

**MECHATRONICS ADVISORY COMMITTEE - MINUTES**

**Tuesday, June 2nd, 2020 \* 6:00-7:00pm**

**Zoom Online**

**Members Present:** Zeb Hallmark, Analog Devices (Committee Chair); Noah Wass, Elkhard Plastics

**Members Absent:** Jerome Davis, Botecote

**Clark College:** Chris Lewis, Department Head; Wende Fisher, Educational Planner – Advising; Armetta Burney, Interim Dean – WPTE; SueAnn McWatters, Program Specialist – Advisory Committees

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Zeb Hallmark called the meeting to order at 6:03pm and introductions were made.

**APPROVAL OF PREVIOUS MEETING MINUTES**

*The minutes of March 17th, 2020 were presented: as quorum was not present, the minutes were sent out for electronic approval. As of April 16th, 2020, the minutes have been approved.*

**NEXT MEETING DATE**

The committee will next meet on **Tuesday, December 1st, 2020 at 6:00pm.**

**ANNOUNCEMENTS FROM THE OFFICE OF INSTRUCTION:**

Armetta Burney shared the following announcements:

Students for the spring quarter will receive an incomplete and then complete their hands on labs during the summer. Mechatronics chose to go ahead with the courses and not give out incompletes. However, it came at a cost; as the hands on piece wasn’t available. As we look into summer and fall, the college has decided that where we can deliver 100% online, with the exception of the CTE programs. They will be delivered in a hybrid modality. Lectures will be online and labs will be face to face. We are in the process of working with the Environmental Safety and Health Team to make sure we have processes and procedures in place to ensure we are following the COVID-19 requirements that have been mandated by the governor while we are in phase 1.

There have been some significant budget changes. The college is in a $5.4 million deficit. In order to close that gap, 86% of our budget is associated with salaries and wages, so it will impact staff and faculty. There have been budget processes where we are engaging the college community in ways that we can restructure and align things differently in order to help close that gap. There are going to be reductions from executive cabinet down to classified staff. One significant impasse that will affect instruction is that we will be eliminating our STEM dean position, however the program will still be offered. Realigning those departments into those other units has been a challenge.

**NEW MECHATRONICS PROGRAM LAUNCHES**

Chris Lewis explained that they are on track with full enrollments with both incoming and continue students. The program now has more companies signed up for the career launch. Tuesdays and Thursdays are scheduled for summer and fall for students to take advantage of the new programs.

This has been a very stressful quarter for both the faculty and students as all modalities have had to change. Zoom has been a very important interface for instruction. The vendors have been fantastic this quarter giving the program access to all of the simulations and hardware we use. Mechatronics did a tour of the facilities at CTC to see what was available to adhere to social distancing and be able to spread the equipment out.

**BRAINSTORMING IDEAS TO INCREASE EQUIPMENT**

Chris Lewis spoke on the changes for using equipment in regards to how students/faculty interact with the equipment, how close it can be together, how many people can be in the room at the same time, etc. There’s also the challenge of cleaning the equipment to make sure everyone is safe. Other issues coming up is how to get everyone in and out of the building, hallways, and just making sure everyone is as safe as possible. Armetta Burney stated that we have to adhere to the guidelines. All of the CTE programs will have a screening process, where students can either answer the screening questions on their mobile device or they can do so when they enter the building. In addition to those screening questions, we are also requiring the students take their temperatures. The college has purchased touchless thermometers and specific cleaning protocols on what needs to be done after every use. There will be a lot of documentation. We also have tape laid out for students to remember the 6ft rule as well as a lot of signage for reminders. It is an intense process, but we are committed to keeping the in person modality.

Noah Wass asked a question about making a list of equipment that the program is looking for and sent it to industry partners as donations? Chris Lewis answered saying that it’s been very difficult. The companies that he has reached out to have been very willing to give up their old, obsolete equipment as they are moving out of one location or upgrading. That has limited success, but it does have application and we have accepted. There are not too many opportunities where they are able to give us the equipment that we can implement into training to make it generic enough.

Chris Lewis spoke on receiving an equipment grant through the state to help address needs. They were able to add the following equipment:

* Another mechanical trainer with all of the levels. They now have 4 complete units with all levels 1-4 on them.
* 4 complete units of hydraulic trainers
* A-frame motor control carts
* 4 more vacuum trainers
* Simulation software licenses that allow the program to take advantage of the simulations offered with the equipment
* Updated oscilloscopes and new power supplies for the DC/AC courses
* There is leftover money for kits to the students

Half of the equipment has been delivered during the COVID crisis. It’s been inventoried, but not quite put together.

The committee had a heated discussion about the process of getting equipment. New policy and procedures prevent the equipment from going straight to CTC and now has to go through main campus first. The industry spoke on efficiency and getting the equipment available to students as soon as possible.

**ADVANCED MANUFACTURING CENTER UPDATE**

Chris Lewis discussed the potential in moving the first year MTX back to main campus and move the second years into the advanced manufacturing facility. At this point, it was concluded that MTX wouldn’t be included in the Advanced Manufacturing Program and would stay at CTC.

**INDUSTRY UPDATES**

Zeb Hallmark stated that Analog Devices started an apprenticeship program. They are currently in the process of selecting 2 existing employees to go through the MTX program while also working in their maintenance department.

Noah Wass mentioned that they have one student going through the MTX program. It’s been a trial run, but he’s excited to have the student back after he’s been through. They have been implementing some improvements in order for him to take advantage of some of the skills he’s learned.

Wende Fisher spoke on being a resource for the industry members to help get students enrolled into the program.

The meeting was adjourned at 6:54pm.

Prepared by SueAnn McWatters