlebotomy course for Medial Office Administration students	Discussions under way to add to secondary Career Academy
	Determine certification tests needed for the medical assisting, medical coding, and medical billing. The Registered Medical Assistant (RAM) will be needed for the medical assisting certification.	Have put in place Certified Medical Administrative Specialist (CMAS) certification. Fee is collected through fees. Students take exam during their last semester at the college.
	Adding an OM emphasis for legal office assistant.	No action taken
	Possibly adding a degree plan for a medical lab technician.	No action taken
Forest Harvesting Technician	Degree plan revisions recommended	All revisions implemented
Engineering	Add more math to curriculum	In work
	Recommended focus areas: electrical design, manufacturing, and quality	In work
	Add GD&T to curriculum	In review
	Add Metrology to curriculum	In review
	Add Statics and Plane Trigonometry to curriculum	To be added with transfer option in work with Southern Arkansas University



Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Program Advisory Committees - 2019

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Computer Information Technology
Advisory Committee Meeting
March 13, 2019

The Computer Information Technology Advisory Committee met on March 13, 2019 at SAU Tech. The following were in attendance:

Carolyn Satterfield	Lockheed Martin
C.J. Biggers	Spectra Technologies, LLC
Laura Johnson	SAU Tech
Lynn Sprong	Spectra Technologies, LLC
Jodi Eppinette	SAU Tech
Phyllis Hutson	SAU Tech

The meeting was called to order at 12:15 p.m.

The CIT degree plans were reviewed by committee members. The required courses were found to provide the necessary workplace skills needed by area businesses. The committee specifically expressed the value of the courses offered in Ethical Hacking, Cybersecurity, and Cloud Computing. These courses are particularly relevant for the current workplace trends.

The committee discussed what employers look for during the hiring process. It was strongly suggested that students need at least an associate degree in this program area. Technical certificates alone are not sufficient for entering the work environment. For some companies require a bachelor's degree is required.

Further discussion of this topic led to a recommendation that SAU Tech consider adding a transfer option for this program. The committee felt that transfer options in computer technology and cybersecurity would be most successful.

A review of completion rates of students in this program showed that a large number of students do not persist to complete the associate degree. Data showed that it is common for students to end their education after receiving only technical certificates. It was suggested that SAU Tech contact students one year after leave school to follow up on their success in finding employment and recruit them back to campus to complete needed coursework.

Additional topics discussed included:

- Internship opportunities at area businesses.
- Suggestions on employment trends in the CIT area.

The meeting was adjourned at 12:45 p.m.

Advisory Meeting Minutes – Cosmetology
March 13, 2019

Attendees:

Terri Brewer

Alana Morlen

Skills & Requirements:

Terri Brewer stated that foiling is important in the cosmetology profession. Cuts and texturizing are also areas that students need to know before coming out of school. Teach the students that once they get out of school, they need to continue their education. They need to go into a salon so that they can learn the new techniques.

Alana Morlen said that she is going to bring in a stylist to do individual lashing. Terri said that it is important to bring in different stylists to demonstrate different techniques that they specialize in. Braiding is also an important field, but there is not a requirement of a license for braiding. Alana stated that she would like to take her students to a real salon so that they can see actual day-to-day routines of a salon. Terri mentioned that it is very important to talk to clients – client consultation. An example is hair coloring. Do not do quotes over the phone for complex styles.

Alana added that her biggest complaint about students is that their work ethic is not important to them. They need to have a good quality of work. On haircuts, Terri said that blending is very important. She asked Alana about cutting hair when wet or dry? She said that it is more beneficial to cut the hair when dry so that you can see how it will fall, especially with women who have curly hair. Always double check your work in case you miss something. Your clients are free advertising.

Alana ended by saying that she had an I Can Shears class a couple of weeks ago. She also went to a color class at State Beauty on February 18th. She had 11 to go.

Southern Arkansas University Tech
Engineering Advisory Committee
Minutes of Meeting
March 13, 2019

A meeting of the Southern Arkansas University Tech (“SAUT”) Engineering Advisory Committee was held on Wednesday, March 13, 2019, in TE111, in the Technology Building on the SAU Tech Campus, 6415 Spellman Rd., Camden, Arkansas.

