Advisory Meeting Minutes  
October 17th, 2019

Attendance: Chris Griffith, Amy Irmen, Kyra Rider, Michael Collins, Tim Hughes, DJ Dirlenzo, Mitchel Meares, Bernie Pupino, Tim Tunnell, John Gruben, Charles Raimondi, Zach Caccia, Art Gosell, Rachel Hofer, Shawn Van Kampen

Date: October 17th, 2019
Time: 6:00 to 7:30 PM

The meeting was called to order at 6 p.m.

Approval of minutes: Everyone looked through April’s minutes and were in favor.

Enrollment Data: Looking at enrollment data, ELE is up 26% and Welding went down 30%. MT is up, and CAD is a little bit down. The school is working hard to bring more students into programs. Kyra Rider says that enrollment is down 7% as an institution, especially for classes. There are limited classrooms and instructors. Also, tuition increased.

Our numbers change when NIU’s numbers change.

Employment is a large part for the enrollment decrease according to students. There is a need for electronically skilled techs and that is why students have been coming. ELE has doubled in classes. Many students have not completed all of the classes they need to complete the programs— they have only taken some of them. Online enrollment has gone up and in-person classes have not. Online CT is beginning online classes. Welding is looking for an accelerated course.

Electronics courses are looking into lowering the cost of books.

Eight-week courses help students—it is quick. Students don’t have too much time. There was consideration of Saturday courses. Right now it is not offered. There are hybrid online courses.

People are afraid to take a course that they haven’t done in a long time. Math may scare students, but it is needed for their degree. Machine Shop Math, MAT 151, offers a practical math course for them to take and it helps students succeed.

We count on the community’s feedback. Invitations for this meeting were not sent out as they should have. Looking forward, we should have meetings twice a year—one together and one small group.

We are trying to pass new degrees and get them approved. A new degree gives options of core classes. The goal is to give students a full set of skills. Also, so they can specialize in certain parts. There are pre-requisites, then they can complete it.

We do not offer summer classes, but there are other classes outside our department that they can take.

NIU requires students to already do the basics and so does the work force.

We will vote on moving our meetings to being in small groups with our departments. Maybe phone conferences. Maybe we should meet once a year. It was decided that there be one meeting
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that is mandatory and one meeting that is optional. Meeting dates were decided within small groups. We can do twenty internships while we reimburse the employee a certain amount.

There were introductions and the meeting adjourned at 7:03 p.m.
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ELE Small Group

Call to order at 7:00PM

Members: Michael Collins, Omron; Tim Tunnel, SK Tool; Jim Glass, Outback Machine Shop; Charles Raimondi

Charles will send out the meeting notes and linkes to the advisory members.

He will also keep track of enrollment numbers and try to keep a 20% increase in enrollment

Charles mentioned that ELE is up 25% in which Michael Collins inquired on why the increase in enrollment in ELE. Charles mentioned that over the Summer the ELE Student Worker was making phone calls to the students as well as working with missy Gillis and Advising.

Michael Collins inquired, who will continue to do this work when the current student worker is moving on? Charles mentioned that he is working on a continual replacement for that position and a book on procedures is being developed for all future student workers.

Some students just don’t finish. Maybe they plan to take a break, but don’t come back.

What are some reasons students don’t come back and how can we help them come back?

Looking at old class descriptions- ELE 220 has not been run since 1997. Should they try to run ELE 230? It needs to be modernized- wireless and fiber-optics. Should it be hands-on or lecture?

ELE 230 is about memory, storing data, etc…for electronics tech. Schematic reading, testing, and troubleshooting.

Should we scrap ELE 220? Do people use lasers? It is used for fibro-optics. We should focus more on the wireless. Vote to scrap ELE 220 was unanimous. Fibro-optics will go in ELE 230.

Looking at an accelerated course- no course number yet. Combined and same content- just quicker. Accelerated AC/DC course is replacing other AC/DC course.

Looking at 206. Lots of hands-on basic electronics, little AC/DC too. Basic electronics should be the same. Beginning electronics or micro-electronics is ideal. Intro to micro-electronics.

Electronic Technician Certificate-Change solid states 110 name doesn’t look like it fits. Decide on April meeting.

PLC systems and Omron: How was PLC 2 last year? We had no enrollment, so we did not run it. Are we teaching it how Omron wants it? Yes, if we could teach it like we teach our customers. Safety should be in PLC 1, temp control, maintenance, and traceability in PLC 2. Preventative, predictive, maintenance, and troubleshooting. We will email the course syllabus. Teach drives, PLC 2 should be an elective.

We will sit down together and talk about this.
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Still doing E-learning. Any suggestions? Charles mentioned that they are still doing the E-Learning and it is part of the class requirements

Safety can be added. Skill-builders. Very important. Safety self-certification could be added.