Committee members present were: Tom Smart, Matt Hagler, Ryan Parker, Tony Staples, and David Bowen

Guest present: LaClaire Williams

Chair Tom Smart called the meeting to order at 12:15 pm.

Tom Smart opened the meeting by telling the group what courses he teaches (Robotics, PLC) and discussed class size. He then asked the group what they thought needed to be incorporated in the program. Tony Staples stated that Robotics needed to be taught.

Mark Hagler stated that his degree plan, when he was in college, required Calculus I & II. It was somewhat concerning that Calculus was not on the SAUT degree plan. Another concern was that there was nothing mechanical about the program. A statics course should at least be included because it is one of the basic classes.

It was the general consensus that the program should focus on Electrical Design, Manufacturing, and Quality. Those courses would better represent what is needed in the workforce. The group felt that the current degree is skewed more towards electrical and most jobs are skewed towards mechanical.

Tom Smart stated that the program was geared towards transfer to SAU Magnolia’s Engineering program, which is not an accredited program. He also stated that he needs better books for the program and discussed what was taught in each of his classes. Matt Hagler also discussed what was taught and covered in his classes.

Ryan Parker stated that GD&T is a good component to have and that students also need to know the basic of gauges. David Bowen stated that it was helpful for students to know about dial measuring and not just digital measuring tools because when they hire, applicants are given a test and part of that test is measuring with a dial measuring tool.

It was the general consensus that students need Metrology. Matt Hagler suggested lumping CIA and Robotics into one course and add a metrology course. He also stated that a Statics course definitely needs to be included in the program. It was also the consensus that Trig would be a good course to add to the program.

Matt Hagler stated that students need more engineering courses instead of classes like Student Success.

There being no further business the meeting was adjourned at 1:03.

Afterwards, Tom Smart gave a tour of his classroom to the committee members.

Advisory Committee Meeting Minutes AAS Forest Harvesting Technician

Tuesday, April 2, 2019

Members Present: Dr. Valerie Wilson, Dr. Jason Morrison, David McLeane, John Dawson III, Matt Stone, David Stone, Cory Bostic, Eddie Horton, Daniel Glaze

The meeting was called to order by Dr. Valerie Wilson. The first order of business was discussion of the program. The recommendations for program revisions are:

1. The committee recommends that FRST1004 Dendrology be split into two parts. Dendrology I would be a fall semester class focusing on bark and mature leaves. Dendrology II would be a spring class focusing on buds and fruit (new growth). The rationale for this recommendation is the stage of the leaves and trees during these seasons. The course title for FRST1004 would be changed to Dendrology I and a new four credit-hour course would be created for Dendrology II.
2. The committee recommends combining FRST1034 Forest Harvesting and FRST2013 Logging Safety into one course. The rationale for this recommendation is the lack of material to justify offering the classes separately. The topics fit well together thus the reason for the combination. A new three-hour course would be created titled "Forest Harvesting & Logging Safety" and would be offered in the third semester of the program.
3. The committee recommends removing MD1033 Basic Machine Tools from the program. The rationale for this recommendation is that this course does not cover the type of tools used in this industry. Machine maintenance for this industry will be included in the Forest Harvesting & Logging Safety course.
4. The committee recommends adding BA2223 Business Communications to the degree plan. The rationale for this revision is that students graduating from this program need to be able to communicate professionally both orally and in writing.

Instructor Daniel Glaze began the discussion of the need for an instructor for the program. His business responsibilities have started to interfere with his availability to serve as instructor for the program. Other committee members present voiced their willingness to assist the college in securing an instructor for the fall 2019 semester.

Dr. Wilson discussed the internship course that is included in the degree plan. The course includes a requirement that students complete a specified number of hours working in their area of study. All employers present agreed that they companies could be used to place interns.

The last item of discussion was current employment trends. All employers present indicated a great, immediate need of employees. Positions currently open include: foresters, entry-level ranger I and logging supervisors.

With there being no further business, the meeting concluded with Dr. Wilson thanking everyone for coming. The next meeting will be held spring 2020.

HVAC/E&I Advisory Committee Meeting

March 13, 2019

Location: TE 210

Members Present: Alan Dean, Jody Tillery, and Keith Thurmon

Instructor Present: Clarence Walters

Recorder: Karmen House

Clarence Walters started the meeting off by introducing everyone and thanking them for coming to be a part of the meeting and giving their input. Mr. Walters posed the following questions to the group.

1. What do students need to know in order for them to be hired?
2. What does SAUT need to be teaching these students so they are qualified enough to be hired?

Mr. Walters asked each person to make a list of what they would expect out of a student when they graduated out of the HVAC program. Some of the items listed included:

- How to read a ruler
- Fundamentals
- How to dress
- How to show up to work on time

Karmen House explained that other companies within the State of Arkansas are having issues finding employees that have this basic knowledge. Mr. Walters expressed that he thinks that the reason there is such a lack of knowledge in this area is their home life.

Alan Dean commented that kids don't grow up working like the baby boomers have grown up working. These kids today don't have the want to work and we have to figure out a way to get them there. Mr. Dean listed topics that need to be taught.

- How to hook up gauges.
- What a compressor is?
- What components of this system is?
- Basic information in the EPA manual.
- Principles of refrigeration.
- Basic troubleshooting skills.

Mr. Dean expressed that he knows when they leave the HVAC program they will not be a full-blown service tech but, they would at least have the basic knowledge and concepts. He expressed that takes a lot of time and hands-on to be fully ready. Mr. Dean also stated that students need to learn that not all equipment is based on technology. They need to also be able to learn how to work on older equipment. Students are expecting a machine to tell them everything that is wrong and if it doesn't tell them then it just doesn't get fixed or they don't know how to fix it. We as a whole have to start getting people to understand that trades are not a bad thing and that college isn't meant for everyone.

Mr. Walters provided an overview of the HVAC/E&I program. He discussed NCCER and the fact that is a four-level program. No one at the table was aware of this program. Mr. Walters stated that the problem with NCCER is that people don't know about this program but, they are saying it's the most recognized program in South Arkansas. Mr. Walters further stated that NCCER is a 150-hour program and that it is very difficult to pack all that information into a semester especially when the students' needs hands-on more than anything. Mr. Walters explained that

HVAC/E&I Advisory Committee Meeting

March 13, 2019

Location: TE 210

safety, tools usage and PPE were a priority and that he does slack a lot on the theory of certain subjects but, students will be able to learn and gain that in the field.

Mr. Walters then discussed the items that he is in need of for the program. Mr. Dean asked Mr. Walters to make a list of needed items. Mr. Walters requested 15 meters. Mr. Dean stated that he would make it happen. Mr. Dean informed Mr. Walters to save his budget or grant money for the expensive items and that they could help with the small items needed for the program. Mr. Dean also explained that their representatives are aware of the need for employees with the skills that the HVAC/E&I program will provide and are willing to donate items to the College for that specific reason.

Mr. Dean suggested to Mr. Walters sample tests that could be performed by his students.

- Take out a compressor and have another student hook it back up that didn't see it taken out.
- See if they can wire a motor that they didn't take out. Give them a three wire motor to hook back up even though they took out a four wire.

Mr. Walters shared, with the group, the goals that he has for the program, which are:

- Produce students with the skills needed in order to be hired;
- Increase the enrollment in the program; and
- Make the program the best and something that students are standing in line waiting to sign up for.

There was then a discussion of methods to use to get information to perspective students. Some methods discussed included:

- Meetings with local schools;
- Ensure that perspective students understand HVAC; and
- Have companies participate in events that the college hosts.

The last item discussed was a need for a process so that the group can stay connected throughout the year between meetings. It was suggested that an email group could be started. Ms. House mentioned that she would get with Dr. Wilson to determine how to proceed on this.

Mr. Walters thanked everyone for coming.

The meeting was adjourned.

Multimedia Technology
Department Meeting
April 15, 2019

The Multimedia Technology Department met on April 15, 2019 at SAU Tech. The following were in attendance:

Valerie Wilson, VC Academics & Planning
Richard Ball, Graphic Design Faculty
Brian Dixon, Simulation and Game Design Faculty
Jodi Eppinette, Division Chair

The meeting was called to order at 12:15 p.m.

The Advisory Committee Meeting planned for this date was rescheduled for Fall 2019. Therefore, the time scheduled for this meeting was used to discuss the current degree plans:

- Multimedia Technology – Film and Video Production
- Multimedia Technology – Simulation and Game Design
- Multimedia Technology – Graphics Technology

Additional topics discussed included:

- Program enrollment and graduation rates for the past five years were reviewed. While the number of students beginning the programs are sufficient, the completion rates are less satisfactory.
- The majority of students in this department complete only technical certificates. They terminate study at SAU Tech before completing the AAS degree.
- One primary contributing factor is the lack of employment opportunities for multimedia graduates in this geographic area.
- AAS degrees from other two-year schools were reviewed and compared to the current offerings at SAU Tech.
- Possible transfer options for Multimedia were considered. Several degree plans from SAU were reviewed.
- Employment trends in each of the three emphasis areas were considered.
- The value and importance of internships for students was emphasized, as well as the importance of establishing sites external to SAU Tech.

A follow-up meeting will be held on April 29. Department faculty were asked to contribute solutions to the issues discussed above at that meeting. The meeting was adjourned at 12:45 p.m.

Multimedia Technology

Department Meeting

April 29, 2019

The Multimedia Technology Department met on April 29, 2019, at 8:30 a.m. in the Business Building Conference Room. The following were in attendance:

Valerie Wilson, VC Academics & Planning
Richard Ball, Graphic Design Faculty
Brian Dixon, Simulation and Game Design Faculty
Jodi Eppinette, Division Chair

This meeting was a follow-up for the meeting held on April 15, 2019.

Brian Dixon shared suggestions for a possible transfer agreement with SAU. He proposed that SAU Tech's AAS degree in Multimedia Technology with an emphasis in Simulation and Game Design very closely aligns with the first two years of the Bachelor of Fine Arts in Art & Design, Game, Animation and Simulation Design at SAU. Dr. Wilson agreed to contact Dr. Lanoue, SAU Provost and VP for Academic Affairs to pursue a transfer agreement.

Other discussion included:

- Potential online courses for Multimedia Technology.
- Possible revisions to the Film and Video emphasis.
- Possible transfer options for the Graphic Design emphasis.

Action Items:

Wilson – Contact Dr. Lanoue concerning transfer agreements for Multimedia Technology.

Eppinette –Research possible options for a Communications Media Program.

Ball—Research transfer options for the Multimedia Graphic Design focus area.

The meeting was adjourned at 9:15 a.m.

SAU TECH PRACTICAL NURSING PROGRAM

ADVISORY MEETING AGENDA

August 15, 2017 at 12:00 pm

SAU Tech TE 115

In Attendance - Shelley Young, Cheryl McKinnon, Traci Sutton, Vontisha Murphy, Jessica Young, Valerie Wilson, Melody Sanders, Robbie Wilkins, Rebecca Wright, and Carla Braswell.		
SUBJECT	NOTES	Meeting Minute Notes
A) Welcome and Introductions	<ul style="list-style-type: none">Shelley Young, BSN, RNAllied Health Coordinator	Shelley Young introduced and welcomed everyone.
B) Lunch	<ul style="list-style-type: none">	Lunch was served; Provided by Tech Diner
C) PN Update	<ul style="list-style-type: none">PN Update<ul style="list-style-type: none">-Fall semester 29 students-Pre-Requisites for PN Program	Shelley Young gave the committee an update on our current program and informed them about the changes that we have made and will be making in the future such as renovations.
D) LPN/Paramedic to RN Program	<ul style="list-style-type: none">LPN/Paramedic to RN Program	Still working on getting the RN program up and running. Hopefully year 2019. Surveys and Letters of Support are needed. Must be an LPN prior to enrolling
E) Medical Office Administration with Medical Assistant	<ul style="list-style-type: none">Medical Office Administration with Medical Assistant	Shelley Young informed the advisory committee about the programs and discussed internships at their facilities.
F) CNA Program	<ul style="list-style-type: none">CNA Program	Shelley Young discussed the possibility of having an evening course. Dr. Wilson has one person interested in teaching the course.
G) New Allied Health Programs	<ul style="list-style-type: none">New programs to come	Shelley Young informed everyone about the possibility of creating more programs such as pharmacy techs, phlebotomy, dental assistant, etc
H) Clinical Contracts	<ul style="list-style-type: none">Clinical Contracts	Shelley Young handed out contracts during the meeting for signatures and approvals.
I) Questions	<ul style="list-style-type: none">Open to the Floor	Open to the Floor
J) Next Meeting	<ul style="list-style-type: none">Meeting Adjourned	TBA at a later date for next year

OM ADVISORY COMMITTEE

Minutes of the Meeting

October 28, 2016

ATTENDANCE

The OM Advisory Committee met on October 28, 2016, at SAU Tech. The following members were present: Ricky Sanders, Lynn Sprong, Robert Gunnels, and Phyllis Hutson.

The following visitors were present: James Brown and Jodi Eppinette.

OLD BUSINESS NEW BUSINESS

The meeting was called to order at 2:40 p.m. There was no old business to discuss. The committee discussed ways to strengthen office workers in the areas of interviewing techniques, communication skills, keyboarding skills, and business attire through classroom procedures.

The OM degree plans were reviewed by committee members. The listed courses were found to provide the necessary workplace skills needed by area businesses.

Suggestions were made to committee members about volunteering to conduct mock job interviews with interns and be classroom guest speakers. The meeting was adjourned at 3:30 p.m.

ADJOURNMENT

Respectfully submitted,

Phyllis Hutson, Secretary

OFFICE MANAGEMENT ADVISORY COMMITTEE

Minutes of the Meeting July 13, 2017

ATTENDANCE

The OM Advisory Committee met on July 13, 2017, at SAU Tech. The following were present:

Lynn Sprong, Spectra Technologies, LLC
Sue Bradshaw, Ouachita Valley Family Clinic
Shelley Young, SAU Tech
Jodi Eppinette, SAU Tech
Valerie Wilson, SAU Tech
Phyllis Hutson, SAU Tech

The meeting was called to order at 10:15 a.m.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

The committee discussed ways to strengthen office workers in the areas of interviewing techniques, communication skills, keyboarding skills, and business attire through classroom procedures.

The OM degree plans were reviewed by committee members. The listed courses were found to provide the necessary workplace skills needed by area businesses.

The following suggestions were made:

- Conducting mock job interviews with interns using committee members.
- Adding a phlebotomy course for MOA students.
- Determining certification tests needed for the medical assisting, medical coding, and medical billing. The Registered Medical Assistant (RAM) will be needed for the medical assisting certification.
- Adding an OM emphasis for legal office assistant.
- Possibly adding a degree plan for a medical lab technician.

ADJOURNMENT

The meeting was adjourned at 11:10 a.m.

OFFICE MANAGEMENT/MEDICAL OFFICE ADMINISTRATION

Advisory Committee Meeting

April 2, 2019

The Office Management/Medical Office Administration Advisory Committee met on April 2, 2019, at SAU Tech. The following were in attendance:

Jodi Eppinette	SAU Tech
Lynn Sprong	Spectra Technologies, LLC
Vontisha Murphy	SAU Tech
Phyllis Hutson	SAU Tech

The meeting was called to order at 12:10 p.m.

There was no old business to discuss.

The following suggestions were made:

The OM/MOA degree plans were reviewed by committee members. The listed courses were found to provide the necessary workplace skills needed by area businesses.

Internship opportunities are available at area businesses, but more internships are needed at medical facilities for the MOA interns.

The committee discussed ways to strengthen students in the areas of interviewing techniques, communication skills, keyboarding skills, and business attire through classroom procedures.

MOA students need basic hands-on training with first aid, CPR, and vital signs in a classroom setting.

Discussion was made about the student computer lab on the business hallway. Many students have been using the lab.

Committee members discussed the MOA faculty position opening that has been posted on Tech's website. Plans are to fill this position for the fall semester.

The meeting was adjourned at 1:00 p.m.